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	University _{of} Colorado			HR33PRACT PPL Home <u>Worklist</u> <u>Add to Favorites</u> <u>Sion out</u>
Data page	Menu	> Workforce Administration >		
Workforce Administration	D My Favorites Workforce Administration Versonal Information Job Personal Information	b Information formation about a person tied to a specific job record <u>Data</u> job information including work location and compensation ls.	Indete Contract Pay NA Add or update contract pay details including payment ty term, and period.	rge, The Kernel And Angel State Stat
 Job Information Job Data 	b Workforce Reports b Compensation D Time Collection D Workforce Development D Organizational Development D Enterprise Learning Control	ar Payee other payee instance in the Job Record.	Add Additional Assignment Create an additional assignment record for a person's organizational instance.	Job Data Transfer Rehite only Job Data Transfer/Rehite only
	P Reporting Loois	In contracts or other written agreements with their are contracts or other written agreements with their agrees and contractors addate Contract Pay NA.	Eveloper and internation Fourier and internation	or a Enter the assignments of company property.
2. Job Data search page displays	Job Data Enter any informat	tion you have and click	: Search Leave fields bla	nk for a list of all values.
Enter EmpIID or name	∫ Find an Existing	y Value		
□ Click Search	EmpliD:	begins with 🔽 105	654	
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	Name (LN,FN):	begins with 👻		
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	National ID:	begins with 🔽		
	HR Status:	= 🖌		*
	Employee Status:	= 🖌		*
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	Search	Clear Basic Search	n 🗐 <u>Save Search Criter</u>	ia

3. Work Location page displays

□ Click 🛨 to insert a new row

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- 4. The Effective Date defaults to the current date; change, if necessary
- □ Enter appropriate Action of Promotion or Demotion
- \Box Click \bigcirc 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 Dob Notes to document reasons for the promotion or demotion

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Department: Location:	51000 1ARCE	Payroll & Benefit Admin & Rsch C	Services tr-East Campus	Department Entry Date:	05/01/2005
Establishment ID:	CU	University of Col	orado	Date Created:	06/27/2006
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Work Location | Job Information | Payroll | Compensation | Employment Information

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				Data Cru		

5. Job Data Notepad 00000 page displays ≣ Job Data Notepad Instructions Add a New Note □ Click Selected Note(s) Selection Criteria *ID: 105654 Schneider, Cary R. Search *Empl Rcd#: 0 *Eff Date: 2007-01-11 *Sequence: 0 31 31 Select All Notes Earliest Note Date End **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 0000 Job Data Notepad - New Note ≣ - New Note page displays Instructions Selected Note □ Enter note Created: 01/11/2007 10:48AM ID: 105654 Schneider, Cary R. Empl Rcd#: 0 Creator: Save Eff Date: 2007-01-11 Last Update: Sequence: 0 by: □ Click 'Return to: Job Data Page Subject: Promotion Ľ Note Text: Enter information regarding employee's promotion/demotion here... Save Undo Changes

Return To:

Note Selection Page

7. Work Location page displays

- Promotions or demotions usually result in a pay rate change

- 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 <u>Compensation</u> tab

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

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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 🔒 Save

 All actions/reasons entered for this promotion or demotion require approval

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Effective Date: 01/11/2 Action / Reason: Pay Rt	2007 Chg	Sequence: Promotion	1	Job Notes	Appr Status Appr/Reject	Proposed	01/11/2007 Curren
Compensation Rate:		6,330.800000	,	*Frequenc	y: M 🔍	Monthly	Contract Pay
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Job Code: H6G4XX Gene	eral Professional I ^v	/ Percei	nt of Time	: 100.0	O FTE:	1	.000000
Comparative Information							
Change Amount:		745.000000	🛒 Usi	O Monthly	Mont	<mark>hly Hrly Rate</mark>	
Change Percent:		13.337					
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Promotion/Demotion complete