

# **Manager Self Service How Promotions Impact an Employee's Job Record**



**Reference Guide  
Human Resource  
Information System  
(HRIS)**

V1



Before and After screen prints illustrate the impact of MSS Promotion on the Employees Job Record (03.08.08)

**Example 1:** Pay rate adjusted due to change in standard hours

Change in Standard Hours from Full Time 40 hours (1 FTE) to Part Time 20 hours (.50 FTE). The employee compensation is adjusted for a change in standard hours. In this case, the compensation was adjusted by 50%.

Promote Employee

**Promotion Details**

Enter the promotion details below for the chosen employee.

You will have an opportunity to change this employee's salary after you submit the transaction.

Click Submit once you have entered the promotion information.

**Promotion Details**

Promotion Date: 03/24/2008

Reason for Promotion: Career Advancement

| Current Info    |                               | New Info                              |  |
|-----------------|-------------------------------|---------------------------------------|--|
| Position:       | Business Manager 138327       | Asst Research Technolgst (FSC) 122387 |  |
| *Business Unit: | I - Polytechnic I0101         | I - Polytechnic                       |  |
| *Department:    | Asup Electronic Systems I1003 | Asup Electronic Systems               |  |
| *Location:      | Campus: Polytechnic POLY      | Campus: Polytechnic                   |  |
| *Job Title:     | Business Manager 170040       | Asst Research Technolgst (FSC)        |  |
| Pay Group:      | SAL                           | SAL                                   |  |
| Full/Part Time: | Full-Time                     | Part-Time                             |  |
| Standard Hours: | 40.00                         | 20.00                                 |  |
| Empl Class:     | CLS                           | ACP                                   |  |
| Reg/Temp:       | R                             | R                                     |  |
| Reports To:     | Business Manager Sr 111245    | Business Manager Sr                   |  |
| Comp Freq:      | ASUBW                         | ASUBW                                 |  |

## Beginning Job Record

Before the MSS Promotion is processed

[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

EMP

ID:

Empl Rcd #: 0.

| Job Information     |            | Find  |   | First 2 of 2 Last |             |
|---------------------|------------|---|---|-------------------|-------------|
| Effective Date:     | 12/03/2007 | Effective Sequence:   | 0   | Job Indicator:    | Primary Job |
| Action / Reason:    | Data Chg   | Data Correction   |   | Current           |             |
| Job Code:           | 170040     | Business Manager  | Entry Date:                                   | 11/02/2007        |             |
| Supervisor Level:   |            |   |   |                   |             |
| Reports To:         | 111245     | Business Manager Sr   | 1000423343 Kathee Rutherford                  |                   |             |
| *Regular/Temporary: | Regular    | *Full/Part:   | Full-Time                                     |                   |             |
| Empl Class:         | Classified | *Officer Code:  | N/A   |                   |             |
| Regular Shift:      | N/A        | Shift Rate:   |   |                   |             |
| Classified Indc:    | Cls Stf    | Duties Type:  |   |                   |             |
| Standard Hours      |            |   |   |                   |             |
| Standard Hours:     | 40.00      |   |   |                   |             |
| Work Period:        | W          | Weekly  |   |                   |             |
| FTE:                | 1.000000   | <input checked="" type="checkbox"/> Adds to FTE Actual Count? | <input type="checkbox"/> Encumbrance Override |                   |             |

Before the MSS Promotion is processed

[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

EMP

ID:

Empl Rcd #: 0

| Compensation                         |              | Find                |            | First 2 of 2 Last |             |
|--------------------------------------|--------------|---------------------|------------|-------------------|-------------|
| Effective Date:                      | 12/03/2007   | Effective Sequence: | 0          | Job Indicator:    | Primary Job |
| Action / Reason:                     | Data Chg     | Data Correction     |            | Current           |             |
| Compensation Rate:                   | 1,730.769231 | *Frequency:         | ASUBW      | ASUBW             |             |
| Comparative Information              |              |                     |            |                   |             |
| Pay Rates                            |              |                     |            |                   |             |
| Default Pay Components               |              |                     |            |                   |             |
| Pay Components                       |              |                     |            |                   |             |
| Customize   Find   First 1 of 1 Last |              |                     |            |                   |             |
| Amounts                              | Controls     | Changes             | Conversion |                   |             |
| *Rate Code                           | Seg          | Comp Rate           | Currency   | Frequency         | Percent     |
| 1 NAANL                              | 0            | 45,000.000000       | USD        | A                 |             |
| Calculate Compensation               |              |                     |            |                   |             |

## Job Record AFTER

After MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0.

Job Information Find First 1 of 2 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job  
 Action / Reason: Promotion Career Advancement Future

Job Code: 892077 Asst Research Technolgst (FSC) Entry Date: 03/24/2008  
 Supervisor Level:  
 Reports To: 111245 Business Manager Sr 1000423343 Kathse Rutherford  
 \*Regular/Temporary: Regular \*Full/Part: Part-Time  
 Empl Class: AcadmcProf \*Officer Code: N/A  
 Regular Shift: N/A Shift Rate: /  
 Classified Ind: Lib Prof Duties Type:

Standard Hours

Standard Hours: 20.00  
 Work Period: W Weekly  
 FTE: 0.500000 ☒ Adds to FTE Actual Count? ☐ Encumbrance Override

After the MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Compensation Find First 1 of 2 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job  
 Action / Reason: Promotion Career Advancement Future

Compensation Rate: 865.384615 \*Frequency: ASUBW ASUBW

Comparative Information

Pay Rates

Default Pay Components

Pay Components Customize Find First 1 of 1 Last

| Rate Code | Seq | Comp Rate     | Currency | Frequency | Percent |
|-----------|-----|---------------|----------|-----------|---------|
| 1 NAANNL  | 0   | 22,500.000003 | USD      | A         |         |

Calculate Compensation

Note that the pay rate is recalculated to take into account the reduction in hours worked during the week. ASUBW assumes 26 pay periods over a 12 month timeframe.

**Example 2:** Pay rate change due to change in FLSA status (non-exempt to exempt)

Change in Compensation frequency from Hourly to ASUBW (Biweekly Salary). The employee paygroup and pay type change from Hourly to Salaried. The hourly rate is calculated to an annual rate (hourly rate x 2080).

**Promotion Details**

*The following information has been saved.*

| Promotion Details     |                            |          |                                |        |
|-----------------------|----------------------------|----------|--------------------------------|--------|
| Promotion Date:       | 03/24/2008                 |          |                                |        |
| Reason for Promotion: | Career Advancement         |          |                                |        |
| Workflow Status:      | Data Saved                 |          |                                |        |
| Effective Sequence:   | 1                          |          |                                |        |
| Current Info          |                            | New Info |                                |        |
| Position:             | Tech Support Analyst Assoc | 112306   | Student Recruit/Reten Spec Sr  | 110511 |
| *Business Unit:       | I - Polytechnic            | I0101    | I - Polytechnic                |        |
| *Department:          | Asup Electronic Systems    | I1003    | Asup College Tech & Innovation |        |
| *Location:            | Campus: Polytechnic        | POLY     | Campus: Polytechnic            |        |
| *Job Title:           | Tech Support Analyst Assoc | 172210   | Student Recruit/Reten Spec Sr  |        |
| Pay Group:            | HRV                        |          | SAL                            |        |
| Full/Part Time:       | Full-Time                  |          | Full-Time                      |        |
| Standard Hours:       | 40.00                      |          | 40.00                          |        |
| Empl Class:           | CLS                        |          | CLS                            |        |
| Reg/Temp:             | R                          |          | R                              |        |
| Reports To:           | Business Manager Sr        | 111245   | Business Manager Sr            |        |
| Comp Freq:            | H                          |          | ASUBW                          |        |

## Beginning Job Record

Before the MSS promotion is processed

[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

EMP

ID:

Empl Rcd #: 0

|   |                                  |                     |                   |                   |             |
|---|----------------------------------|---------------------|-------------------|-------------------|-------------|
| Payroll Information                       |                                  | Find                |                   | First 2 of 3 Last |             |
| Effective Date:                           | 09/10/2007                       | Effective Sequence: | 1                 | Job Indicator:    | Primary Job |
| Action / Reason:                          | Pay Rt Chg                       | Performance Based   |                   | Current           |             |
| Payroll System: Payroll for North America |                                  |                     |                   |                   |             |
| Payroll for North America                 |                                  |                     |                   |                   |             |
| Pay Group:                                | HRY                              | Hourly              | Holiday Schedule: | NONE              | None        |
| Employee Type:                            | H                                | Hourly              | FICA Status:      | Subject           |             |
| Tax Location Code:                        | AZ                               | AZ                  |                   |                   |             |
| GL Pay Type:                              |                                  |                     |                   |                   |             |
| Combination Code:                         | <a href="#">Edit ChartFields</a> |                     |                   |                   |             |

Before the MSS Promotion is processed

[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

EMP

ID:

Empl Rcd #: 0

|                         |            |                                      |            |                   |             |
|-------------------------|------------|--------------------------------------|------------|-------------------|-------------|
| Compensation            |            | Find                                 |            | First 2 of 3 Last |             |
| Effective Date:         | 09/10/2007 | Effective Sequence:                  | 1          | Job Indicator:    | Primary Job |
| Action / Reason:        | Pay Rt Chg | Performance Based                    |            | Current           |             |
| Compensation Rate:      | 21.405312  | *Frequency:                          | H          | Hourly            |             |
| Comparative Information |            |                                      |            |                   |             |
| Pay Rates               |            |                                      |            |                   |             |
| Default Pay Components  |            |                                      |            |                   |             |
| Pay Components          |            | Customize   Find   First 1 of 1 Last |            |                   |             |
| Amounts                 | Controls   | Changes                              | Conversion |                   |             |
| *Rate Code              | Seq        | Comp Rate                            | Currency   | Frequency         | Percent     |
| 1 NAHRLY                | 0          | 21.405312                            | USD        | H                 |             |
| Calculate Compensation  |            |                                      |            |                   |             |

## Job Record AFTER

After the MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Payroll Information Find First 1 of 3 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job  
Action / Reason: Promotion Career Advancement Future

Payroll System: Payroll for North America

Payroll for North America

Pay Group: SAL Salaried  
Employee Type: S Salaried  
Tax Location Code: AZ AZ  
GL Pay Type:  
Combination Code: Edit ChartFields  
Holiday Schedule: NONE None  
FICA Status: Subject

After the MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Compensation Find First 1 of 3 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job  
Action / Reason: Promotion Career Advancement Future

Compensation Rate: 1,712.424962 \*Frequency: ASUBW ASUBW

Comparative Information

Pay Rates

Default Pay Components

Pay Components Customize Find First 1 of 1 Last

| *Rate Code | Seg | Comp Rate     | Currency | Frequency | Percent |
|------------|-----|---------------|----------|-----------|---------|
| 1 NAANNL   | 0   | 44,523.048960 | USD      | A         |         |

Calculate Compensation

Note this example assumes no change in standard hours.

### Example 3: Pay rate change due to combined change in both frequency and hours

Change from Full Time 40 Hours (1 FTE) and Compensation Frequency ASU BW (Bi-Weekly Salary) to Part Time 20 Hours (.50 FTE) and Compensation Frequency ASU10 (10 Biweekly Pays). The salary is adjusted for the change in standard hours. In this case,  $35,974.38 \times .50 \text{ FTE} = 17,987.19$ . The Annual rate is divided by the number in the Compensation Frequency. In this case,  $17,987.19 / 10 = 1,798.71$

Promote Employee

#### Promotion Details

Enter the promotion details below for the chosen employee.  
You will have an opportunity to change this employee's salary after you submit the transaction.  
Click Submit once you have entered the promotion information.

#### Promotion Details

Promotion Date: 03/24/2008

Reason for Promotion: Career Advancement

| Current Info    |                                      | New Info  |  |
|-----------------|--------------------------------------|---|--|
| Position:       | Academic Advisor 110465              | <input type="text" value="Faculty Assoc"/> 138568 |  |
| *Business Unit: | I - Polytechnic I0101                | I - Polytechnic                                   |  |
| *Department:    | Asup College Tech & Innovation I1001 | Asup Mechanical & Mfg Eng Tech                    |  |
| *Location:      | Campus: Polytechnic POLY             | Campus: Polytechnic                               |  |
| *Job Title:     | Academic Advisor 440010              | Faculty Assoc                                     |  |
| Pay Group:      | SAL                                  | ACD   |  |
| Full/Part Time: | Full-Time                            | Part-Time   |  |
| Standard Hours: | 40.00                                | 20.00   |  |
| Empl Class:     | CLS                                  | FAC   |  |
| Reg/Temp:       | R                                    | R   |  |
| Reports To:     | Business Manager Sr 111245           | Business Manager Sr                               |  |
| Comp Freq:      | ASUBW                                | <input type="text" value="ASU10"/>                |  |



## Beginning Job Record

Before MSS Promotion is processed

|   |                                 |   |   |                             |                              |
|---|---------------------------------|---|---|-----------------------------|------------------------------|
| <a href="#">Work Location</a>                 | <a href="#">Job Information</a> | <a href="#">Job Labor</a>                                     | <a href="#">Payroll</a>                       | <a href="#">Salary Plan</a> | <a href="#">Compensation</a> |
| EMP   |                                 | ID:   |   | Empl Rcd #: 0.              |                              |
| <b>Job Information</b> Find First 2 of 2 Last |                                 |   |   |                             |                              |
| Effective Date:                               | 02/04/2008                      | Effective Sequence:   | 0   | Job Indicator:              | Primary Job                  |
| Action / Reason:                              | Return-LOA                      | Return Fr Leave - w/ Benefits                                 |   |                             | Current                      |
| Job Code:                                     | 440010                          | Academic Advisor  | Entry Date:                                   | 08/07/2007                  |                              |
| Supervisor Level:                             |                                 |   |   |                             |                              |
| Reports To:                                   | 111245                          | Business Manager Sr   |   |                             |                              |
| *Regular/Temporary:                           | Regular                         |   | *Full/Part:                                   | Full-Time                   |                              |
| Empl Class:                                   | Classified                      |   | *Officer Code:                                | N/A                         |                              |
| Regular Shift:                                | N/A                             |   | Shift Rate:                                   |                             |                              |
| Classified Indc:                              | Cls Stf                         |   | Duties Type:                                  |                             |                              |
| <b>Standard Hours</b>                         |                                 |   |   |                             |                              |
| Standard Hours:                               | 40.00                           |   |   |                             |                              |
| Work Period:                                  | W                               | Weekly  |   |                             |                              |
| FTE:  | 1.000000                        | <input checked="" type="checkbox"/> Adds to FTE Actual Count? | <input type="checkbox"/> Encumbrance Override |                             |                              |

Before MSS Promotion is processed

|   |                                  |                               |                         |                             |                              |
|---|----------------------------------|-------------------------------|-------------------------|-----------------------------|------------------------------|
| <a href="#">Work Location</a>                     | <a href="#">Job Information</a>  | <a href="#">Job Labor</a>     | <a href="#">Payroll</a> | <a href="#">Salary Plan</a> | <a href="#">Compensation</a> |
| EMP   |                                  | ID:                           |                         | Empl Rcd #: 0               |                              |
| <b>Payroll Information</b> Find First 2 of 2 Last |                                  |                               |                         |                             |                              |
| Effective Date:                                   | 02/04/2008                       | Effective Sequence:           | 0                       | Job Indicator:              | Primary Job                  |
| Action / Reason:                                  | Return-LOA                       | Return Fr Leave - w/ Benefits |                         |                             | Current                      |
| Payroll System:                                   | Payroll for North America        |                               |                         |                             |                              |
| <b>Payroll for North America</b>                  |                                  |                               |                         |                             |                              |
| Pay Group:  | SAL                              | Salaried                      | Holiday Schedule:       | NONE                        |                              |
| Employee Type:                                    | S                                | Salaried                      | FICA Status:            | Subject                     |                              |
| Tax Location Code:                                | AZ                               | AZ                            |                         |                             |                              |
| GL Pay Type:                                      |                                  |                               |                         |                             |                              |
| Combination Code:                                 | <a href="#">Edit ChartFields</a> |                               |                         |                             |                              |

Before MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Compensation Find First 2 of 2 Last

Effective Date: 02/04/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Return-LOA Return Fr Leave - w/ Benefits Current

Compensation Rate: 1,383.630031 \*Frequency: ASUBW ASUBW

Comparative Information

Pay Rates

Default Pay Components

Pay Components Customize Find First 1 of 1 Last

| *Rate Code | Seq | Comp Rate     | Currency | Frequency | Percent |
|------------|-----|---------------|----------|-----------|---------|
| 1 NAANNL   | 0   | 35,974.380800 | USD      | A         |         |

Calculate Compensation

## Job record AFTER

After MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Job Information Find First 1 of 2 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Promotion Career Advancement Future

Job Code: 894800 Faculty Assoc Entry Date: 03/24/2008

Supervisor Level:

Reports To: 111245 Business Manager Sr

\*Regular/Temporary: Regular \*Full/Part: Part-Time

Empl Class: Faculty \*Officer Code: N/A

Regular Shift: N/A Shift Rate: /

Classified Indc: Fac Asc Duties Type:

Standard Hours

Standard Hours: 20.00

Work Period: W Weekly

FTE: 0.500000 ☒ Adds to FTE Actual Count? ☐ Encumbrance Override

After MSS Promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Payroll Information Find First 1 of 2 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Promotion Career Advancement Future

Payroll System: Payroll for North America

Payroll for North America

Pay Group: ACD Academic Contract

Employee Type: S Salaried

Tax Location Code: AZ AZ

GL Pay Type:

Combination Code: Edit ChartFields

Holiday Schedule: NONE None

FICA Status: Subject

After MSS promotion is processed

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Compensation Find First 1 of 2 Last

Effective Date: 03/24/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Promotion Career Advancement Future

Compensation Rate: 1,798.719100 \*Frequency: ASU10 10 Pays

Comparative Information

Pay Rates

Default Pay Components

Pay Components Customize Find First 1 of 1 Last

Amounts Controls Changes Conversion

| *Rate Code | Seq | Comp Rate     | Currency | Frequency | Percent |
|------------|-----|---------------|----------|-----------|---------|
| 1 NAANNL   | 0   | 17,987.190400 | USD      | A         |         |

Calculate Compensation