



# Promotion

Initiated by: HR Analyst

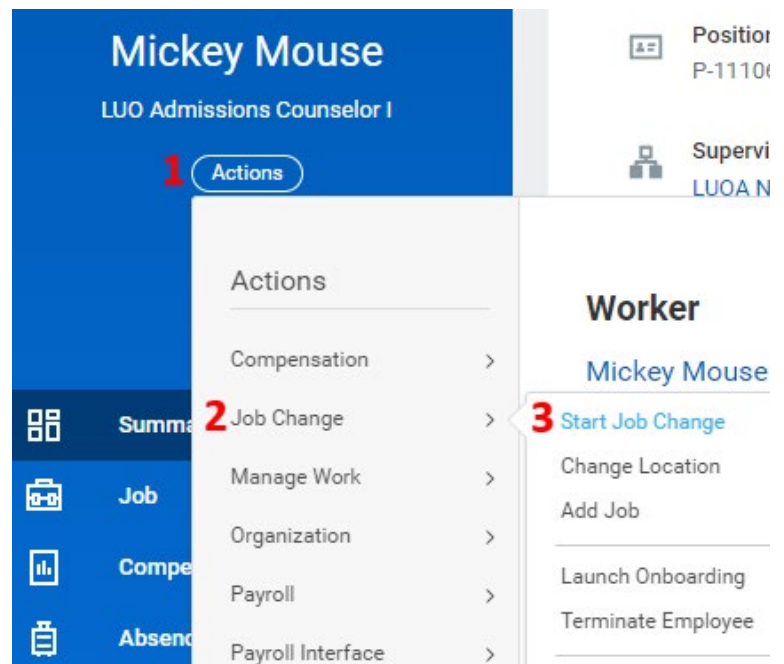
A promotion takes place when an employee stays in the **same Sup Org**, **changing positions or job profiles**, **and** receiving a **pay increase**.

1. Go to the employee's Workday profile.

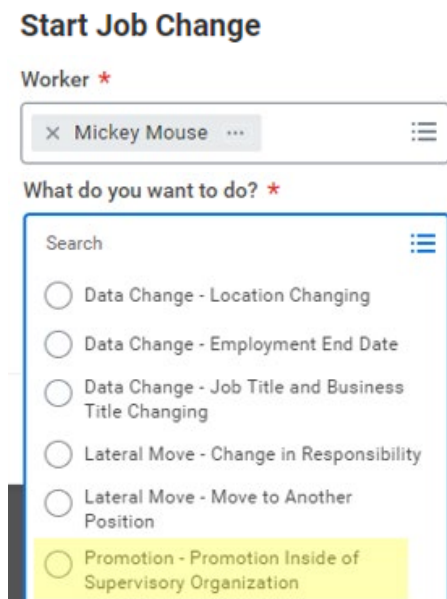
Click **Actions**.

Hover over **Change Job**.

Click **Start Job Change**.



2. Select **Promotion – Promotion Inside of Supervisory Organization**.



- Click the pencil icon to change the **Effective Date**.

### Start

#### Start Details

When do you want this change to take effect? \*

- 10/29/2023 added

Why are you making this change? \*

- Promotion Inside of Supervisory Organization added

Do you want to use the next pay period?

- Yes added



Click **Start** on the bottom left of your screen.



- Click the pencil icon by Position or Job Profile, making desired updates.

If you are opening a job requisition for a new hire to enter the role that is being vacated by your employee, ensure that 'Is the current position available for overlap?' is checked so the new person can enter the role before the position vacates.

### Job

#### Position

Position

- P-1112127 Academic Advisor II was P-1110687 LUO Admissions Counselor I

Close the current position?

- No added

Is the current position available for overlap?

- Yes added

#### Job Profile

Job Profile \*

- LUOA Academic Advisor II added
- LUO Admissions Counselor I removed

Job Title

- LUOA Academic Advisor II was LUO Admissions Counselor I

#### Business Title

Business Title

- LUOA Academic Advisor II was LUO Admissions Counselor I



5. Ensure everything is accurate and **Submit**.



6. The Compensation Manager will receive a task to **Propose Compensation Change**.

### Success! Event submitted

Up Next: Walt Disney | Propose Compensation Change | Due Date 10/21/2023

[View Details](#)



7. Update the Salary or Hourly amount and once everything is accurate.

#### Salary



#### Hourly

##### Assignment Details

● 15.96 USD Hourly was 15.00 USD Hourly



##### Plan Name

Liberty Hourly Plan

##### Effective Date

● 10/29/2023 was 10/18/2023

**Submit.**






8. The HR Analyst will receive a task to **Change Organization Assignments**. Ensure the company, cost center, and supplier (if applicable) are correct.

**Organizations**


**Company**

Company \* 

Liberty University, Inc.

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**Cost Center**

Cost Center \* 

U-6B2040 LUOA Operations

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**Other**

Supplier 

**Submit**

**Submit.**

9. The Promotion then routes to the **Compensation Approver** and the **Compensation HR Office Partner** for approval.

**Success! Event submitted**

Up Next: Goofy | Promotion: Mickey Mouse - Consolidated Approval by Compensation Approver | Due Date 10/21/2023

[View Details](#)

10. The initiator of the Promotion will have an inbox task to **Edit Position Restrictions if Necessary**. If nothing needs to be updated, simply **Submit**.

**Complete To Do** [Edit Position Restrictions if Necessary](#) 

1 minute(s) ago - Due 10/20/2023; Effective 10/29/2023

For [Accounts Payable](#)

Overall Process Promotion: [Mickey Mouse](#)

Overall Status Successfully Completed

Due Date 10/25/2023

**Edit Position Restrictions**