



EXTRA SERVICE/DUAL EMPLOYMENT/ALSO RECEIVES FOR UUP AND MANAGEMENT CONFIDENTIAL (MC) EMPLOYEES/AND DEPARTMENT CHAIRS TEACHING A COURSE OR OTHER ACADEMIC SERVICE OUTSIDE OF THEIR OBLIGATION:

EXTRA SERVICE FOR CURRENT SUNY NEW PALTZ EMPLOYEES

Full-time Faculty, full or part-time UUP professional staff, and management confidential:

DEFINITION AND RELATED POLICY:

SUNY Extra Service Policy:

http://www.suny.edu/sunypp/documents.cfm?doc_id=419

Extra Service should only be used for an employee when the work to be performed is: 1) performed entirely outside of an employee's normal work day/obligation, and 2) substantially different from the individual's professional work obligation as defined by the employee's performance program, and 3) must not interfere with the employee's regular responsibilities. Full-time professional staff cannot perform extra service during the core hours of the College. For full time UUP staff, compensation shall not exceed an amount equal to 20% of base annual salary in any academic (for 10 month employees) or calendar year (for 12 month employees).

Summer assignments for 10-month faculty are not considered "extra service"; however, summer compensation is limited by the University Policy on Summer Session Appointment and Compensation Rates.

Summer Session Appointment and Compensation Rates:

http://www.suny.edu/sunypp/documents.cfm?doc_id=420

APPROVAL PROCESS:

The approval for extra service is initiated through the UP-8 form (UUP) or the UP-6 form (MC). Approval must be obtained prior to the commencement of the service.

UP-8 Extra Service Form: <http://www.newpaltz.edu/hr/forms.html>

UP-6 Extra Service Form: <https://www.suny.edu/media/suny/content-assets/documents/hr/MC-Employees-UP-6-rev01-2011.pdf>

GETTING PAID:

If you are teaching a course, payments will be automatically distributed evenly over the course of the semester. A course in this context is on-line or seated. No vouchers are needed to initiate payment for a course. All payments are added to your biweekly paycheck. It is your responsibility to notify the department chair promptly if you cannot meet the full obligation of the course. In the event you are overpaid, adjustments will be made to your regular salary to compensate for the overpayment.

If you are performing some extra service other than teaching, the submissions of extra service payroll vouchers are required to initiate payment.

Retroactive payments are highly scrutinized by the Office of the State Comptroller and additional justification may be required. Please submit vouchers on a timely basis.

Extra Service Payroll Vouchers: <http://www.newpaltz.edu/payroll/extraservice.pdf>

DUAL EMPLOYMENT:

Definition:

If a State employee is concurrently employed (even if only part-time with both employers) with another State agency (including another SUNY), the work being performed at their secondary State employer is considered Dual Employment and approval is required. This will serve as documentation for the service at two State agencies. Employees working at two SUNY agencies are required to submit all required additional employment documentation in order to be paid. The records between SUNY's do not transfer.

Approval Process:

The approval for Dual Employment is initiated through the Office of the State Comptroller Dual Employment Form, Form AC1588. Approval must be obtained prior to the commencement of service.

Dual Employment Form, Form AC-1588:

http://www.osc.state.ny.us/payroll/files/ac_1588_f.pdf

Getting Paid:

If the work you are performing at New Paltz is in addition to a full time obligation at another State agency, this work is considered extra service and subject to the extra service rules defined above under that heading. Extra service payroll vouchers are required to initiate payment. Payment from New Paltz will be a separate check from your regular paycheck.

Retroactive payments are highly scrutinized by the Office of the State Comptroller and additional justification may be required. Please submit vouchers on a timely basis.

Extra Service Payroll Vouchers: <http://www.newpaltz.edu/payroll/extraservice.pdf>

ALSO RECEIVES

UUP, MANAGEMENT CONFIDENTIAL, AND DEPARTMENT CHAIRS

Definition:

Also receives compensation should only be used when the work to be performed by the employee is 1) Less than one year, 2) substantially different and in addition to an individual's professional work obligation, and 3) performed during an employee's normal work shift.

Approval Process:

UUP and Management Confidential (MC) Employees:

The Dean/Director should complete the Request for Also Receives Payment form and route it through the signature process. For MC's, there is an additional approval process required by SUNY Central Administration. Contact the Office of Human Resources for additional information.

Getting Paid:

Once the also receives request is approved through the Vice President/President level, payments will be generated by Human Resources. Payroll vouchers are not required for this type of payment. Payment is included in your regular paycheck.

Retroactive payments are highly scrutinized by the Office of the State Comptroller and additional justification may be required. Requests for Also Receives must be made in advance of the work being performed.

Department Chairs Only:

Department Chairs who are teaching a course or performing other academic service deemed outside their obligation are paid for those services as an “also receives”. To initiate payment, check Department Chair = “Also Receives” on the Academic Appointment Request Form. Payroll vouchers are not required to initiate this payment. Payment is included in your regular paycheck.