



CHECKLIST FOR TEMPORARY PERFORMANCE OF HIGHER LEVEL DUTIES

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

Employment Application or Résumé if applicable

[Temporary Performance of Higher- Level Duties*](#)

REQUIRED

[Employment Status and Wage Notification](#)

[Job Action Request \(JAR\)](#)

REQUIRED (IF APPLICABLE)

[Bilingual Forms](#)

[Form 700](#)

[Other forms](#) (if applicable)

Incomplete Packets Will Be Returned

Distribution:

EMACS-HR (0030)

(Checklist for Temporary Performance of Higher Level Duties)

REV. HR 1/27/2025