CHICAGO STATE UNIVERSITY

1867

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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