

Request for Approval of Extra Service or Also Receives

Full Approval Required Prior to the Commencement of Work

For SUNY Cortland employees rendering additional service to SUNY Cortland

- Extra Service (ES) (services rendered outside current department/position, including faculty course overload)
- Also Receives (ALR) (additional duties within current department/position)

Before completion, please review our additional compensation policies [here](#).

SECTION 1: TO BE COMPLETED BY SUPERVISOR OF THE ADDITIONAL WORK

Employee:	_____	Current Title:	_____
Department:	_____	Current Salary:	_____

Detailed description of service to be provided including how work expands scope of the employee's normal professional responsibilities and when/how it is to be completed during the normal obligation. ES is typically completed outside of employee's normal obligation while ALR responsibilities are absorbed, and may expand the normal obligation for a temporary period.

Service Dates (open ended dates must be reviewed every six (6) months) _____ To: _____

Schedule of Services rendered (days of week; hours of day): _____

Form 11

Compensation: \$ _____

Amount Represents:
 Biweekly Amount
 Total for Service

Account #: _____

Type of Service:
 Instructional
 Non-Instructional

(Signature – Chair/Supervisor of Add'l Work)

(Date)

(Signature – Employee: Certifies work will not interfere with my normal obligation to the university)

(Date)

(Signature – Dean/Next Level Supervisor)

(Date)

(Signature – Vice President)

(Date)

<i>Completed by HR:</i>	
Line #:	_____
Title:	_____
PR Dates:	_____
# pmts:	_____

SECTION 2: ACTION BY CHIEF ADMINISTRATIVE OFFICER *ONLY NEEDED IF THE AMOUNT EXCEEDS 20% OF ANNUALIZED SALARY

- Approved Disapproved
- Approved with the following limitations: _____
- _____

(Signature – President)

(Date)

Section 3: Record Management

1 - Payroll Review by: _____ Date: _____

2 - Budget Review by: _____ Date: _____

Distribution: HR (original)
E-Copy: Employee, Primary Supervisor, ES Supervisor