



Temporary Upgrades

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The Process

Temporary upgrades occur when an employee is assigned, temporarily, the full set of duties of a job in a higher classification due to the absence of another employee. **The employee is no longer performing his/her own duties but rather is working temporarily in a higher-level position.** This most often occurs in the crafts and trades area where an employee would take on the supervisory role in the absence of the sub-foreperson or foreperson.

Important Rules:

The following are Civil Service rules regarding temporary upgrades:

- Unless the testing is done through a posted vacancy, or through the Biannual Crafts and Trades posting, the **unit HR** will need to request for the employee to be tested.
- ******The employee must have tested and be on the register for the classification to which he/she is being upgraded.
- If the employee is not currently on the register, they must update their application (in Cornerstone) to qualify and test for a temporary upgrade. An email will be sent to them with instructions on how to complete the application.
- Documentation (licenses, certificates etc.) wishing to be reviewed for scoring purposes should be uploaded to their profile during the application process.
- ******The employee can be temporarily upgraded for no more than thirty days without a five-day break.

Procedure to Add a Temporary Upgrade:

Temporary upgrade jobs are added at the department through an HR Front End (HRFE) transaction.

Eligibility: *Eligibility is determined on a case-by-case basis. Please see the frequently utilized classifications link.*

****** Denotes Civil Service rules.

See directions for HRFE Transactions on page 2.

HRFE Transaction:

1. Adding a Temporary Upgrade Job
2. Transaction Type—Add a job
3. Routing required—Department, College, HR
4. Documents to attach—none

HR Front End procedure (detail steps):

1. Find employee, go to ERV
2. Make note of the employee's current position number
3. Select Add a Job transaction
4. Go through wizard to end up with the job e-class that matches the employee's primary job
5. Enter in the Temporary Upgrade job effective date
6. Enter in the employee's current position number
7. Select the third radio button (Add a new job with this Position Number and a new Suffix)
8. Position Data screen appears—**DO NOT MAKE ANY CHANGES**—go to bottom of the screen and click Continue
9. Enter in suffix of T1, T2 etc., whichever is appropriate
10. Job FTE—zero
11. Job Type—overload
12. Hourly rate to match upgrade rate
13. Select Job Change reason—JB004 (Add Temporary Upgrade Job)
14. Verify Job Labor Distribution
15. Enter comments—click Add
16. Click Continue
17. Click Route
18. Click Take Ownership
19. Click Route
20. Click Take Ownership
21. Click Route (should be at Campus HR stop)

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