

Request for Approval of Extra Service/Also Receives/Chair Stipend

INSTRUCTIONS: Parts 1 and 2 of this form are to be completed by the employee and submitted to the Supervisor for forwarding through administrative channels to the President of the campus for approval **PRIOR** to commencing extra service, chair stipend or also receives.

1. Employee Information			
Employee's Name (First Name, M.I., Last Name)		SUNYID	Current Title
Site and Group		Email Address	Campus Phone Number
			Current Salary
2. Extra Service/Also Receives/Chair Information: <input type="checkbox"/> Extra Service <input type="checkbox"/> Also Receives <input type="checkbox"/> Chair Stipend			
Department/Agency		Campus Address (or complete mailing address if other State Agency)	
Beginning Date	Ending Date	Days of the week the work will be performed: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.	
Daily Starting Time	Daily Ending Time	Check the appropriate box regarding the use of time: <input type="checkbox"/> Will charge time to accruals <input type="checkbox"/> Leave without pay <input type="checkbox"/> No charge required (after work hours)	
Brief Description of Work:			
Total Compensation for this additional work will not exceed: _____ \$			
Account number to be charged: _____ <input type="checkbox"/> State <input type="checkbox"/> Research Foundation			
<i>This extra service/Also Receives/Chair stipend will not interfere with my normal obligations.</i>			
Signature of Employee _____		Date _____	
3. Supervisory Approvals			
Department Chair/Supervisor _____		Date _____	
Budget Department _____		Date _____	
Next Level Supervisor _____		Date _____	
Provost _____		Date _____	
Senior Vice President/COO _____		Date _____	
Human Resources Review _____		Date _____	
4. Action by Chief Administrative Officer			
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
<input type="checkbox"/> Approved with the following limitations: _____			
Interim President Designee _____		Date _____	