Reference Guide
Human Resource Information System (HRIS)

V3
Figure 1

Step 1 – Select the Manager Self Service link

Promotion Submission

The process begins when a manager who has direct reports, initiates a request to promote an employee.

In order to promote an employee, the employee must report to that Manager. The Manager clicks on the Manager Self Service Menu, select Job and Personnel Information, and clicks on Promote Employee.
Step 2 – Select the Promote Employee link
Step 3 – Click the **Magnifying Glass** to search for 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 (not started or unconfirmed) payroll pay begin date, as well as pay begin date in the future by 30 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.
Step 4 – Select the date link you need
Step 5 – Click the Continue button
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 before the employee will appear on the list. Reference the Job Aid titled "Changing the Reports-To".

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

The EMPL RCD# and Position number have been added to the MSS Promotion to help identify the correct job instance in a multiple job situation.

Note: Employees that are currently on a position reflecting a Compensation Frequency of “C” (Contract) in PeopleSoft cannot be changed through Manager Self Service due to the complexity of the change. It must be manually entered by Human Resources Data Management Team. If you have employees with this frequency in PeopleSoft and you need to promote them into a new position, please contact Human Resources, Data Management.

If you try to promote a contract employee in Comp Freq = C, a message will appear on the promotion details page that states:
"EE on Contract cannot promote using MSS. Contact Hr."
Step 6 – Select the radial button next to the employee name who is being promoted.
Step 7 – Click the Continue button
Step 8 – Click the **Magnifying Glass** to look up a job title or type in your title.

This page has been enhanced with the addition of these fields:

- Pay Group
- Empl Class
- Reg/Temp
- Comp Freq

The purpose of adding these fields is to remind managers that a change to any of these fields **MAY** have an effect on the effected employee’s benefit eligibility status including potentially canceling benefit plan participation.
Step 9 – Select the Position Number link

The MSS Promotion Lookup has been enhanced to display the Compensation Frequency to help in selecting the correct position in which to promote the employee.
Step 10 – Click the OK button

If the Paygroup is anything other than ACD or GRD, then the Comp Freq will be grayed out from selection on the right side of the page.

Possible Error Messages

If a manager attempts to promote an employee into a position that will cause a change in Standard Hours, REG/TEMP, Empl Class may result in a change in Benefits. The two warning messages will appear to alert the requester. The first appears in the screenshot above. The second appears on the next page.
Step 11 – Click the OK button

**IMPORTANT:** The warning message above will alert the requester that the employee’s pay is being impacted by the promotion and an ad-hoc salary change must be processed after the Promotion transaction is completed (database updated message).

Typically, a change from Hourly to Salary, or Salary to Hourly results in a change in compensation. Contact the Human Resource Compensation department if you have any questions.
Step 12 – Click the Drop-down menu button

If the employee is being promoted into a position that is in the ACD (Academic) or GRD (Graduate) Paygroup, the Comp Freq will display SELECT and require that a Comp Freq be selected that coincides with the actual work schedule of the employee selected. If the Paygroup is anything other than ACD or GRD, then Comp Freq will be grayed out from selection.
Figure 13

Step 12 – Select the ASU25 item

The number after the ASU in this list represents the number of paychecks the employee will receive. The annual salary is divided by this number to derive the employee gross pay. For example, if the employee’s annual salary is $50,000.00 and ASU10 is selected, the employee will receive 10 paychecks in the gross pay amount of $5,000.00.
Step 13 – Enter comments into the *Comment field

Tips for the Comment Area

Your comments assist the Approver in making a decision regarding your request and provide the supporting justification for this action. Some helpful information associated with a non-competitive promotion (career advancement) to add here may be:

- Who in the department has approved the action.
- Have Minimum Qualifications been met?
- Employee's performance evaluation currently meets or is above Minimum Qualification.
- It has been over a year since their last promotion (non competitive).
- Is the employee changing classifications? E.G. classified staff promoted to service professional?

For a competitive promotion, a statement such as "most qualified candidate for position" might be suggested.

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 accrued.
Reminder: After reviewing all position attributes and the approval, make sure to review and adjust employee salary through Ad-Hoc Salary Adjustment.

For more complete information about Promotions go to this link in the Staff Personnel Policies and Procedures Manual:

http://www.asu.edu/aad/manuals/spp/spp402-05.html
Figure 15

Step 14 – Click the Submit button
Figure 16

Step 16 – Click the OK button

It is important that you click the OK button to confirm and complete the transaction. If you exit the page prior to clicking the OK button, the transaction is not submitted.
**Figure 17**

**Promote Employee**

**Promotion Details**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>1000000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax following information has been submitted.</td>
<td></td>
</tr>
</tbody>
</table>

**Promotion Details**

- **Promotion Date:** 02/05/2008
- **Reason for Promotion:** Career Advancement

<table>
<thead>
<tr>
<th>Current Info</th>
<th>New Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Fielder</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Business Manager Sr</td>
</tr>
<tr>
<td>Department</td>
<td>Business Manager Sr</td>
</tr>
<tr>
<td>Location</td>
<td>Business Manager Sr</td>
</tr>
<tr>
<td>Job Title</td>
<td>Business Manager Sr</td>
</tr>
<tr>
<td>Pay Group</td>
<td>Business Manager Sr</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>40.00</td>
</tr>
<tr>
<td>Empl Class</td>
<td>FAC</td>
</tr>
<tr>
<td>Reg Temp</td>
<td>R</td>
</tr>
<tr>
<td>Reports To</td>
<td>Business Manager Sr</td>
</tr>
</tbody>
</table>

**Step 16 – Note that Comp Freq has been changed**
The **Promote Employee** page appears with the message that the information has been submitted.
Figure 19

After the request has been submitted a confirmation email like the example above will arrive, and the approval process can continue forward. Notice that the Number of Approval is 1. The 1 approver is the submitter’s reports to. Once approved, the employee’s job will be updated to reflect the promotion.
Completion of the approval process results in another email like the one above, confirming the approval and indicating that the database has been updated.

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.

That brings us to the end of this simulation.

Thank you.