
















### HR014.04: Promoting an Employee Within the Same Institution

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Workforce Administration</b> menu. 
4.	Click the <b>Job Information</b> menu. 
5.	Click the <b>Job Data</b> menu. 
6.	Enter the desired information into the <b>Empl ID</b> field. Empl ID <input type="text" value="begins with"/> <input type="text"/>
7.	Click the <b>Search</b> button. 
8.	Click the <b>Plus (+)</b> icon to insert a new row. 
9.	Click the <b>Drop Down</b> icon associated with the <b>Action</b> field. Action <input type="text" value="Conversion"/>



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10.	Select the <b>Promotion</b> list item. Promotion
11.	Click the <b>Drop Down</b> icon associated with the <b>Reason</b> field. Reason <input type="text" value=""/>
12.	Select the <b>Promotion</b> list item. Promotion
13.	Enter the new position id in the <b>Position Number</b> field. Position Number <input type="text" value="10002334"/>
14.	Click the <b>Job Information</b> tab. Job Information
15.	Validate the <b>Reports To</b> field is populated. NOTE: If the field is blank, go to the next step. Reports To
16.	If the <b>Reports To</b> field is blank, populate the <b>Supervisor ID</b> field. Supervisor ID <input type="text" value=""/>
17.	Click the <b>Drop Down</b> icon associated with the <b>Empl Class</b> field. Empl Class <input type="text" value="Temporary"/>
18.	Select the <b>Staff</b> list item. Staff
19.	Click the <b>Payroll</b> tab. Payroll
20.	Review the <b>Payroll Information</b> and make any needed updates. Payroll Information
21.	Click the <b>Salary Plan</b> tab. Salary Plan
22.	Review the <b>Salary Plan</b> information and make any needed updates. Salary Plan
23.	Click the <b>Compensation</b> tab. Compensation



Step	Action
24.	Update the <b>Comp Rate</b> field to reflect any change in the employee's compensation.
25.	If the <b>Comp Rate</b> is updated, click the <b>Calculate Compensation</b> button. 
26.	Click the <b>Expand</b> icon associated with the <b>Pay Rates</b> section. 
27.	Review the annual, monthly, daily and hourly <b>Pay Rates</b> calculated by the system.  NOTE: Make note of the calculated <b>Annual Pay Rate</b> , for use in populating the <b>Annual Benefits Base Rate (ABBR)</b> on the <b>Benefits Program Participation</b> page. 
28.	Click the <b>Benefits Program Participation</b> link. 
29.	In the <b>Benefits Status</b> section of the page, populate the <b>Annual Benefits Base Rate (ABBR)</b> field by entering the employee's annual salary amount.  NOTE: The <b>Annual Benefits Base Rate</b> value should match the annual <b>Pay Rate</b> displayed on the <b>Compensation</b> page. 
30.	Click the <b>Save</b> button. 
31.	You have successfully completed the <b>Promoting an Employee</b> topic. <b>End of Procedure.</b>