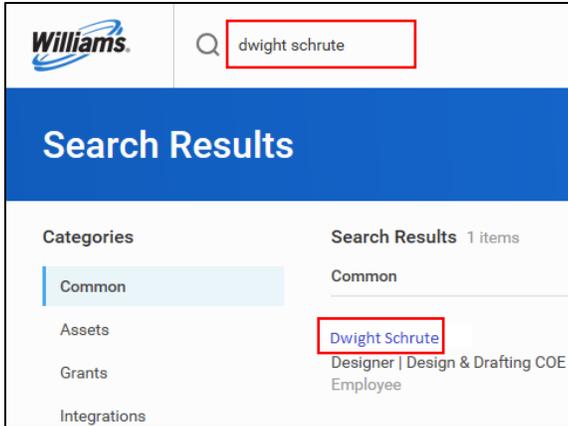
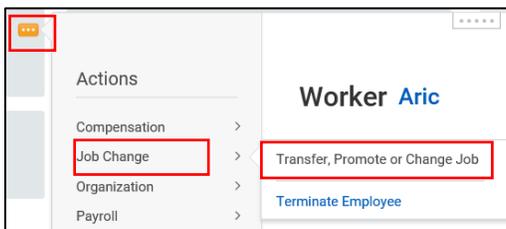


Promotion

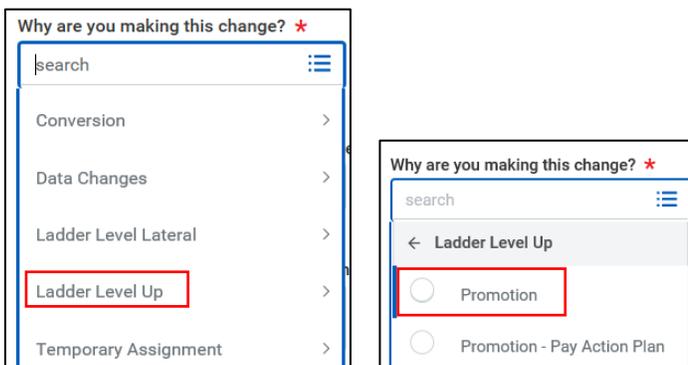
1. To get started, first search for the employee you wish to promote using the Workday search bar. You can also access the employee using the **My Team** application.



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  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.

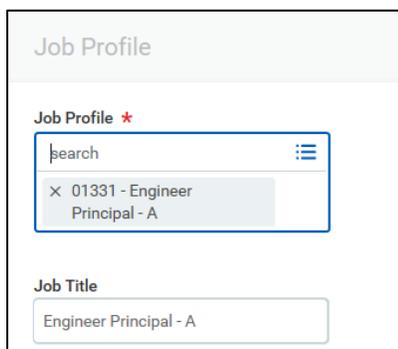


Do you want to create a new position?

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 do not **close the current position**. This will ensure the position history is maintained across changes and available for another employee to occupy.

- 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**. If the person was on a temporary assignment prior to the promotions, delete the temp title in the **Business Title** section. Click **Next** to continue.



Job Profile

Job Profile *

search

X 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 UNLESS the employee was on a temporary assignment. If so, remove any reference to a home or away temporary assignment in the additional job classifications box. 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.

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

14. 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.

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

16. Navigate through the remaining sections of the **Compensation** page to edit or add an **Allowance** as part of the compensation change. IMPORTANT – if the employee was on a temporary assignment, be sure that any assignment pcodes and per diems are removed.

If relocation will be offered, search for Relo and choose the appropriate plan, with consultation from your HRBP. For the Self-Directed Moving Assistance Plan, the lump sum defaults to \$2,500 and may need to be

edited. Consultation with your HRBP is required to determine the appropriate amount based on factors such as family size and distance the employee is moving. A moving truck/POD allowance will need to be added separately if this benefit is included.

17. When all information has been reviewed and updated on this page, click **Next**.
18. 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.
19. 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**.