

WCUPA Temporary Working Out of Class

Training Guide for Form Submitters

Office of Budget and Financial Planning

Updated September 8, 2026

The Temporary Working Out of Class Form workflow is now being automated via the Visual Form Builder and Workflow Automation software Nintex.

Access to submit forms is limited to Divisional Budget Managers. Additional access will not be granted. Please communicate all requests to the individuals listed below.

Division	Divisional Budget Manager
President	Glenda Hellmig
Academic Affairs	Mary Pat Werley & Judy Oulouhojian
Finance and Administration	Melissa Wrightstone
Student Affairs	Christy Lanshe
Information Services and Technology	Donna Beckett
University Affairs	Brendon Gannon
Community Impact and External Affairs	Brendon Gannon
Advancement	Will Hillegeist
Enrollment Management	Glenda Hellmig
Access, Compliance, and Engagement	Brendon Gannon

Section 1.A: Employee Information

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Employee *



Employee SAP ID *

Enter Employee's Last Name to search using the People tool.

SAP Position Number *

Position Title *

Position Title cannot exceed 40 characters

Position Type *

☐ Authorized (permanent)

☐ Not Authorized (temporary)

Employee Type *

☐ Permanent (benefits eligible)

☐ Temporary (not benefits eligible)

Position Bargaining Unit *

Position Classification *

Employee Home Fund Center * 

Employee – search the employee’s last name in the People Lookup function. This feature references our active directory.

Employee SAP ID – enter the employee’s 6-digit SAP ID as found on your PBM broadcasts.

SAP Position Number - enter the employee’s 8-digit position number as found on your PBM broadcasts.

Position Title – enter the position title. This field is limited to 40 characters.

Position Type – select Authorized (permanent) or Not Authorized (temporary).

Employee Type – Select Permanent (benefits eligible) or Temporary (not benefits eligible).

Position Bargaining Unit – select the bargaining unit from the drop down.

Position Classification – select the classification from the drop down.

Employee Home Fund Center – you may type in this field and then select the correct fund center from the filtered drop down.

Section 1.B: Assignment Details

Section 1.B: Assignment Details	
Assignment Type *	Application Request *
☐ Out-of-Class	☐ New
☐ Interim	☐ Extension
Dates of Temporary Out-of-Classification Assignment <i>*TWOC Dates should not generally extend past the end of a Fiscal Year.</i>	
Date: From *	Date: To *
Description of Duties & Responsibilities *	
Justification *	

Assignment Type – select Out-of-Class or Interim. Please consult with HR regarding the most appropriate assignment type.

Application Request – select New or Extension (Renewal).

Dates – enter the start and end dates. These dates should be the beginning of a pay period (Saturday after a pay) through the end of a pay period (Friday of a pay) whenever possible.

Description of Duties & Responsibilities – please explain what the employee will be doing as part of this assignment.

Justification – please explain why it is important that this employee complete the work as described in the Duties & Responsibilities box.

Faculty Forms Only

Temporary Increase - Faculty	
Current Annual 26.08 Salary	Proposed Interim 26.08 Salary
\$ 0.00	\$ 0.00

Current Annual 26.08 Salary – enter the Faculty Member's salary (contact Budget for confirmation).

Proposed Interim 26.08 Salary – enter the desired salary for the duration of the assignment.

Management Forms Only

Temporary Increase - Management		
Current Annual 26.08 Salary		% Increase
\$	0.00	

Current Annual 26.08 Salary - enter the Manager's salary (contact Budget for confirmation).

% Increase – enter the percentage of the increase for the duration of the assignment.

Interim Assignments Only

Position Being Back Filled Details	
Back Filled SAP Position Number *	Back Filled Position Title *
<i>Position Title cannot exceed 40 characters</i>	
Back Filled Position Bargaining Unit *	Back Filled Position Classification *
Please select	Please select
Position Being Back Filled Fund Center * ⓘ	
Please select	

Back Filled SAP Position Number - enter the 8-digit position number for the position being backfilled as found on your PBM broadcasts.

Back Filled Position Title - enter the position title for the position being backfilled. This field is limited to 40 characters.

Back Filled Position Bargaining Unit - select the bargaining unit from the drop down.

Back Filled Position Classification - select the classification from the drop down.

Position Being Back Filled Fund Center - you may type in this field and then select the correct fund center from the filtered drop down.

Section 1.C: Funding Details

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Source of Funding

From: SAP Position #, Pool #, or Fund Center #

Position to be Funded

To: SAP Position # or Pool #

Source of Funding Details

☐ Non-Personnel ☐ Pool Position ☐ Non-Pool Position ☐ Other (explain in Comments below)

Budget

Year 1 Salary

\$

0.00

Are there multi-year implications?

☐ No

Year 1 Benefits

\$

0.00

Year 1 Total

\$

0.00

Comments

[Payroll Calendar](#)

Please ensure that all effective dates or date ranges conform to the payroll calendar found at the hyperlink above. Effective dates and start dates should be the Saturday following a pay date whenever possible. End dates should be pay dates whenever possible.

Calculators

[Management](#)

[Bargaining Unit](#)

[Faculty](#)

Source of Funding – enter the 8-digit pool or non-pool position number or 10-digit fund center number that will fund the TWOC event.

Source of Funding Details – select the appropriate option that describes the Source of Funding.

Salary & Benefits Estimates – enter the numbers from the appropriate calculator.

Comments – enter any additional comments that might be helpful to the Budget Office.

Routing, Supporting Documentation, and Submitter Details

Routing	
Division *	
Please Select ▼	
Divisional Vice President	Divisional Vice President Email
Budget Office Representative	Budget Office Representative Email

Supporting Documentation
Drag files here or Select files

Submitter
Hillageist, William - Tuesday, September 8, 2026 10:24:17 AM

Division – select the appropriate division from the drop-down list.

Supporting Documentation – upload the calculator and any additional documentation.

Submitter – this field will auto-fill with your name, the date, and the time.

Form Routing Flow Chart

