Promotion
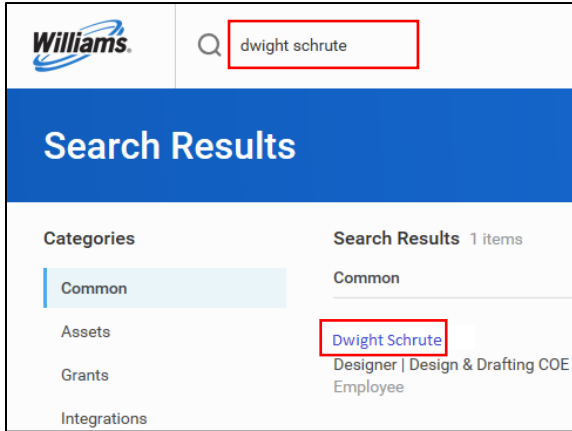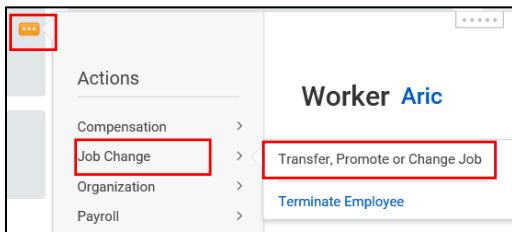
1. To get started, first search for the employee you wish to promote using the Workday search bar. You can also access the employee using the **My Team** application.

2. Using related actions, click **Job Change**, then **Transfer, Promote or Change Job**.

3. This will bring you to the **Change Job** process. Use the edit icon [pencil icon] to edit the designated fields.

4. First enter the **Start Details**. The first date of the next pay period will default as the **effective date of the change**.

5. In the case of a promotion, indicate that you are making this change due to **Ladder Level Up** > **Promotion**.
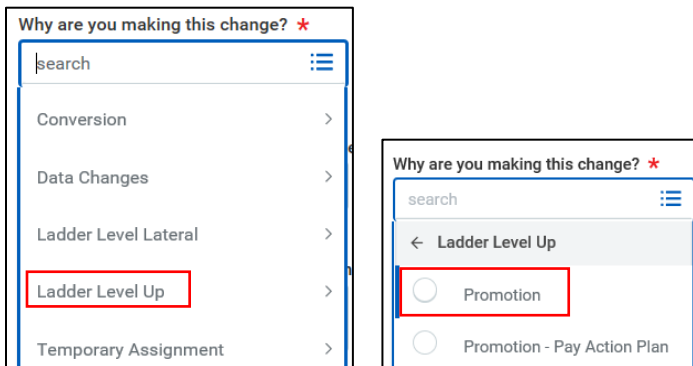
6. The other details on this page will autofill, however you can adjust as necessary. Click **Start** to begin the Job Change process.

7. On the **Job** page:

   a. If you are promoting a person in place (e.g. from II to III) and the position is not complement-limited, indicate you **do want to create a new position** and **close the current position** by selecting the boxes.

Do you want to create a new position?
☑

Close the current position?
☑

   b. If you are promoting a person one level up and the position is complement-limited, select the correct position and <u>do not</u> **close the current position**. This will ensure the position history is maintained across changes.

8. In the **Job Profile** section, select the appropriate **Job Profile** from the dropdown menu if you are creating a new position. Do not alter the **Job Title**. Click **Next** to continue.

Job Profile

Job Profile ★

search ☰

× 01331 - Engineer Principal - A

Job Title

Engineer Principal - A

9. On the **Location** page, details will autofill. Adjust if necessary. Otherwise, click **Next** to continue.

10. You do not need to make changes on the **Details** page. Click **Next** to continue.

11. On the **Attachments** page, upload supporting documentation as necessary. Click **Next** to continue.

12. On the **Organizations** page, you may need to alter the **Cost Center**. Adjust if necessary, then click **Next** to continue. Note that adjustments to the Cost Center will require Cost Center Analyst review.

Cost Center

Cost Center ★

search ☰

× 20165 DISTRICT 165

13. *__Optional Field__ - Select the **Employee Visibility Date** to enter a date. If you decide to enter a visibility date, the employee will not see changes until the visibility date. The visibility date cannot be prior to the effective date.

Employee Visibility Date

Employee Visibility Date

14. In the case of a **Promotion**, the Compensation Guidelines will autofill based on the new Job Profile.

Guidelines

Pay Range
- 127,900.00 - 175,700.00 - 223,700.00 USD Annual   added
- × 102,300.00 - 132,900.00 - 163,600.00 USD Annual   removed

Compensation Package
General Compensation Package

Grade
- E91   added
- × E89   removed

15. The **Salary Assignment Details** will autofill based on the Job Profile. However, you can make changes to the **Salary** as needed. This can either be updated directly in the **Amount** field, or calculated by entering an **Amount Change** or **Percent Change**. After you enter data in one of these three fields, note that the other fields will autofill.

Salary

Compensation Plan
Salary Plan

Total Base Pay
127,900.00 - 175,700.00 - 223,700.00 USD Annual

Amount *
134,792.67

Amount Change
0.00

Percent Change
0

Currency *
× USD

Salary

Compensation Plan
Salary Plan

Total Base Pay
127,900.00 - 175,700.00 - 223,700.00 USD Annual

Amount *
136,000.00

Amount Change
1,207.33

Percent Change
0.9

Currency *
× USD

16. Do not make changes to **Currency** or **Frequency**.

17. Navigate through the remaining sections of the **Compensation** page to edit or add an **Allowance** as part of the compensation change.

18. When all information has been reviewed and updated on this page, click **Next**.

19. You will be taken to the **Summary** page, where you can review all of the information you've entered in the previous sections on one screen. If additional edits are required, you may click the edit icon to edit that section without leaving the Summary page, or you may click **Guide Me** to return to that section's page to make your edits.

20. When you've ensured that all information on the **Summary** page is accurate and complete, click **Submit**, then **Done** to submit the promotion for approval. The approval path for Promotions varies depending on the proposed management level of the employee and/or the amount of salary change You may track the status of the promotion by viewing the process in the **Archive** section of your **Inbox**.