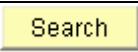


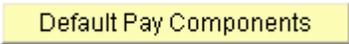
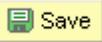
Promote Employee to Classified Position

A promotion occurs when an employee changes to a different position with a job classification that is assigned to a higher pay grade. (A promotion differs from a reallocation/promotion which occurs when an employee's classified position is reallocated to a higher classification.) See K.A.R. 1-5-13

How To: Promote a Classified full-time benefits eligible employee to a Classified full-time benefits eligible position.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in EmplID field. Click 
Expected Results:	Work Location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4	Change the Effective Date to the date of the Promotion.
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Promotion from the drop down list in the Action field.
Expected Results:	Promotion displays in the Action field and the Reason field becomes blank. Updates the Probation End Date on Kansas Information page. Employment Status on Kansas Information page defaults to 'B'.
STEP 6:	Select the Reason from the drop down list next to the Reason field. There are several to choose from, so please check the Action Reason User Guide to determine the correct reason for this promotion.
Expected Results:	Reason displays
STEP 7:	Enter the new Position Number and tab out. Verify defaulted position information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

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STEP 8:	Click on Job Information page and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.
STEP 9:	Click on Payroll page and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number or prior data row defaults into page.
STEP 10:	Click on Salary Plan page . Step 4 defaults in the Step field. Change the Step as appropriate and tab out.
Expected Results:	The Step Entry Date field displays the effective date.
STEP 11:	Click on Compensation page and click  to update the pay rates. Verify information is correct.
Expected Results:	Data corresponding to the position number and updated pay rates display.
STEP 12:	Click on Kansas Information page . Verify defaulted Employment Status and Probation End Date are correct. Change as appropriate.
Expected Results:	Data corresponding to the position number defaults into page.
STEP 13:	Click on the Benefits Program Participation link. Enter the Annual Benefits Base Rate amount.
Expected Results:	Correct Annual Benefits Base Rate displays.
STEP 14:	Click 
Expected Results:	