

Request for Approval of Also Receives or Extra Service – UUP employee

Full approval required prior to the commencement of work

For SUNY Cortland employees rendering additional service to SUNY Cortland

- Also Receives (ALR) (work in addition to and concurrent with primary obligation/work hours)
- Extra Service (ES) (services distinctly rendered outside of primary obligation/work hours, including faculty course overload)

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

SECTION I: TO BE COMPLETED BY SUPERVISOR OF THE ADDITIONAL WORK IN CONSULTATION WITH EMPLOYEE:

Employee:	_____	Current Title:	_____
Primary Department:	_____	Primary Supervisor:	_____
Add'l Work Department:	_____	Add'l Work Supervisor:	_____

What is the employee's current obligation/work hours, or for faculty, their current workload (including any current course releases) and specific schedule of instructional load for the period of time covering this ALR/ES?

Provide detailed description and schedule (i.e. instructional schedule or specific dates and times of work to be completed) of the additional service to be provided .

Describe the need for the additional assignment. For courses, please include expected enrollment and enrollments of other sections.

If not clearly quantified or tied to a specific schedule in the section above, what is the expected average time commitment to complete the additional assignment? Be specific.

Professional employees: Is the additional assignment instructional such as COR 101 or another class or lab? Yes No

If yes, does the instructional schedule overlap with typical obligation/work hours? Yes No

If yes, provide a schedule detailing how/when the employee will make any hours of work that interferes with their regular obligation and how they will be recorded with supervisor.

Form 11uup (8/2022)

SECTION 2: ADDITIONAL ASSIGNMENT SERVICE AND COMPENSATION:

Service Dates (open ended dates will be reviewed by HR at 6 months) Maximum of one year will be approved		_____	To: _____
ALR/ES Compensation:	\$ _____	Amount Represents: <input type="checkbox"/> Biweekly Amount <input type="checkbox"/> Total for Service <input type="checkbox"/> Hourly <input type="checkbox"/> Per delivery	Account #: _____ Type of Service: <input type="checkbox"/> Instructional <input type="checkbox"/> Non-Instructional
ALR/ES rate determination:	<input type="checkbox"/> Adjunct salary guidelines <input type="checkbox"/> Temporary Salary Increase for Professionals policy <input type="checkbox"/> Hourly or "per delivery" rate _____		
Employee Base Annual Salary:	\$ _____	Additional salary percent of base annual salary?	_____% HR/Payroll Verification: % verification for AY or CY: Verified by: _____ Date: _____

SECTION 3: EMPLOYEE AGREEMENT AND PRIMARY DEPARTMENT APPROVAL:

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

(Signature – Primary obligation immediate supervisor) _____
(Date)

SECTION 4: ADDITIONAL SERVICE DEPARTMENT/ORGANIZATIONAL UNIT APPROVAL

(Signature – Chair/Director - Supervisor of add'l work) _____
(Date)

(Signature – Next level supervisor of add'l work – if applicable) _____
(Date)

(Signature – AVP/Dean) _____
(Date)

(Signature – VP and President's designee) _____
(Date)

Completed by HR:

Line #: _____
 Title: _____
 PR Dates: _____
 # pmts: _____

SECTION 5: ACTION BY PRESIDENT *ONLY NEEDED IF AN ALR AMOUNT EXCEEDS 20% OF ANNUALIZED SALARY

Approved Disapproved

(Signature – President) _____
(Date)

Section 6: RECORD MANAGEMENT

1 - Payroll Review by: _____ Date: _____ ES Voucher req'd Y / N If yes, date sent to empl. and supv: _____

2 - Budget Review by: _____ Date: _____

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