

State University of New York  
University-Wide Human Resources  
Albany, New York 12246

UP-6 Request for Approval of Extra Service for M/C Employee  
C2063-187

INSTRUCTIONS: Part I of this form is to be completed by the employee in an original plus three copies and submitted to the campus's Chief Administrative Officer for approval prior to commencing extra service. Two copies are then forwarded to the Director, University-Wide Human Resources in System Administration. The campus will retain one copy for its records. After approval is obtained from System Administration, a copy of the UP-6 will be sent directly to the Office of the State Comptroller with a copy back to the campus. The campus processing the approved appointment may then effect payment in accordance with the rules for extra service (upon receipt of vouchers) or concurrent appointment.

**I. To Be Completed by Employee**

Name \_\_\_\_\_ Last 4-digits of SSN: \_\_\_\_\_ Campus/Agency \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ Current Salary \_\_\_\_\_

I request approval to render extra service on a  part-time  full-time basis to: \_\_\_\_\_ Agency: \_\_\_\_\_

At: (location of employment) \_\_\_\_\_ For the period from: \_\_\_\_\_ Through: \_\_\_\_\_

Describe purpose of work: \_\_\_\_\_

Total compensation for this additional work will not exceed:

This extra service will not interfere with my normal obligations to the University.

\_\_\_\_\_  
(date) Signature of Requesting Employee

**II. Action by Chief Administrative Officer**

Approved  Disapproved

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

\_\_\_\_\_  
(date) Signature Chief Administrative Officer/Designee

**III. Action by System Administration**

Approved  Disapproved

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

Office of the Chancellor

\_\_\_\_\_  
(date) by \_\_\_\_\_  
Signature Director, University-Wide Human Resources/Designee

Distribution

Chief Administrative Officer  Employee Copy  System Administration (2 copies)