

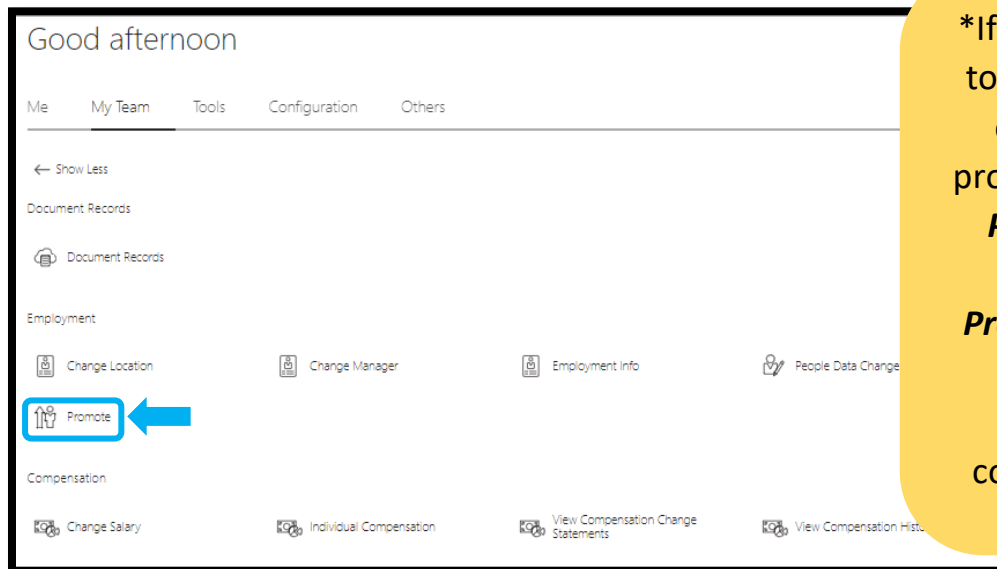


MANAGER SELF-SERVICE:

Process a Promotion

Promote an employee – Update job title, compensation, and other elements associated with a promotion

1. Navigate to [Fusion HCM](#).
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.
5. Click on the **Promote** task.



*If there is a requirement to add/edit Annual MBO eligibility as part of a promotion, please use the **People Data Changes** action instead. The **Promote** action does not offer the option to add/edit this compensation element.

6. Select the **Name** of the employee to be updated.
7. Select the **effective date** of the promotion (*must be the beginning of a pay period to ensure taxation, if applicable, is correct.*)
8. From Field #2, select **Promotion**. Next, select **Promotion** again in Field #3. If you need to add direct reports to your employee's new role, complete Field #4. Click **Continue**.

The screenshot shows the 'Promote' form in Fusion HCM. The 'When and why' section is active, showing four fields: 'When does the promotion start?' (10-Aug-2025), 'What's the way to promote?' (Promotion), 'Why are you promoting Lance McIntyre?' (Promotion), and 'Why are you making changes to direct reports?' (Field #4). A blue callout box points to Field #4 with the text: 'Used Field #4 to add direct reports, if applicable'. The 'Continue' button is visible at the bottom.



9. In the Assignment section, review the details of the employee's current role and edit as needed for the promotion. Click **Continue**.

10. In the Additional Assignment Info section, edit the **Finance Details**, if applicable, by clicking on the **pencil** icon. Select the **Country Financial System** from the drop down, then select the appropriate **OU Cost Center**. Click **Save**. Then, click **Continue**.



11. In the **Managers** section, if the employee's line manager is changing due to this promotion, click on the **pencil icon** next to the Line Manager.

12. Enter the **name** of the new line manager, then click **Save**. Click **Continue**.

13. In the **Salary** section, enter the new salary or hourly rate of the employee. Click **Continue** once completed.

14. To enter recurring compensation elements (ie. Auto Allowance, Bonus Plan, Commission Plan, or Incentive Plan eligibility), use the **Additional Compensation** section to provide those details. Click on the **Add** button to open the **Additional Compensation** window. Provide the appropriate details. Click **Continue**.

The example to the left shows how to add a monthly **Auto Allowance** with this promotion.

Please enter the amount of the recurring auto allowance to be issued. Please note; this amount will be paid each pay period until manually ended. The allowance will begin effective as the date entered.

15. If adding/removing direct reports to your employee due to this promotion, search the name of their new reports to select them. Click **Continue**.



16. Enter any comments or upload supporting documents supporting the promotion changes, if desired. Click **Continue**.

The screenshot shows a web form titled 'Promote' at the top left. The main heading is 'Comments and attachments'. Below this, there is a 'Comments' section with a large text input area. Underneath the text area is a 'Drag and Drop' section with the text 'Select or drop files here.' and a dashed border. Below the drag and drop area is a 'URL' input field and an 'Add URL' button. At the bottom of the form, there are three buttons: 'Cancel', 'Continue', and 'Submit'. On the right side, there is a dark red sidebar with a progress indicator '8 | 9' at the top. The sidebar contains a list of sections: 'When and why', 'Assignment', 'Additional assignment info', 'Managers', 'Salary', 'Compensation', 'Direct reports', 'Comments and attachments' (which is highlighted with a white arrow), and 'Seniority dates'.

17.*The **Seniority Dates** section will be available in the coming weeks. Click **Continue**.

The screenshot shows the same 'Promote' form, now at step 9 of 9, titled 'Seniority dates'. The main heading is 'Seniority dates'. Below this, there is a text input area with the placeholder text 'After seniority dates are calculated, you can see them here.' At the bottom of the form, there are three buttons: 'Cancel', 'Skip', and 'Submit'. The right sidebar is the same as in the previous screenshot, but the progress indicator is now '9 | 9' and the 'Seniority dates' section is highlighted with a white arrow.

18. Click **Submit** to send the promotion changes for approval and processing.