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