**SUNY GENESEO MATRIX OF REQUIRED EXTRA SERVICE FORMS FOR PAYMENT**

<table>
<thead>
<tr>
<th>CURRENT EMPLOYMENT CLASSIFICATION AND PAYMENT TYPE</th>
<th>PT OR FT GENESEO EMPLOYEE WORKING EXTRA SERVICE AT GENESEO</th>
<th>FT GENESEO EMPLOYEE WORKING EXTRA SERVICE AT ANOTHER SUNY CAMPUS OR OTHER STATE AGENCY</th>
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<tbody>
<tr>
<td><strong>UUP-NU 08</strong></td>
<td>EXTRA SERVICE FORM</td>
<td>UP-8 REQUEST FORM</td>
<td>DUAL EMPLOYMENT FORM</td>
<td>EXTRA SERVICE FORM</td>
<td>EXTRA SERVICE FORM</td>
<td>EXTRA SERVICE FORM</td>
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<td><strong>FEE ONLY</strong></td>
<td></td>
<td>Other campus/agency may require additional employment/tax forms</td>
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<td>DUAL EMPLOYMENT FORM</td>
<td>DUAL EMPLOYMENT FORM</td>
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<tr>
<td><strong>M/C – NU 13</strong></td>
<td>EXTRA SERVICE FORM</td>
<td>UP-6 REQUEST FORM</td>
<td>UP-6 REQUEST FORM</td>
<td>EXTRA SERVICE FORM</td>
<td>NORMAL - N/A</td>
<td>CALL HUMAN RESOURCES AT 5616 IF YOU ENCOUNTER THIS EXTRA SERVICE SCENARIO</td>
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<td><strong>FEE ONLY</strong></td>
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<td>UP-6 REQUEST FORM</td>
<td>HIRE PACKAGE*</td>
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<td><strong>CLASSIFIED SERVICE NU 1 – 6, 61</strong></td>
<td>EXTRA SERVICE FORM</td>
<td>DUAL EMPLOYMENT FORM</td>
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</table>

**REQUIRED SIGNATURE/APPROVALS:**

**Extra Service Form**
- Employee
- Extra Service Supervisor
- *Employee’s Primary Department Supervisor
- Cabinet-level Administrator

**UP-6**
- Employee
- Chief Administrative Officer

**Dual Employment Form**
- Employee
- Cabinet-level Administrator

*REQUIRED ADOBESIGN FORMS:*
- I-9 OATH OF OFFICE
- FORM W-4
- FORM IT-2104
- RETIREMENT ELECTION FORM
- EMPLOYEE INFORMATION FORM

**NOTE:** This must be completed by all first-time extra service or dual employment hires at GENESEO. If there is a break in service greater than three years, SUNY GENESEO reserves the right to request a brand new hire package.

* Primary Department/Primary Supervisor not required if extra service employee is from another State Agency or SUNY.