

STATE UNIVERSITY OF NEW YORK  
OFFICE OF EMPLOYEE RELATIONS AND PERSONNEL  
**UP-6 REQUEST FOR APPROVAL OF EXTRA SERVICE FOR M/C EMPLOYEE**

Part I of this form is to be completed by the State Employee

Part II is to be completed by the Extra Service department.

Part III is to be approved by the Vice President/Provost, Human Resources and President **prior to commencing the Extra Service**

Part IV is the final approval by the Chancellor

**I. TO BE COMPLETED BY EMPLOYEE**

Name \_\_\_\_\_ Current Salary \$ \_\_\_\_\_ Stony Brook ID number \_\_\_\_\_

**Non-Immigrant Status.** \_\_\_\_\_ Title \_\_\_\_\_ Department \_\_\_\_\_

I request approval to render Extra Service on (Days) \_\_\_\_\_ (Hours) \_\_\_\_\_

In \_\_\_\_\_ From (Date) \_\_\_\_\_ Through (Date) \_\_\_\_\_  
(Extra Service Department)

Please describe purpose of Extra Service and how Extra Service is substantially different than normal obligation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This extra service will not interfere with my normal obligation:

Signature of employee requesting Extra Service \_\_\_\_\_ Date \_\_\_\_\_

**II. TO BE COMPLETED BY EXTRA SERVICE DEPARTMENT**

State Extra Service Account to be charged \_\_\_\_\_

OR

RF Charging Instructions for Extra Service: Project# \_\_\_\_\_ Task \_\_\_\_\_ Award# \_\_\_\_\_

Total payment for Extra Service for dates above: \$ \_\_\_\_\_

Cannot exceed 20% of current salary

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

(extra service department authorization)

**III. APPROVAL BY CHIEF ADMINISTRATIVE OFFICE**

\_\_\_\_\_  
(date) \_\_\_\_\_ (Supervisor) \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_  
(date) \_\_\_\_\_ (Vice President/Provost) \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_  
(date) \_\_\_\_\_ (Human Resources) \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_  
(date) \_\_\_\_\_ ( President) \_\_\_\_\_ Print Name \_\_\_\_\_

**IV. APPROVAL BY CENTRAL ADMINISTRATION**

Approved

Approved with the following limitations \_\_\_\_\_

\_\_\_\_\_  
(Date) \_\_\_\_\_ (Signature of Chancellor for Personnel)