











FE105.05_Awarding Promotion

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Workforce Development menu. 
4.	Click the Faculty Events menu. 
5.	Click the Calculate Tenure menu. 
6.	Click the Create Tenure Data menu. 
7.	Enter the Employee ID into the Empl ID field. Enter " 0283000 ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Press [Enter] or click Search .
9.	Click the Add a new row at row 1 (Alt+7) button. 



Step	Action
10.	Enter the effective date of the promotion into the Effective Date field. Enter " 8/1/2017 ". Effective Date <input type="text" value="8/1/2017"/>
11.	Click the Look up Home Rank (Alt+5) button. 
12.	Select the new Home Rank. Click the Associate Professor link. <input type="text" value="Associate Professor"/>
13.	Click in the Rank Change Date field. Rank Change Date <input type="text"/>
14.	Enter the effective date of the promotion into the Rank Change Date field. Enter " 8/1/2017 ". Rank Change Date <input type="text"/>
15.	Click the Change Reason list. Change Reason <input type="text" value="Conversion"/>
16.	Click the Promotion list item. <input type="text" value="Promotion"/>
17.	Click the Notes link. <input type="text" value="Notes"/>
18.	Enter information regarding the promotion into the Comment field. Enter " Promoted ". Comment <input type="text"/>
19.	Click the OK button. <input type="text" value="OK"/>
20.	Click the Save button.  Save
21.	This concludes awarding a promotion to a faculty member. End of Procedure.

