**Processing a Promotion – No Transfer With or Without Pay Increase Quick Reference Guide**

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Contents

[What is a Promotion – No Transfer with Pay Increase? 1](#_Toc1382366)

[Promotion – No Transfer with Pay Increase Process 1](#_Toc1382367)

[Access SuccessFactors 1](#_Toc1382368)

[Searching for an Employee 2](#_Toc1382369)

[Taking Action 2](#_Toc1382370)

[Changing Job Information 3](#_Toc1382371)

[Changing Compensation Information 4](#_Toc1382372)

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| What is a Promotion – No Transfer with or without Pay Increase? | |
| |  | | --- | | A **Promotion** refers to a reclassification of a position to a higher job level. The position will generally have a higher level of responsibility or required skill. | | |
| Promotion – No Transfer with or without Pay Increase Process | |
| The **Initiator** will process the **Promotion – No Transfer with Pay Increase Process.** Once complete, it will be routed to the **Department Head** and **Budget Approver**. If necessary, it will also be routed to **HR Compensation** for additional approval. | |
| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad** or from the **Employee Self-Service web page** click **SuccessFactors**  Log in using Purdue Career Account ID and Password. | <https://one.purdue.edu/>    <https://www.purdue.edu/hr/global/pgnew.php> |
| From the **SuccessFactors** home page, type the name of the employee in the **Search** field on the navigation bar. |  |

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| Searching for an Employee | |
| As the employee’s name is being typed, multiple matches may be displayed.  Scroll down to the correct employee’s name and click to select. |  |
| This will display the employee’s **Employee File.** |  |

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| Taking Action | |
| On the **Employee File**, click on **Actions** to display drop down menu and select **Change Job and Compensation Info.** |  |
| The **Change Job and Compensation Info** box is displayed.  Check the boxes next to **Job Information and Compensation Information.** |  |

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| Select the date the effective date by clicking the **Calendar** icon or by manually entering the date (MMDDYY). |  |
| Changing Job Information | |
| Scroll to the **Job Information** header.  Change the **Job Classification** and **Position Title** in that order.  Upon changing the Job Classification, other information will automatically update (i.e. Employee Class, Job Title, etc.  If you are changing a position from salaried to hourly or from hourly to salaried, you will need to select the appropriate Employment Type.  It’s important to note that you should never change the Position under the Position Information section (section that is two sections before the Job section). That moves the employee to a completely different position. For the No Transfer actions, we do not want them changing positions, only Jobs. The only position related item they should change is the Position Title in the Job Section. |  |

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| Changing Compensation Information | |
| ***Skip this step if pay changes are not needed.***  If a pay change is associated with the promotion, scroll down to the **Compensatio**n section.  Change the **Pay Component** if a change to the frequency is needed. (changing this field will auto-populate the Frequency field).  Change the **Amount** if a new monthly salary or hourly rate is needed.  If you are changing from salaried to hourly, make sure the **Pay Component** is changed to **Hourly (1005)** and type the hourly rate into the **Amount** box.  If you are changing from hourly to salaried, make sure the **Pay Component** is changed to **A-Base Salary (1000)** and type the monthly rate into the **Amount** box.  Click **Save**.  A pop-up box may appear as a warning if you changed the **FTE** or the **Employment Type**. If this occurs, you will need to reselect the **Pay Component** (click on **Correct** and reselect the **Pay Component**). If you did NOT make changed | |
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| The confirmation box appears. Make sure the reason listed is **No Transfer with or without Pay Increase for XXXX**.  Click on **Show workflow participants** to view who is required to approve the request.  Click **Confirm** to initiate the workflow. |  |