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.

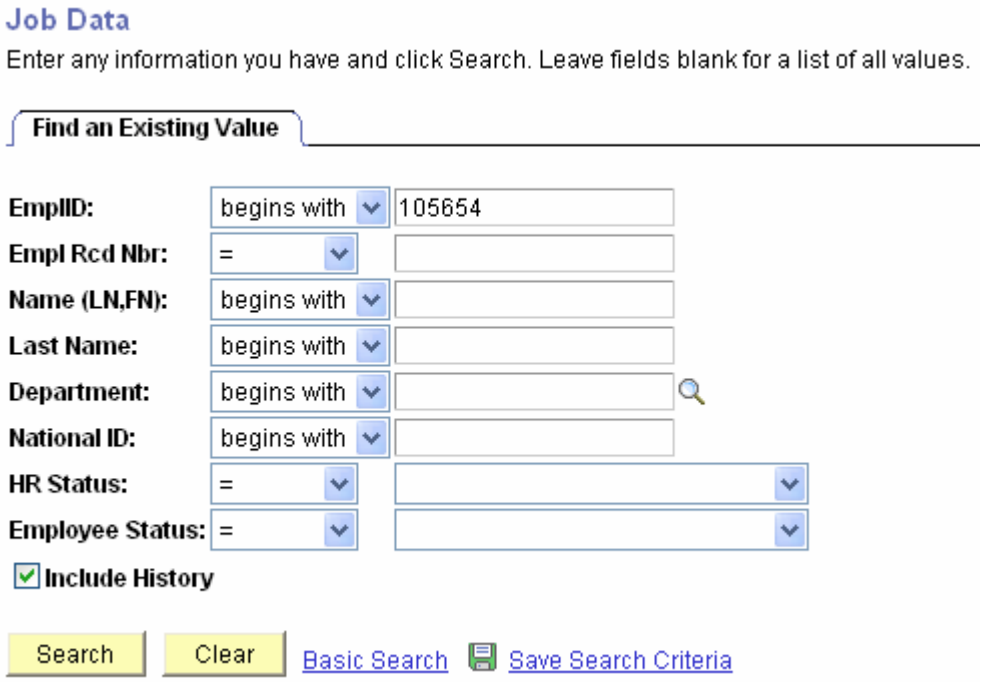
Note: *The screen shots used in this guide may not be representative of your access.*

1. Navigate to the Job Data page

- ☐ Workforce Administration
- ☐ Job Information
- ☐ Job Data

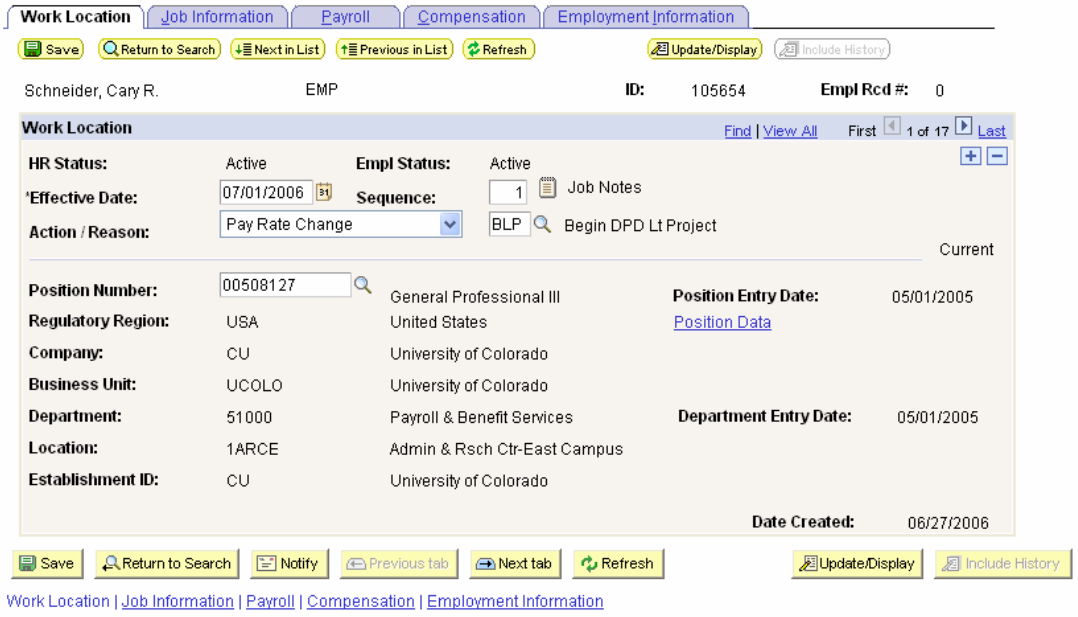
2. Job Data search page displays

- ☐ Enter EmplID or name
- ☐ Click Search



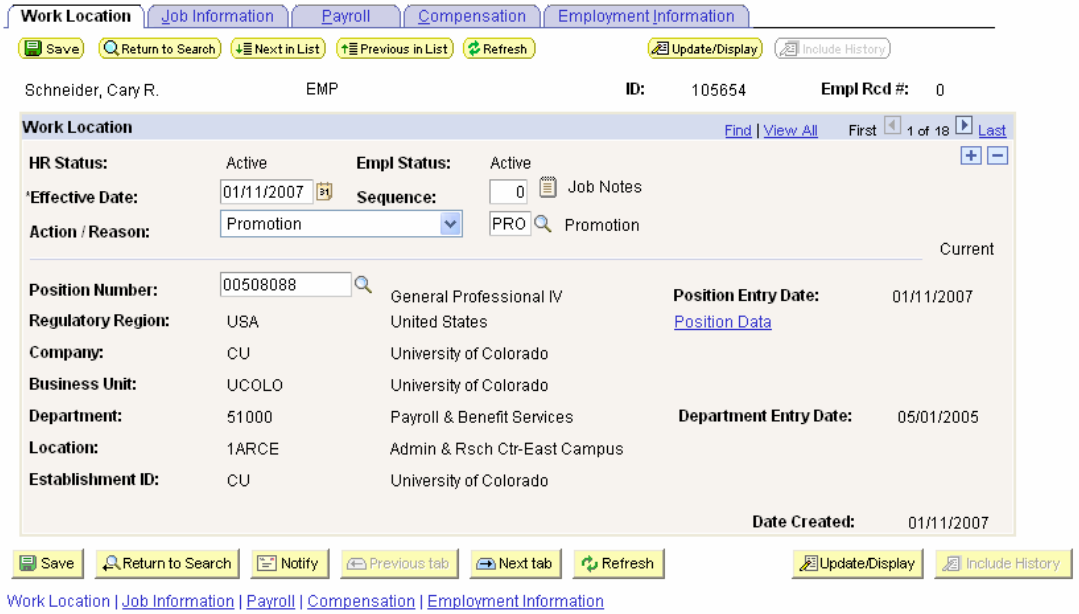
3. Work Location page displays

- Click + to insert a new row



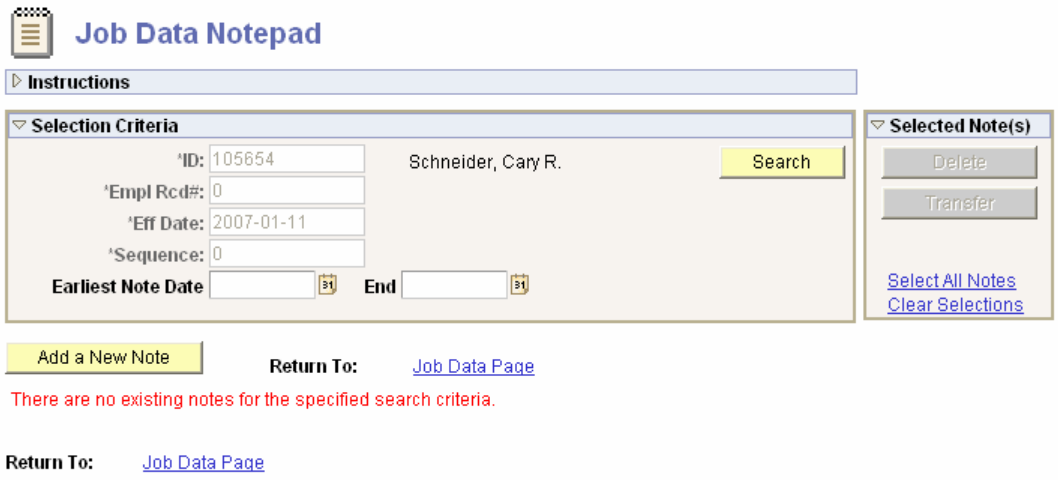
4. The Effective Date defaults to the current date; change, if necessary

- 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



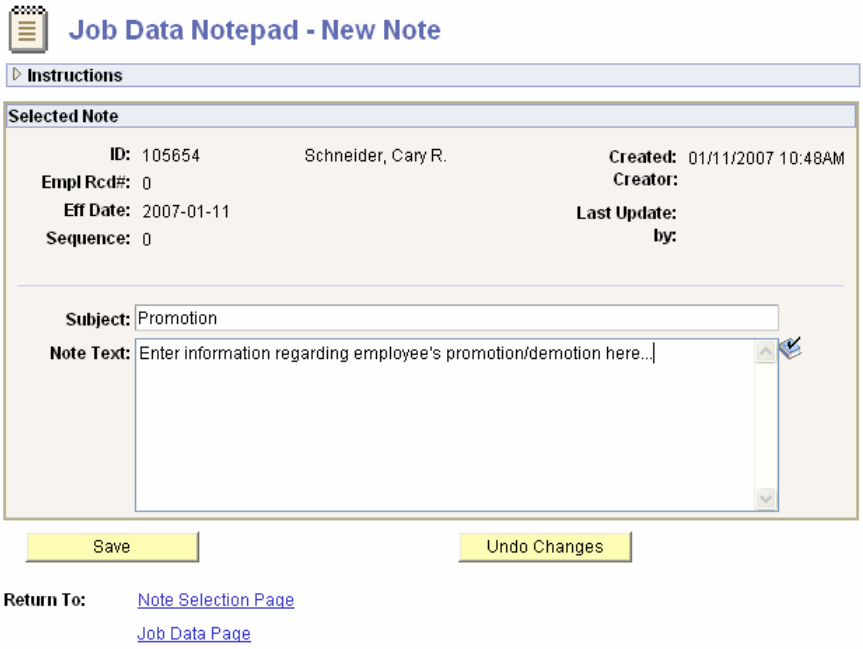
5. Job Data Notepad page displays

- Click Add a New Note



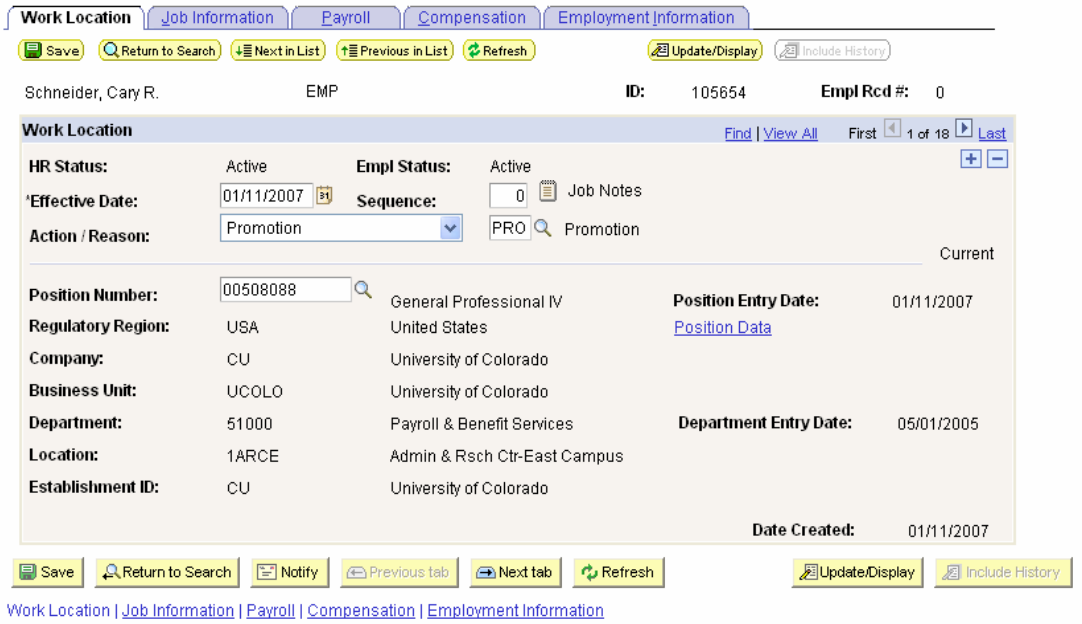
6. Job Data Notepad – New Note page displays

- Enter note
- Click Save
- Click 'Return to: Job Data Page



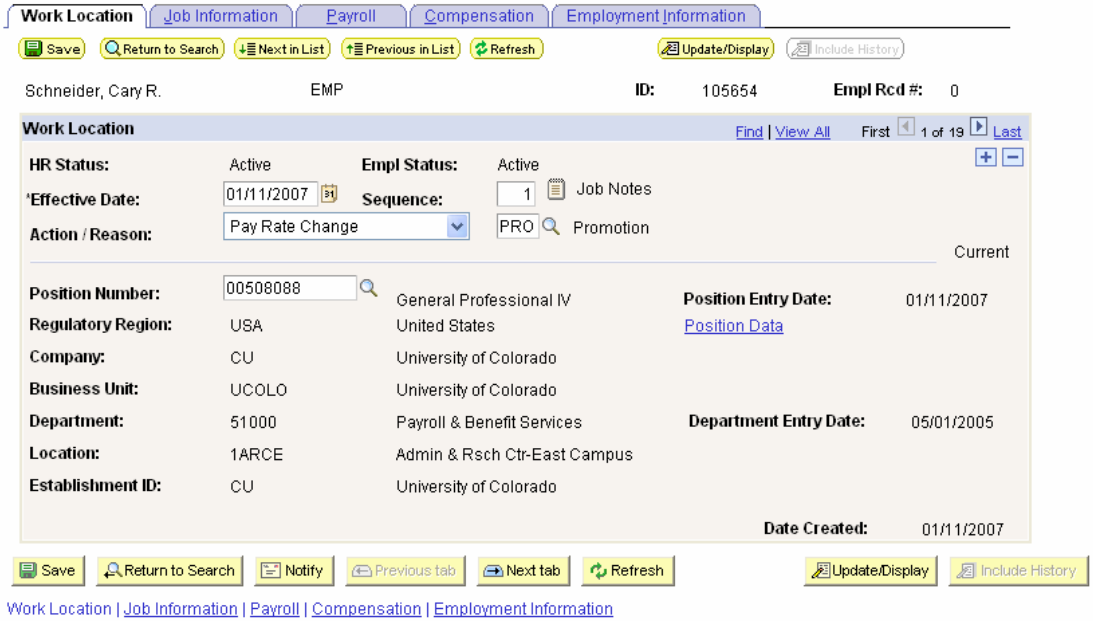
7. Work Location page displays

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



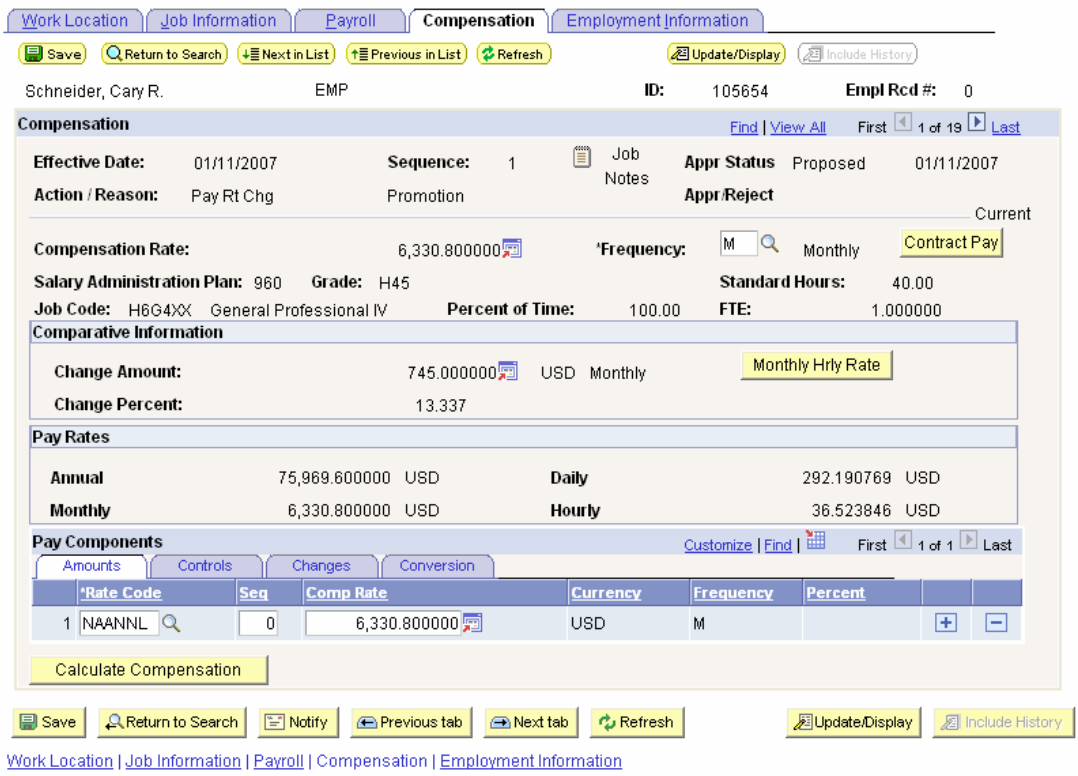
8. The Effective Date defaults to the current date

- 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 Compensation tab



9. Compensation page displays

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



Promotion/Demotion complete