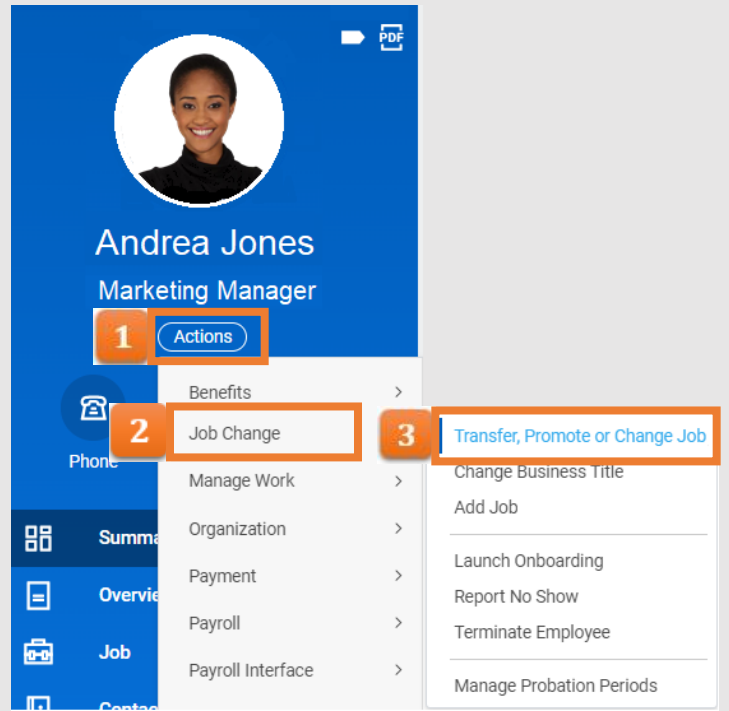
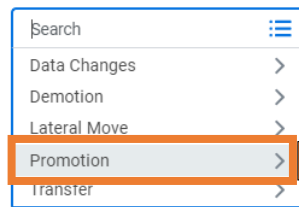


- From the employee's profile click the **Actions** button, followed by **Job Change**, and then **Transfer, Promote, or Change Job**.

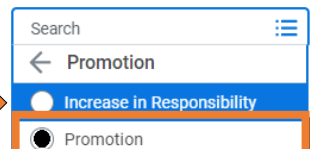


-

Why are you making this change? *



Why are you making this change? *



Start

Start Details

When do you want this change to take effect? *

03/01/2024

Why are you making this change? *

× Promotion

Who will be the manager after this change?

× Dana Monaghan

Which team will this person be on after this change?

× Human Resources (Dana Monaghan)

Where will this person be located after this change? *

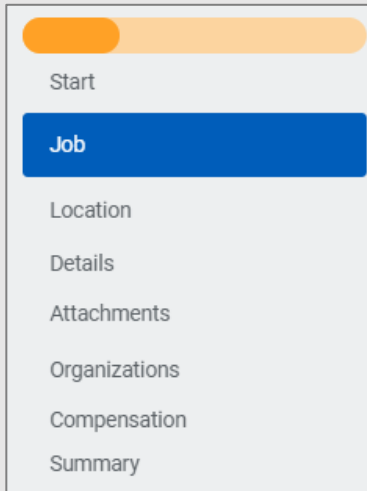
× Portland Campus

Do you want to use the next pay period?

In the Start form that results, click in the **“Why are you making this change?”** field. Select **Promotion** followed by the reason for the promotion.

Modify the other fields as needed, then click the **Start** button when done.

3.



You will be led to a sequence of screens as shown to the left in which you can make adjustment to the employee’s job details to reflect their promotion. Click on the pencil button to make edits. After entering and/or modifying the desired information in a section, click the **Next** button to proceed. Below is a summary of the input fields in each section. The screens will pre-fill with the employee’s current information and you may change any of the items as they apply to promotion.

If you have any questions about the field definitions or whether entering information is applicable to the particular employee you are promoting, please contact Human Resources.

Job: Job title and job profile information

Location: Portland or Salem campus location, work space office location, scheduled weekly hours, working time information.

Details


- Employee type (faculty, staff, student, etc.)
- Time Type (full-time, part-time)
- Weekly hours
- Exempt or non-exempt status

Attachments: A completed and signed letter for the promotion must be attached here.

Organizations: Organization defaults to Willamette University, adjust cost center if needed.

Compensation

- Employee visibility date (date the salary change can be seen by the employee)
- Total base pay (annual salary)
- Other information is auto-filled, contact HR if you believe anything else needs to be changed for guidance.

4. In the final Summary section, you will review all the information from the entirety of the form and make any adjustments at needed. If all is accurate, click the  button.

5. Once submitted, the request is forwarded to the following places for approval: Human Resources, Fiscal Officer, Manager’s Manager, and Department Head.