SUNY Maritime College

Extra Service Compensation Authorization Form

This form is to be completed by UUP employees for work performed at, or for, SUNY Maritime College – by employees of SUNY Maritime College who work in excess of their professional obligation in their own department or do service for a different department. *Authorizations must be submitted and approved prior to the commencement of the extra service work. Payment of authorized extra service is contingent upon the timely receipt from authorized employees of extra service vouchers. including attendance records if to be paid hourly. by the payroll office.*

Name (Last, First):

Primary/Home department:

Describe all extra service duties – if teaching, list courses (if performing extra service for more than one department make sure to describe all duties in all departments). If extra service is for other than teaching, describe how the completion of the extra service work will be measured (ex: in hours, verification of completed steps in a project etc.):

By affixing our signatures below, we hereby certify that the extra service compensation requested is for work that is above and beyond normal duties and responsibilities and that such extra work will not interfere with this professional obligation of this employee or this department's ability to meet its regular professional obligations to the campus. We also certify that the extra service will not exceed the equivalent of 10% of the employee's base salary for a semester of 20% for an academic year for employees having academic year obligations, or 20% for the full year for employees with calendar year obligations. **Initial authorizing signatures:**

Employee's Signature	

Date

Primary/Home Unit Head signature

Date

Departmental request(s) for approval for the employee to perform extra duties for the following:

Department Name	Amount Authorized	Pay Mode (circle one)	Hourly Rate (if applicable)	Account #	Extra Service (begin date)	Extra Service (end date)
		FEE or HRY				
		FEE or HRY				
		FEE or HRY				

Total Amount

Each Unit Head is required to sign this form because the employee is performing extra service in his/her unit hereby certifies that the extra service being performed by the employee is essential to the mission of the unit and that the work is above and beyond what might be considered the normal workload of other department members to whom this work might otherwise be assigned.

Disapproved

HR OFFICE USE ONLY							
Applied to 20% cap: Yes or No	Employee's Annual Salary	Beginning ExS balance:	OK—within SUNY Rules (initials)				
If No, indicate: Summer Session or Other	20% of Base Salary	Ending/Remaining ExS balance:	Payment:				

SUNY HR	
EXS #	
STACK #	

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