



State University of New York
 The Research Foundation
 of Upstate Medical University
 Payroll Services @ Jacobsen Hall Room 101
 Phone: 464 – 6350



Research Foundation

**NEW EMPLOYEE OR CHANGE ELECTION
 COMPENSATORY TIME / PAYMENT ELECTION FORM**

Employee ID#: _____

Employee Name: _____

Please Print

NEW EMPLOYEES:

All Research Foundation non-exempt employees hired to work a 37.5 hour work week are to complete this form, as appropriate, and return it to the **PAYROLL DEPARTMENT, Jacobsen Hall, Room 101**. If this form is not completed and submitted to Payroll during orientation, you will automatically receive the payment of money option. Your selection will be effective immediately.

If I am required to work above my normal obligation of 37.5 hours, I choose the following form of compensation **for hours worked between 37.5 and 40:**

- #1) _____ Payment of money. (*Time will be paid at your current straight rate*) Once elected, you will no longer have the option to accrue compensatory time for these hours.
- #2) _____ Compensatory time.* (*Time earned will be applied to your compensatory time balance on the payroll system. This accrued time may be used at a future date as paid time off, subject to supervisor approval. Upon separation from service at SUNY Upstate Medical University, transfer to another Upstate department, or transfer to a title ineligible to receive compensatory time, any remaining compensatory time balance will be paid*)

CURRENT EMPLOYEES - CHANGE ELECTION:

_____ Payment of money – Please change my election from the compensatory time option to the payment of money option. I understand that I will no longer have the choice to accrue compensatory time for hours worked between 37.5 and 40 hours in a work week. (This change will be effective in your next available paycheck. Payment of any compensatory time balance may take up to 2 pay periods to process.)

_____ *Employee Signature*

_____ *Date*

* Note: If you select the Compensatory time option, you retain a one-time option to change this election to payment of money. Forms are available on the Research Foundation Payroll website (www.upstate.edu/payroll/forms) or at the Research Foundation Payroll Office at Jacobsen Hall, Room 101.

RF Payroll Processed by: _____	Date: _____
Timekeeping Processed by: _____	Date: _____