Manager Self Service
Approve a Request for Promotion

Reference Guide
Human Resource Information System (HRIS)

V3
Once the Manager submits the Promotion Request, the approver is sent an email notifying them that they need to approve the request. The email contains a link that will bring them to the approval page.

The approver can click on the link in the email or sign in to Peoplesoft and access the Approve Promotion.
Step 1 – Select the Manager Self Service link

If logging into PeopleSoft begin by accessing Manager Self Service.
Step 2 – Select the **Job and Personal Information** link in Manager Self Service
Step 3 – Select the **Approve Promotion** link in either location
Step 4 – Click on the **Employee Name** you need
Possible Step 5 – Click the Deny button

MSS Promotion Approver Pages

If the Payroll process has been started and approver has not yet approved the MSS Promotion, the approver will only be able to Deny the transaction. The Comments will indicate that the transaction needs to be resubmitted and will appear on the Email notification to the Submitter.
Figure 8

Possible Step 6 – Click the OK button

This page appears after the Deny button is clicked.

The Comments will indicate that the transaction needs to be resubmitted and will appear on the Email notification to the Submitter.
Possible Step 7 – Click the OK button

If the Promotion results in a change that cannot update the database or update all the job rows (in the case of job rows that have an effective date later than the Promotion Effective Date), the System Administrator will be notified by email and will have to make the required changes. A message will appear to the Approver indicating that the transaction requires Administrator action.
The Workflow status will show as "Administrator is processing"
These are the email messages associated with the reason for denial of the promotion due to missed effective date.
This Approve Promotion page appears after the Approver clicks on an employee's name that is listed in the Approval Process list as previously shown in this simulation on page 6, Figure 6.
**Figure 13**

Step 5 (if not auto denied) – Click into the *Comment* field and enter comments

Best practice would be for the approver to enter the details of why they are approving.
Step 6 – Click the Approve button
Figure 15

Step 7 – Click the **OK** button
Step 8 – Click to copy the Empl ID number. In reality you would need to highlight then copy this number.

To see how this employee’s job data has been affected by the promotion approval, we will copy their Empl ID number as it appears on this page, before moving to the Job Data area in Workforce Management.
Step 9 – Click the Workforce Administration link
Figure 18

Step 10 – Click the Job Data link
Step 11 – Paste the copy of the employee ID in the EmplID field. For the purposes of this exercise just click in the EmplID field.
Step 12 – Click the Search button
Step 13 – Click the Compensation tab
Click the **Show next row** button

Note that we are looking at row 1 of 3 rows.
Figure 23

Note that the Effective Sequence is 1, and the Action/Reason is a previous one.

By examining this previous job row, you will notice that the Compensation frequency was ASU20. The Compensation rate was calculated as $65,437.99/20 = $3,271.89 bi-weekly.

Because the compensation was not changed, yet the number of pay periods was increased, the per pay period rate went down.

If the intent is to maintain the pre-promotion pay rate, an Ad Hoc Salary Change will need to be initiated after notification that the database has been updated.

For this example, if $3,271.89 per pay period is to be maintained, the compensation rate changes from $65,437.99 to $81,797.25 for 25 pay periods.

Click the Work Location tab
Step 14 – Click the Show previous row arrow
Step 15 – Click the **Show next row** arrow

Note that the Action/Reason in this sequence reflects that it is a Promotion.
Step 16 – Click the **Show previous row** arrow

Note that the Action/Reason in this sequence reflects a previous Pay Rate Change.
This brings us to the end of this simulation.

Thank you!