

**Human Resources
Non-Bargaining Unit Classified and Unclassified Staff
Authorization for Temporary Working Out of Classification (WOOC) Status**

*This form must be: 1) completed by the supervisor 2) approved by the Head of the Department and 3) forwarded to Compensation in Human Resources for final authorization. WOOC authorization should be obtained **prior to the start of the effective pay period**. Approval for hourly employees will cause a WOOC electronic time card to be generated in Web Time Entry so that the time worked out of classification can be entered by the employee. Supervisors must certify that instances of WOOC are consistent with university policy.*

Employee Information

<i>Employee's Name:</i>	<i>Employee "U" ID Number:</i>	<i>Current Position Number:</i>
<i>Employee is: (Check one)</i> <input type="checkbox"/> <i>Unclassified Salaried</i> <input type="checkbox"/> <i>Unclassified Hourly or Classified</i>	<i>Current Job Title:</i>	<i>Current Salary or Hourly Rate</i>

Temporary Working Out of Classification Job Information & Justification

Working Out of Classification for:

<i>Employee's Name:</i>	<i>Job Title:</i>	<i>WOOC Start Date:</i>	<i>WOOC End Date:</i>
-------------------------	-------------------	-------------------------	-----------------------

List specific details on work to be performed while working out of classification.

Manager/Supervisor Certification

I certify that this employee will perform the duties of the higher classification as listed above.

Supervisor *Date* *Department Head* *Date*

For Human Resource Use Only

Date *WOOC Position Number* *Authorized Salary/Hourly Rate* *Compensation Authorization Signature*