

Eastern Illinois University
REQUEST FOR TEMPORARY UPGRADE

PAY PERIOD ENDING: _____

NAME: _____

EXEMPT _____

HOURLY _____

DEPT/ORG.: _____

PRESENT POSITION CLASS: _____

POS. CLASS CODE: _____

UPGRADE TO POSITION CLASS: _____

POS. CLASS CODE: _____

TEMPORARY UPGRADE INDICATOR: _____

A = Single Payroll

C = Continuous

NEGOTIATED: YES NO
(check One)

RATE: _____

(Completed by Human Resources)

IF UPGRADED TO TWO (2) DIFFERENT CLASSIFICATIONS, INDICATE THE
OTHER CLASSIFICATION BELOW.

UPGRADE TO CLASS: _____

POS. CLASS CODE: _____

TEMPORARY UPGRADE INDICATOR: _____

A = Single Payroll

C = Continuous

NEGOTIATED: YES NO
(check One)

RATE: _____

(Completed by Human Resources)

JUSTIFICATION FOR UPGRADE (CLASSIFICATION LEVEL) :

Contact the Employment Office at 581-3463 for more information)

- Employee must be assuming all duties normally assigned to the position.
- Employee must be on the active register for the higher classification, if such a register exists.
- Upgrade must not be for more than 30 consecutive work days duration, in accordance with SUCSS and Salary Administration Plan rules.

Approval – Supervisor/Fiscal Agent Date

Approval – Compensation Manager Date

Approval – Employment Office Date

xc: Fiscal Agent, Payroll