

Approving a Request for Promotion – Job Aid

Human Resource Information System (HRIS)

Step	Action
1.	Once the Manager submits the Promotion Request, the approver is sent an email notifying them that they need to approve the request. The email contains a link that will bring them to the approval page. The approver can click on the link in the email or sign in to Peoplesoft and access the Approve Promotion.
2.	Select the Manager Self Service link
3.	Select the Job and Personal Information link in Manager Self Service
4.	Select the Approve Promotion link in either the fan page or the menu. Click on the Employee Name you need
5.	MSS Promotion Approver Pages NOTE: If the Payroll process has been started and approver has not yet approved the MSS Promotion, the approver will only be able to Deny the transaction. The Comments will indicate that the transaction needs to be resubmitted and will appear on the Email notification to the Submitter. If the Promotion results in a change that cannot update the database or update all the job rows (in the case of job rows that have an effective date later than the Promotion Effective Date), the System Administrator will be notified by email and will have to make the required changes. A message will appear to the Approver indicating that the transaction requires Administrator action.
6.	Click in the *Comment field to enter comments.
7.	Click the Approve button
8.	Click the OK button
9.	Click to copy the Empl ID number
10.	Click the Workforce Administration link
11.	Click the Job Data link
12.	Paste the copy of the employee ID in the EmplID field
13.	Click the Search button
14.	The Job Data page appears. Click the Compensation tab
15.	Click the Show next row button Note that you are looking at row 1 of ? rows.
16.	Click the Work Location tab Note that the Effective Sequence is 1, and the Action/Reason is a previous one.
17.	By examining this previous job row, you will notice what the Compensation frequency and rate were previously which will also indicate to you whether or not you need to submit an Ad Hoc Salary change in a given situation.
18.	Click the Show previous row arrow
19.	Click the Show next row arrow Note that the Action/Reason in this sequence reflects that it is a Promotion.
20.	Click the Show previous row arrow Note that the Action/Reason in this sequence reflects a previous Pay Rate Change.