

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

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

### REQUIRED SIGNATURE/APPROVALS:

#### Extra Service Form

Employee  
 Extra Service Supervisor  
 \*Employee's Primary Department Supervisor  
 Cabinet-level Administrator

#### UP-6

Employee  
 Chief Administrative Officer

#### UP-8

Employee  
 Cabinet-level Administrator

#### Dual Employment Form

Employee  
 Cabinet-level Administrator

#### \*REQUIRED ADOBESIGN FORMS: 1-9

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.