

## 8.9 HRMS Step by Step Guide Promotion/Demotion - Workforce Administration Module

**Overview:** This guide provides instruction on how to promote or demote an employee to another position.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

**Note:** The screen shots used in this guide may not be representative of your access.

### 1. Navigate to the Job Data page

- Workforce Administration
- Job Information
- Job Data



### 2. Job Data search page displays

- Enter EmplID or name
- Click Search

#### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

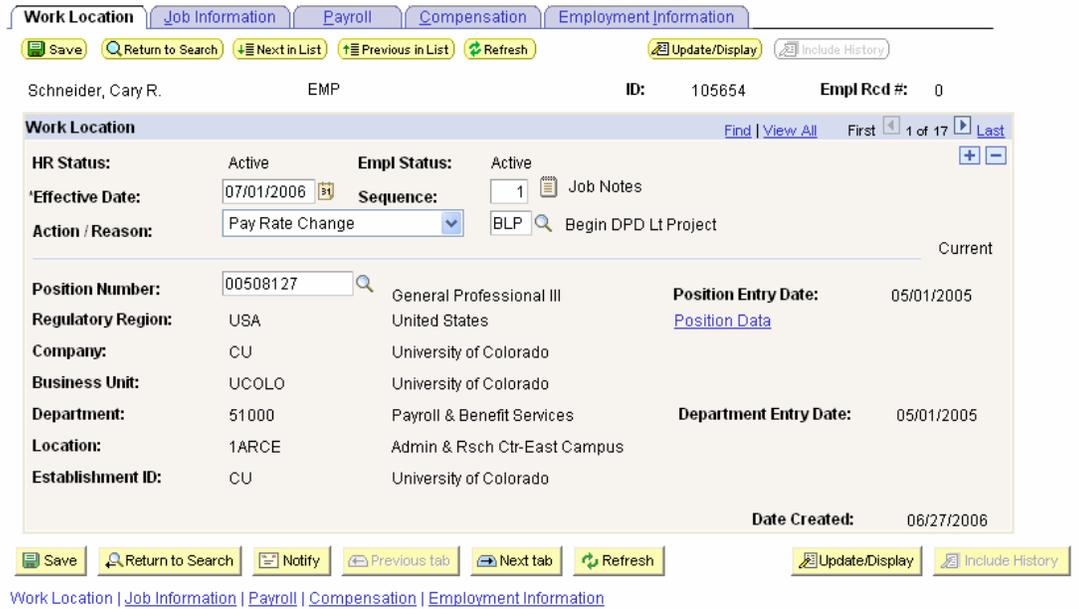
<b>EmplID:</b>	begins with	<input type="text" value="105654"/>
<b>Empl Rcd Nbr:</b>	=	<input type="text"/>
<b>Name (LN, FN):</b>	begins with	<input type="text"/>
<b>Last Name:</b>	begins with	<input type="text"/>
<b>Department:</b>	begins with	<input type="text"/>
<b>National ID:</b>	begins with	<input type="text"/>
<b>HR Status:</b>	=	<input type="text"/>
<b>Employee Status:</b>	=	<input type="text"/>

**Include History**

Search Clear [Basic Search](#) [Save Search Criteria](#)

### 3. Work Location page displays

- Click  to insert a new row



Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Schneider, Cary R. EMP ID: 105654 Empl Rcd #: 0

**Work Location** Find | View All First 1 of 17 Last

HR Status: Active Empl Status: Active

Effective Date: 07/01/2006 Sequence: 1 Job Notes

Action / Reason: Pay Rate Change BLP Begin DPD Lt Project

Position Number: 00508127 General Professional III Position Entry Date: 05/01/2005

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 05/01/2005

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

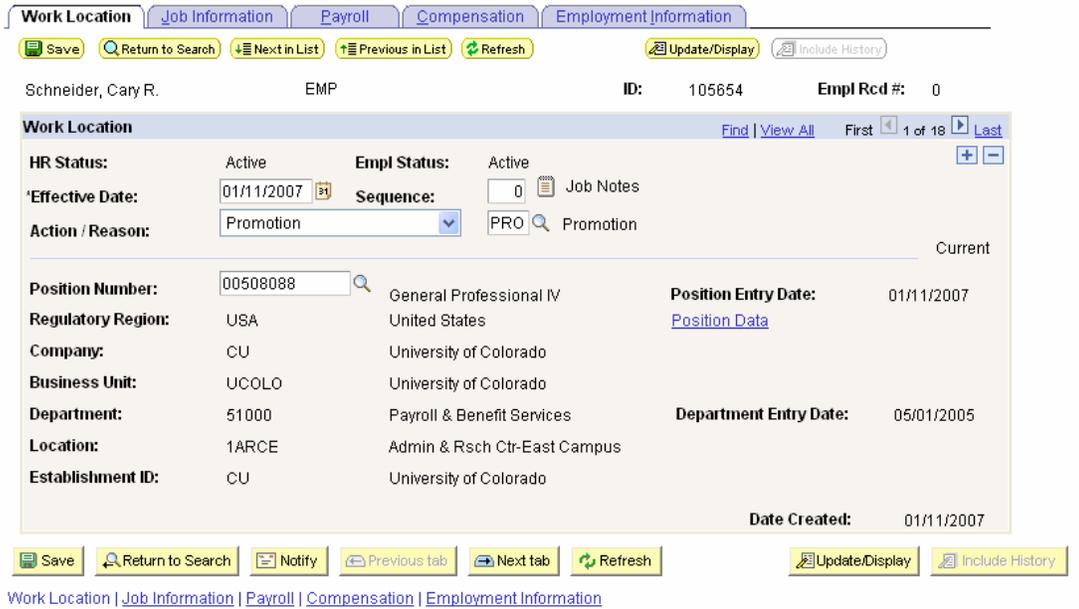
Date Created: 06/27/2006

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

### 4. The Effective Date defaults to the current date; change, if necessary

- Enter appropriate Action of Promotion or Demotion
- Click  to select appropriate Reason
- Enter the Position Number to which the employee is being promoted or demoted to. Fields on the Job Information page are automatically populated
- Click  Job Notes to document reasons for the promotion or demotion



Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Schneider, Cary R. EMP ID: 105654 Empl Rcd #: 0

**Work Location** Find | View All First 1 of 18 Last

HR Status: Active Empl Status: Active

Effective Date: 01/11/2007 Sequence: 0 Job Notes

Action / Reason: Promotion PRO Promotion

Position Number: 00508088 General Professional IV Position Entry Date: 01/11/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 05/01/2005

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Date Created: 01/11/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

## 5. Job Data Notepad page displays

- Click [Add a New Note](#)

**Job Data Notepad**

Instructions

**Selection Criteria**

ID: 105654 Schneider, Cary R. [Search](#)

Empl Rcd#: 0

Eff Date: 2007-01-11

Sequence: 0

Earliest Note Date  End

**Selected Note(s)**

Delete

Transfer

[Select All Notes](#)

[Clear Selections](#)

[Add a New Note](#) **Return To:** [Job Data Page](#)

There are no existing notes for the specified search criteria.

**Return To:** [Job Data Page](#)

## 6. Job Data Notepad – New Note page displays

- Enter note
- Click [Save](#)
- Click 'Return to: [Job Data Page](#)

**Job Data Notepad - New Note**

Instructions

**Selected Note**

ID: 105654 Schneider, Cary R. Created: 01/11/2007 10:48AM

Empl Rcd#: 0 Creator:

Eff Date: 2007-01-11 Last Update:

Sequence: 0 by:

Subject: Promotion

Note Text: Enter information regarding employee's promotion/demotion here...

[Save](#) [Undo Changes](#)

**Return To:** [Note Selection Page](#)  
[Job Data Page](#)

## 7. Work Location page displays

- Promotions or demotions usually result in a pay rate change
- Click  to insert a new row

## 8. The Effective Date defaults to the current date

- The Effective Date should be the date the pay rate change takes effect. In this example, the promotion and pay rate change Effective Dates will be the same. Enter same effective date as the Promotion
- Tab to the Effective Sequence field and enter the appropriate sequence number. In this example, the pay rate change is being entered as the second action, sequence 1, on the same date
- Enter Action of Pay Rate Change
- Enter appropriate Reason – PRO or DEM
- Click the  tab

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Schneider, Cary R. EMP ID: 105654 Empl Rcd #: 0

Work Location Find | View All First 1 of 18 Last

HR Status: Active Empl Status: Active

Effective Date: 01/11/2007 Sequence: 0 Job Notes

Action / Reason: Promotion PRO Promotion

Position Number: 00508088 General Professional IV Position Entry Date: 01/11/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 05/01/2005

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Date Created: 01/11/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Schneider, Cary R. EMP ID: 105654 Empl Rcd #: 0

Work Location Find | View All First 1 of 19 Last

HR Status: Active Empl Status: Active

Effective Date: 01/11/2007 Sequence: 1 Job Notes

Action / Reason: Pay Rate Change PRO Promotion

Position Number: 00508088 General Professional IV Position Entry Date: 01/11/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 05/01/2005

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Date Created: 01/11/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

## 9. Compensation page displays

- Enter a new salary for the employee in the Comp Rate field
- Click 
- Review your work
- Click 
- All actions/reasons entered for this promotion or demotion require approval

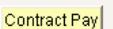
[Work Location](#) | [Job Information](#) | [Payroll](#) | **Compensation** | [Employment Information](#)

Schneider, Cary R. EMP ID: 105654 Empl Rcd #: 0

**Compensation** [Find](#) | [View All](#) First 1 of 19 Last

**Effective Date:** 01/11/2007 **Sequence:** 1 **Job Notes** **Appr Status** Proposed 01/11/2007  
**Action / Reason:** Pay Rt Chg Promotion **Appr/Reject** Current

**Compensation Rate:** 6,330.800000 **Frequency:** M Monthly 

**Salary Administration Plan:** 960 **Grade:** H45 **Standard Hours:** 40.00  
**Job Code:** H6G4XX General Professional IV **Percent of Time:** 100.00 **FTE:** 1.000000

**Comparative Information**

**Change Amount:** 745.000000 USD Monthly   
**Change Percent:** 13.337

**Pay Rates**

	Amount	Currency	Frequency	Rate	Currency
<b>Annual</b>	75,969.600000	USD	<b>Daily</b>	292.190769	USD
<b>Monthly</b>	6,330.800000	USD	<b>Hourly</b>	36.523846	USD

**Pay Components** [Customize](#) | [Find](#) First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	6,330.800000	USD	M	



[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

Promotion/Demotion complete