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



Reference Guide Human Resource Information System (HRIS)

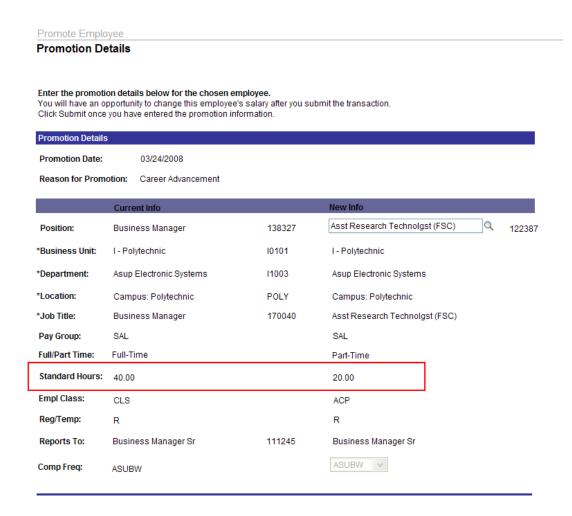
V1



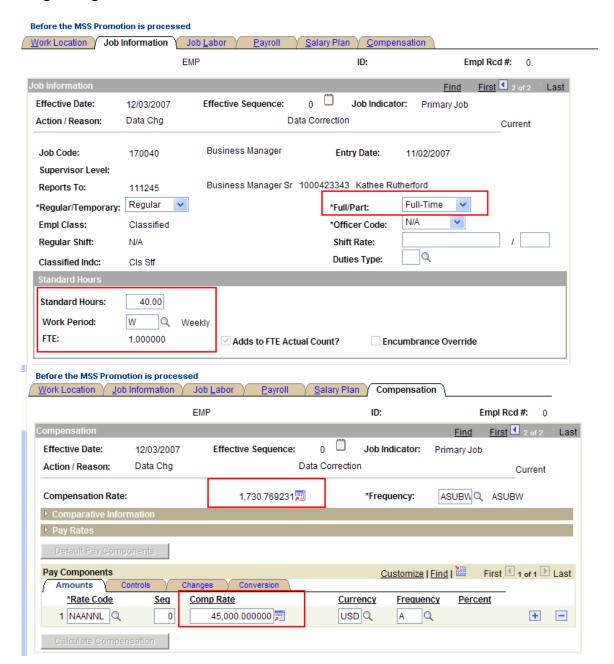
Before and After screen prints illustrate the impact of MSS Promotion on the Employees Job Record (03.08.08)

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

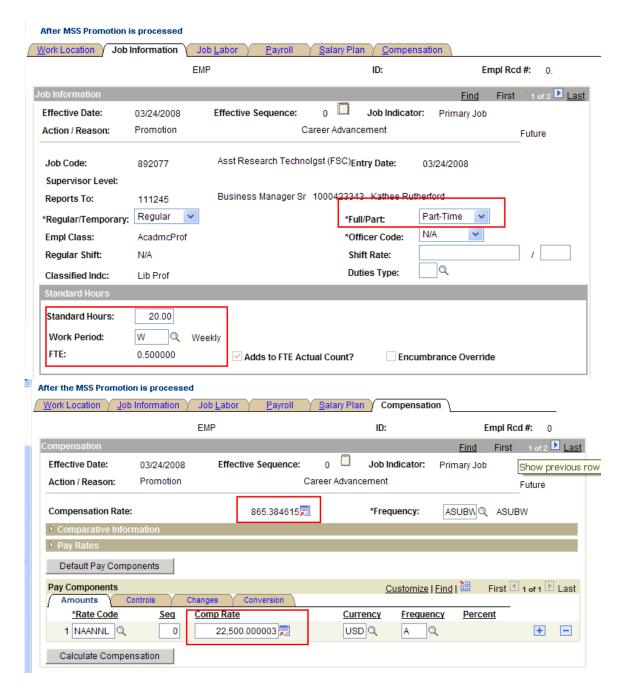
Change in Standard Hours from Full Time 40 hours (1 FTE) to Part Time 20 hours (.50 FTE). The employee compensation is adjusted for a change in standard hours. In this case, the compensation was adjusted by 50%.



# **Beginning Job Record**



## Job Record AFTER



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

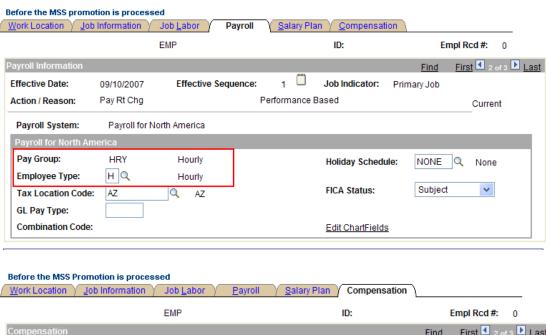
Workflow Status:

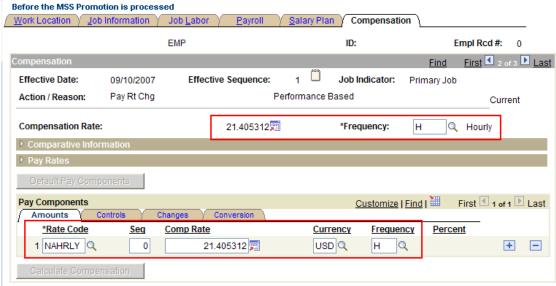
Data Saved

Effective Sequence:

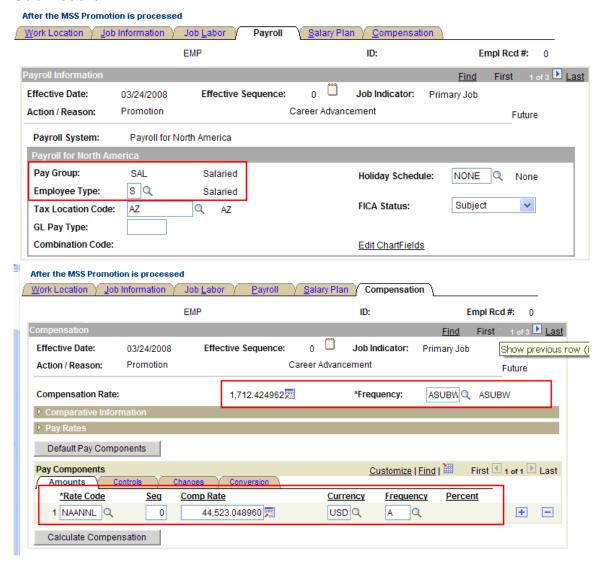
	Current Info		New Info
Position:	Tech Support Analyst Assoc	112306	Student Recruit/Reten Spec Sr 11051
*Business Unit:	I - Polytechnic	10101	I - Polytechnic
*Department:	Asup Electronic Systems	11003	Asup College Tech & Innovation
*Location:	Campus: Polytechnic	POLY	Campus: Polytechnic
*Job Title:	Tech Support Analyst Assoc	172210	Student Recruit/Reten Spec Sr
Pay Group:	HRY		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:	Н		ASUBW

# Beginning Job Record





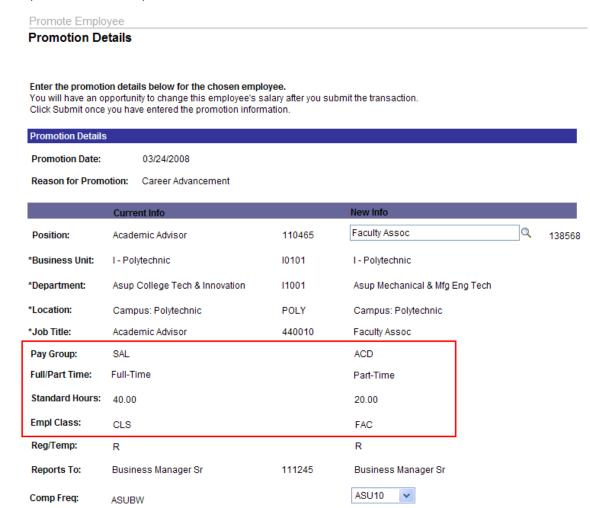
### Job Record AFTER



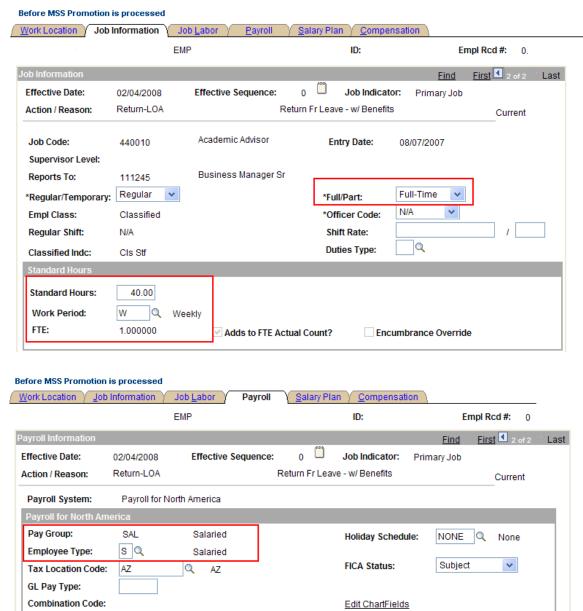
Note this example assumes no change in standard hours.

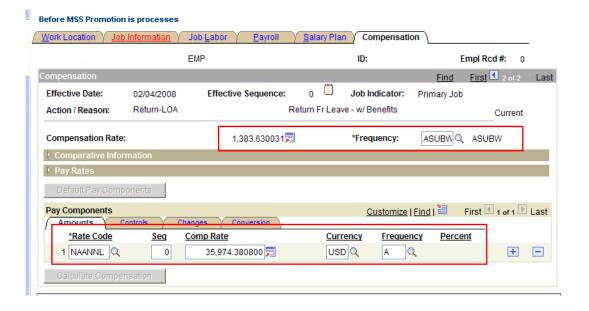
**Example 3:** Pay rate change due to combined change in both frequency and hours

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



# **Beginning Job Record**





## Job record AFTER

