**Employee Changes:** Promote an Employee

**Manager**

**PROMOTE AN EMPLOYEE ON YOUR TEAM**

A manager may promote employees on his or her team using options available in the Actions menu.

1. **In the Search field at the top of any page, type the name of the employee for whom you would like to initiate a promotion.** This will open the employee’s profile.

2. Underneath the employee’s name, select the **Actions** button, hover over the **Job Change** menu item, and click **Transfer, Promote or Change Job**.

3. The **Change Job** page will automatically open. Enter the date for which the promotion should take effect, the reason why you are making the change (choose “Promotion”), the employee’s manager after the change occurs, the worker’s new team, and his/her new work location. If the promotion should occur beginning with the next pay period, select the checkbox accordingly. Once you have verified that this information is...
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correct, click the orange Next button at the bottom of the page.

4. Next, the “Move” screen will be shown. Here, you will be prompted to include what you plan to do about the opening on your team. Once you have added this information, click Next at the bottom of the page. Add any additional documents pertinent to the promotion (optional), then proceed by clicking Next.

5. A summary page will appear where you can verify the accuracy of the information. If you wish, you may add comments at the bottom of the page. Once you are ready to proceed, click the orange Submit button at the bottom of the page. Otherwise, choose Save for Later if you wish to revisit the process at another time. Once submitted, the request will be forwarded to human resources, the compensation finance partner, and the appropriate managers for approval.