

**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
Days							
Number of hours							

**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
Days							
Number of hours							

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 Maria Silas, in Human Resources at 718 270-1191 or via email [msilas@downstate.edu](mailto:msilas@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.

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**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 \_\_\_\_\_