

Extra Service Checklist

On-campus “Extra Service” is for Professional, Faculty, Management Confidential and GA/TA Employees Only. As with all offers of employment, all extra service requires prior approval (both budgetary and appropriateness of work) before a formal offer is made and prior to the commencement of any work.

1. ***Prior*** to commencement of the extra service assignment, the **employee** must secure written approval from their supervisor. Extra Service is only for Professional, Faculty, Management Confidential and GA/TA Employees Only.

(OR) If the extra service will be performed by:

A Binghamton University UUP faculty member **at another SUNY campus**, they must complete a
-8 Request form.

A Binghamton University M/C employee **at another SUNY campus**, they must complete a
-6 Request for Approval of Extra Service for M/C Employees forms.

A Binghamton University employee at a **non-SUNY state agency**, such as DOT, DOL, etc., they must
complete an -