SUNY GENESEO MATRIX OF REQUIRED EXTRA SERVICE FORMS FOR PAYMENT

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

REQUIRED SIGNATURE/APPROVALS:

Extra Service Form

Employee

Extra Service Supervisor

*Employee's Primary Department Supervisor

Cabinet-level Administrator

UP-8

Employee

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.