

Temporary is defined as six months or less, without renewal. This form can be used when an employee is temporarily taking on additional duties that are typically done by another position. This form will provide a temporary target salary calculation based on the below information provided.

If the duties are anticipated to continue beyond six months, the supervisor should work with Human Resources to follow an established process and demonstrate progress towards implementation prior to the end of the six-month period.

**Employee Information**

Full Name: \_\_\_\_\_ V Number: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_  
(No longer than 6 months)**Current Position**

Title: \_\_\_\_\_ PCN: \_\_\_\_\_ Suffix: \_\_\_\_\_

Percentage of time this work will continue during the temporary period: \_\_\_\_\_

**Temporary Position**

Title: \_\_\_\_\_ PCN: \_\_\_\_\_

Percentage of time doing these duties during the temporary period: \_\_\_\_\_

Will there be any change in the employee's FTE during the temporary period?

☐ No ☐ Yes If yes, explain: \_\_\_\_\_

Is this a new request or a continuation of an existing temporary increase

☐ New ☐ Continuation If yes, list date of previous approval \_\_\_\_\_

Describe specifically which of the duties from higher level position will be performed:

Describe specifically which of the duties from the current position will temporarily be delegated to another employee or not done at all:

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**Signature Approval & Routing** Email signed PDF to [hr-classcomp@uidaho.edu](mailto:hr-classcomp@uidaho.edu) after Step 2

**Step 1:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Step 2:**

\_\_\_\_\_  
Department Administrator Signature

\_\_\_\_\_  
Date

**Step 3: HR returns form with a Temporary Target Salary** (Copied below)

**Step 4: Fill out and submit a Staff Salary Processing Form** Supervisor uses the temporary target salary provided by HR to help establish the temporary rate of pay. This form must be attached to the Staff Salary Processing Form and routed for appropriate approvals.

Blended Annual Temporary Target Salary at 1.0 FTE:  
Hourly Rate:

Idaho State Board of Education limits increases for interim appointments to the greater of a 10% salary increase or 95% of the previous incumbent's salary regardless of temporary target salary calculations.