

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 FEE ONLY	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 FEE ONLY	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 FEE ONLY	EXTRA SERVICE FORM	DUAL EMPLOMENT 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 ADOBE SIGN 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.