

For Part time Annual Salaried Employees (not hourly)
To update an employee's Work Schedule in Payserv

Employee name _____

Department _____

SUNY ID _____ NYS ID _____

FTE currently in Payserv _____

A. Current Work Schedule

Indicate Yes or No in the chart below to identify the days of the week and number of hours the employee is scheduled to work each day:

	S	M	T	W	TH	Fri	S
<i>Days</i>							
<i>Number of hours</i>							

B. Extra Time worked: (For Part time Annual salaried employees only)

Indicate Yes or No in the chart below to identify additional days and extra hours worked each day based on the new schedule/effort:

	S	M	T	W	TH	Fri	S
<i>Days</i>							
<i>Number of hours</i>							

You should note that hours worked in excess of the regular hours are paid out at time and a half rate. Therefore, if the new schedule is expected to continue for more than 3-6 months, please contact Human Resources at 718 270-1191 or via email humanresources@downstate.edu, to review changes to the employee's effort/FTE, instead of submitting additional payments for Extra Time. An effort change would be effected by completing a UP-2 Form with appropriate approvals.

FOR OFFICIAL USE ONLY

Department Supervisor: _____

I attest that the information provided above is true and accurate and the Extra Time Form was submitted to the Payroll Office for payment.

cc: **Payroll Office**
 Personnel File

Payroll Processing

Payroll# _____

Processed by _____

Date _____