



# CHICAGO STATE UNIVERSITY

## 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

-----

## 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