

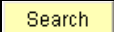





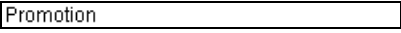





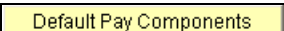
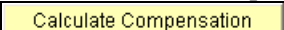



## Promotion

1.	<p>Click the <b>Workforce Administration</b> link.</p> 
2.	<p>Click the <b>Job Information</b> link.</p> 
3.	<p>Click the <b>Job Data</b> link.</p>
4.	<p>To Search for an existing employee, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.</p>
5.	<p>Click the <b>Search</b> button.</p> <p>If multiple employee records are listed, click on the appropriate employee record to continue.</p> 
6.	<p>Click the <b>Plus (+) key</b> to add a new job row.</p> 
7.	<p>Enter <b>Effective Date</b> of the Promotion.</p>
8.	<p>The <b>Sequence</b> field defaults to '0'. If the added row has the same effective data as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.</p> 
9.	<p>Click the <b>Drop-Down Arrow</b> to select from the <b>Action</b> list.</p> 
10.	<p>Select <b>Pay Rate Change</b> if promotion results in a pay increase.</p> <p>Select <b>Promotion</b> if no pay increase.</p> 
11.	<p>Click the <b>Drop-down Arrow</b> to select from the <b>Action/Reason</b> list.</p> 
12.	<p>Click the <b>Promotion</b> list item.</p> 
13.	<p>Enter the <b>Position Number</b> of the new position.</p> <p><b>NOTE:</b> If changes were made to the existing position number, blank out the number in the field, tab out of the field, then re-enter the position number. This will update information in the new job row with any changes made on the position data table.</p>

14.	<p>Click the <b>Job Information</b> tab.</p> 
15.	<p><b>Review information for accuracy.</b></p> <p><b>Employee Class</b> may need to be changed to reflect change due to promotion.</p> <p>Click the <b>Job Labor</b> tab.</p> 
16.	<p><b>Union Code:</b> Defaults from Position Data. Review for accuracy</p> <p><b>Union Seniority Date:</b> Review and correct per collective bargaining unit agreement</p> <p>Click the <b>Payroll</b> tab.</p> 
17.	<p><b>Pay Group:</b> Edit if necessary if there is a change due to the promotion.</p> <p>Click the <b>Salary Plan</b> tab.</p> 
18.	<p>If applicable, Enter appropriate step into the <b>Step</b> field.</p>
19.	<p>Enter the <b>Effective Date</b> of the step change in the <b>Step Entry Date</b> field.</p>
20.	<p>Click the <b>Compensation</b> tab.</p> 
21.	<p>If <b>Step</b> was entered on <b>Salary Plan</b> panel, click the <b>Default Pay Components</b> button to populate the <b>Comp Rate</b> field with the appropriate rate from the Wage Schedule. Otherwise, enter the <b>Comp Rate</b>.</p> 
22.	<p>Click the <b>Calculate Compensation</b> button to re-calculate the dollar amounts in the 'Pay Rates' section of this panel.</p> 
23.	<p>Click the <b>Save</b> button.</p> 
24.	<p><b>End of Procedure.</b></p>