Manager Self Service
Request a Promotion
Human Resource Information System (HRIS)

Step	Action
1.	Click the Manager Self Service link
2.	Click Job and Personal Information
3.	Click the Promote Employee link
4.	Click the **Magnifying Glass** to search for an effective date.(The effective date must be a pay period begin date.)
5.	Click the**Effective Date** link you need
6.	Click the **Continue** button
7.	A list of the employees that "Report To" the manager appears, as well as any open funded Positions within the
8.	Click the **org chart icon** next to the employee name who is the reports-to, click the radial button next to the employee's name if it appears on this list.
9.	Click the **radial button** next to the employee name who is to be promoted.
10.	Click the **Continue** button
11.	Click the **Magnifying Glass** to look up a job title or type in your title.
12.	Click the **Job Title** link needed
13.	Click the **Drop-down menu** button if this is an ACD or GRD position needing a pay frequency.
14.	Click the **Pay Frequency** needed
15.	Click into the ***Comment** field and enter comments
16.	Click the **Submit** button
17.	Click the **OK** button
18.	Note that **Comp Freq** has been changed
19.	The **Promote Employee** page appears with the message that the information has been submitted.