



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: _____
Fiscal Officer

Date: _____

Approved by: _____
Human Resources

Date: _____

****Human Resources Use Only****

Upgraded Salary: _____

Exam Date: _____

CC: SUPERVISOR, PAYROLL, FILE

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