Manager Self Service
Submitting a Request
for Promotion

Reference Guide
Human Resource
Information System (HRIS)
A promotions takes place in three steps. First a request to approve the promotion is submitted, then it is approved, and then HR Admin takes the final step to complete the promotion.

1. Submission

The process begins with a manager, with direct reports, initiating a request to promote an employee.

In order to promote an employee, the employee must report to the Manager. The Manager clicks on the Manager Self Service Menu, select Job and Personnel Information, and clicks on Promote Employee.
Figure 2

Select the **Job and Personal Information** link
Select the **Promote Employee** link
Click the Magnifying glass to look up an effective date.

The Manager initiates the request by entering an effective date into the first page of the MSS page. The effective date must be a pay period begin date. A filter has been applied that will only allow selection of the most recent unconfirmed payroll pay begin date and pay begin date in the future by 90 days.

A pay period begin date is used to synchronize the dates with a salary change that may occur from the promotion. The salary adjustment that results from the promotion will be paid for a complete pay period and avoid mid-payroll period adjustments.
For this example select the **2007-11-05** link
Click the **Continue** box.
Click the **radio button** next to the employee name you wish to promote. For this example we are choosing Roy Miller.

A list of the employees that “Report To” the manager appears as well as any open funded Positions within the Manager’s department. If the Manager does not see an employee that reports to them, the "reports to" position number is incorrect on the employee’s job. This will need to be corrected in Position Management before the employee will appear on the list.

The manager selects the employee they want to promote by clicking in the radial button by the employee’s name.

**Note:** Please see reference material titled "Why can't I see my employees on the Promote Employee List? They provide the instructions about how to correct settings so that a missing employee name can be made part of this list.
Click the Continue button
Click the **Magnifying glass** to look up a position number.

The manager selects the position that the employees is being promoted into by selecting the lookup for Position under the New Info section on the page below.
For this example we will select the **108416** link

The only positions that will be listed here are vacant (person has left the position) or open (new) positions.
Click the **Submit** button

It is mandatory to indicate several things in the Comment area. They are:

- Who in the department has approved the action. (Followed and obtained dept approval from _____ (dean)?)
- Have Minimum Qualifications have been met?
- Employee’s performance evaluation currently meets or is above Minimum Qualifications.
- It has been over a year since their last promotion (career progression).
- Is the employee changing classifications? E.G. classified staff promoted to service professional?

**Note**: If this promotion will result in a change from non exempt to exempt, the department must pay out any compensatory time the employee has.
The **Promote Employee** page appears

Click the **OK** button

The first two names listed here are the originator and their "reports to" person.

The other listings are administrators who have the system access needed to process the promotion. Only one personnel administrator approval is required.
The **Promote Employee** page appears with the message that the information has been submitted.
After the request has been submitted a confirmation email like the example below will arrive, and the approval process can continue forward.
Completion of the approval process results in another email confirming the approval.

Approver comments will appear at the lower part of the email, so if the request is denied the submitter will know how to make needed corrections.

This brings us to the end of this example.