TEMPORARY UPGRADING PAYROLL AUTHORIZATION

Name: __________________________ ______     UID: _______________________ ______
Present Class: _______________________ ____     Upgraded Class: _____________________
Present Class Hrs.________________________      Upgraded Hrs.______________ ________
Effective Date(s) duties were performed: _____________________________________________________
Reason for upgrading: _______________________________________________________________________
Give description of duties that were actually performed: ____________________________________________

Authorized by: __________________________      Date: __________________
Fiscal Officer

Approved by: __________________________      Date: __________________
Human Resources

**Human Resources Use Only**

Upgraded Salary: __________________                     Exam Date: _________________

CC: SUPERVISOR, PAYROLL, FILE

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