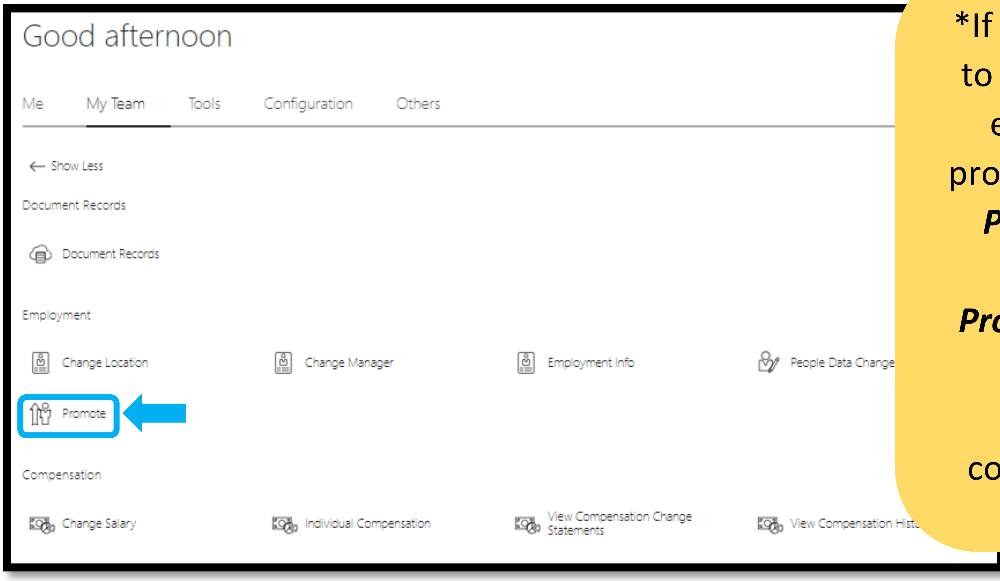
MANAGER SELF-SERVICE:

Process a Promotion

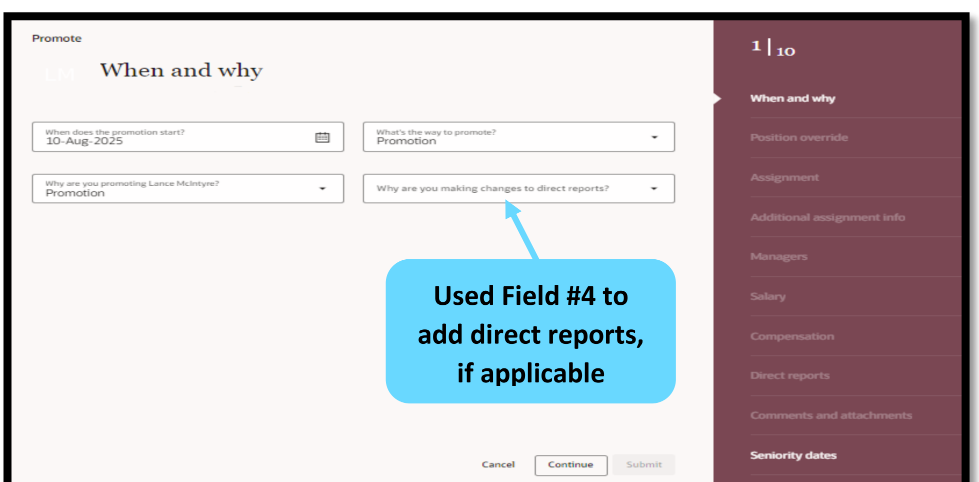
Promote an employee – Update job title, compensation, and other elements associated with a promotion

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.

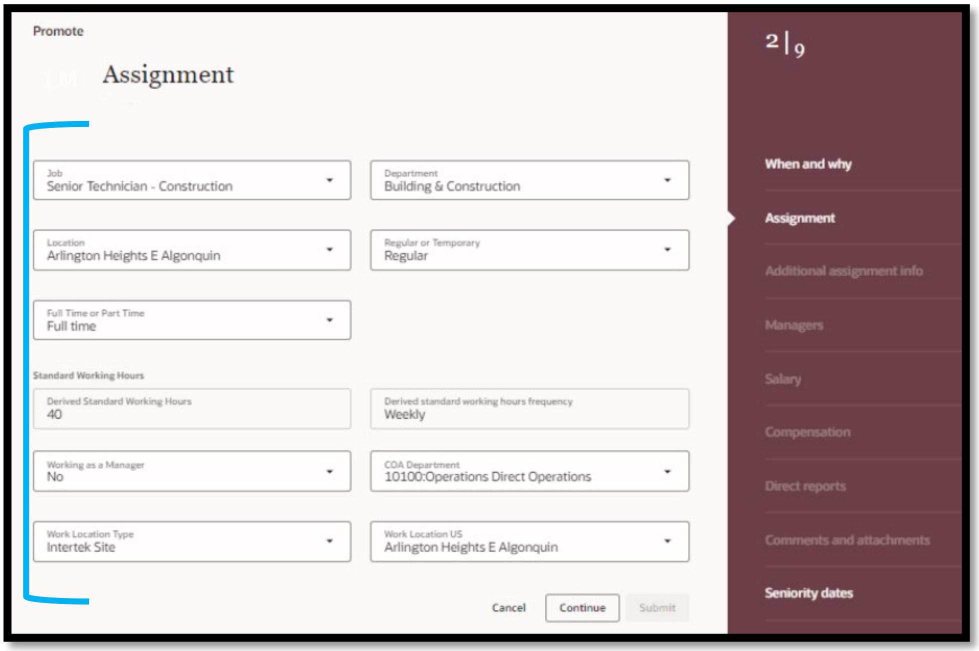


*If there is a requirement to add/edit Annual MBO eligibility as part of a promotion, please use the ***People Data Changes*** action instead. The ***Promote*** action does not offer the option to add/edit this compensation element.

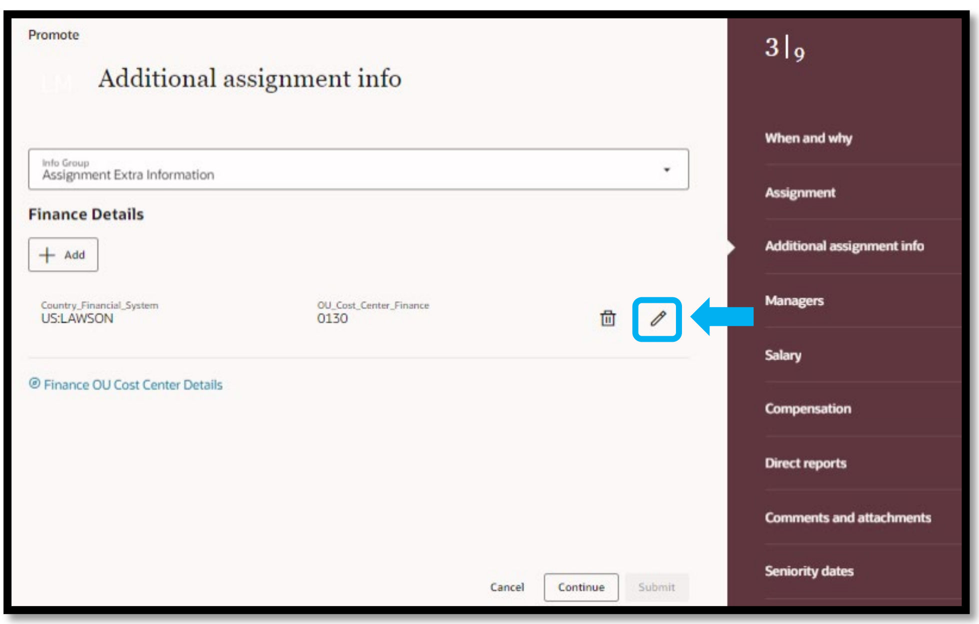
6. Select the ***Name*** of the employee to be updated.
7. Select the ***effective date*** of the promotion (*must be the beginning of a pay period to ensure taxation, if applicable, is correct.*)
8. From Field #2, select ***Promotion***. Next, select ***Promotion*** again in Field #3. If you need to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

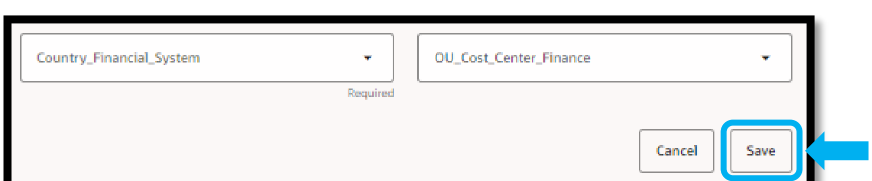


9. In the Assignment section, review the details of the employee's current role and edit as needed for the promotion. Click ***Continue***.

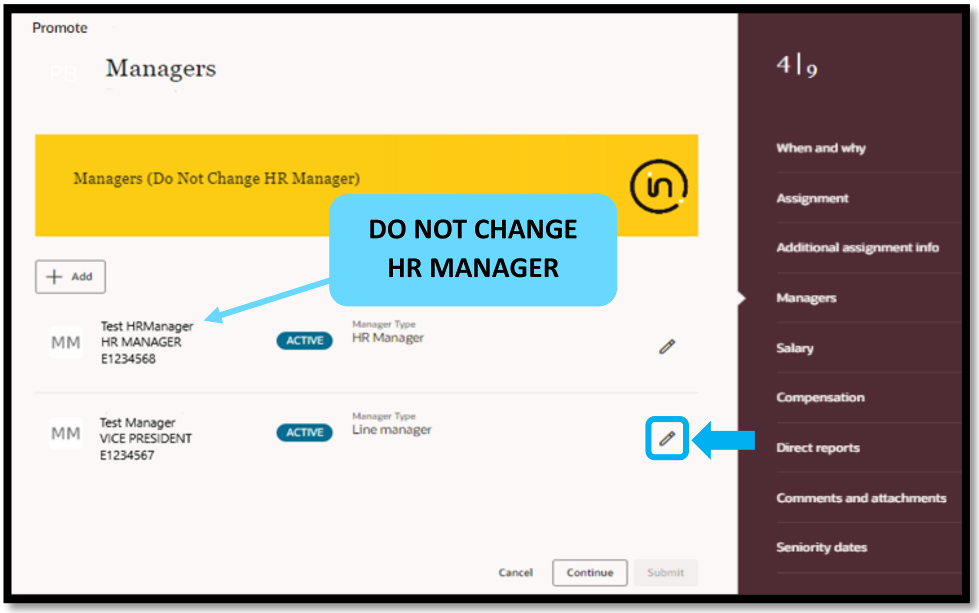


10. In the Additional Assignment Info section, edit the ***Finance Details***, if applicable, by clicking on the ***pencil*** icon. Select the ***Country Financial System*** from the drop down, then select the appropriate ***OU Cost Center***. Click ***Save***. Then, click ***Continue***.

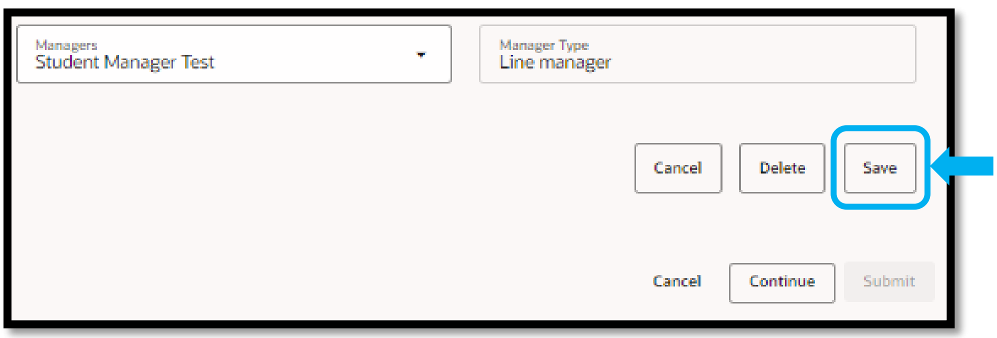




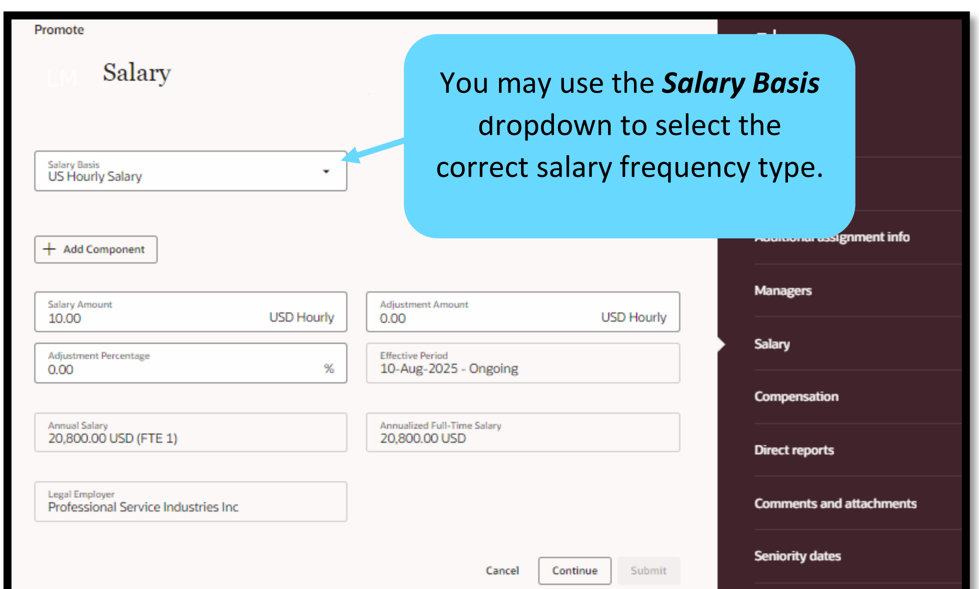
11. In the ***Managers*** section, if the employee's line manager is changing due to this promotion, click on the ***pencil icon*** next to the Line Manager.



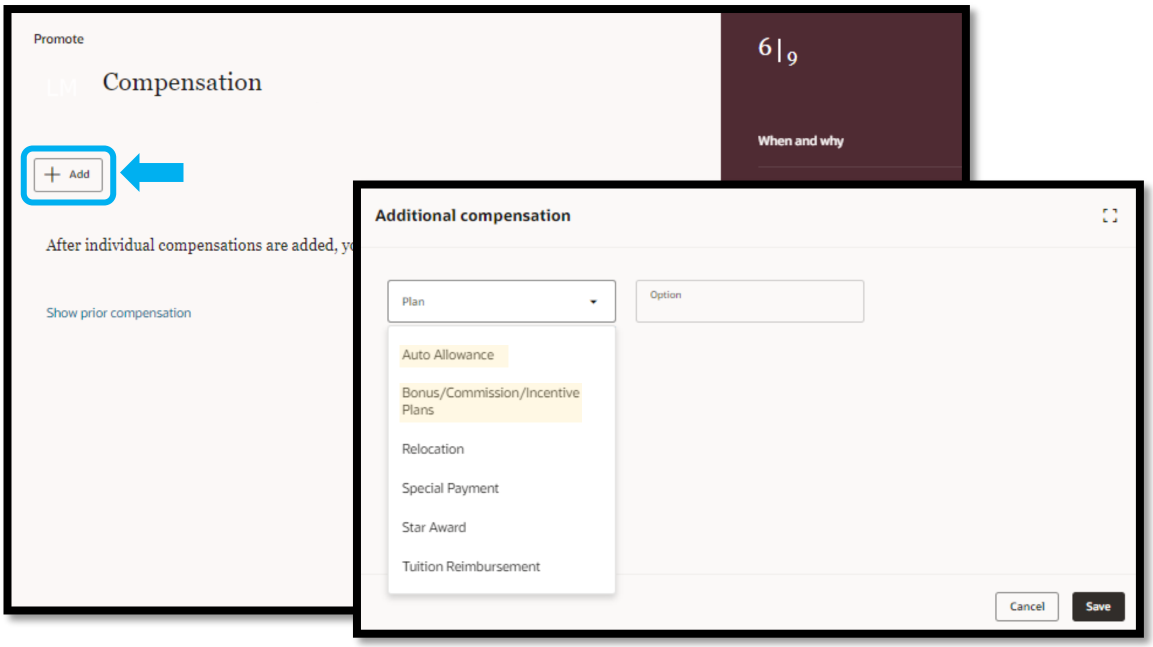
12. Enter the ***name*** of the new line manager, then click ***Save***. Click ***Continue***.

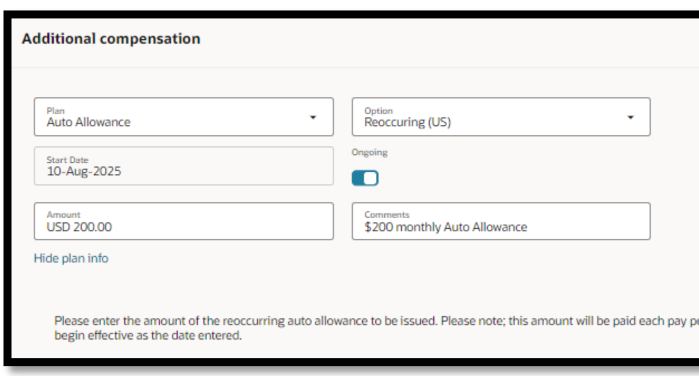


13. In the ***Salary*** section, enter the new salary or hourly rate of the employee. Click ***Continue*** once completed.



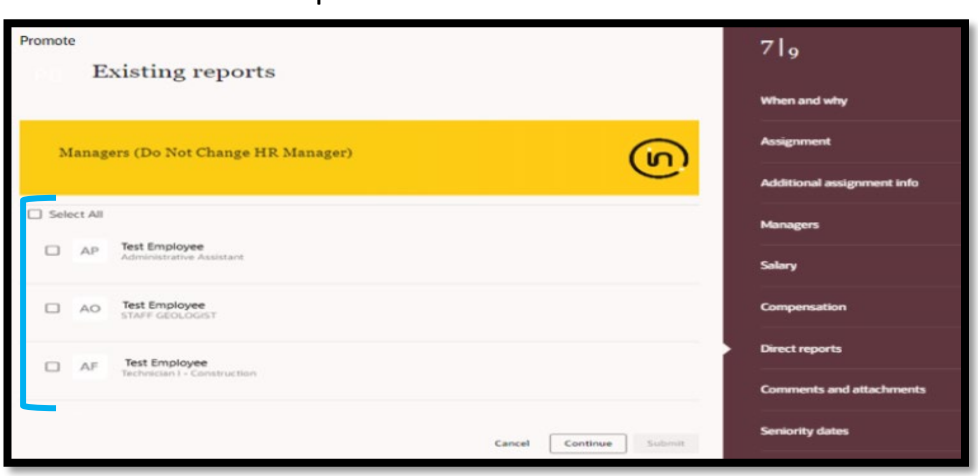
14. To enter recurring compensation elements (ie. Auto Allowance, Bonus Plan, Commission Plan, or Incentive Plan eligibility), use the ***Additional Compensation*** section to provide those details. Click on the ***Add*** button to open the ***Additional Compensation*** window. Provide the appropriate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



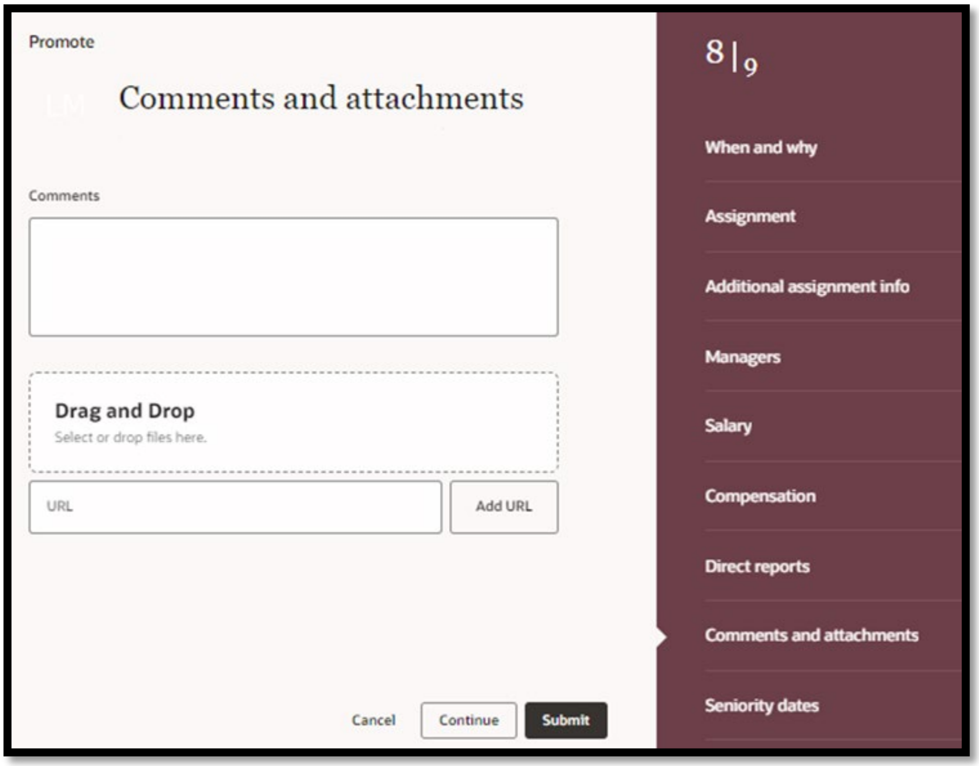


The example to the left shows how to add a monthly ***Auto Allowance*** with this promotion.

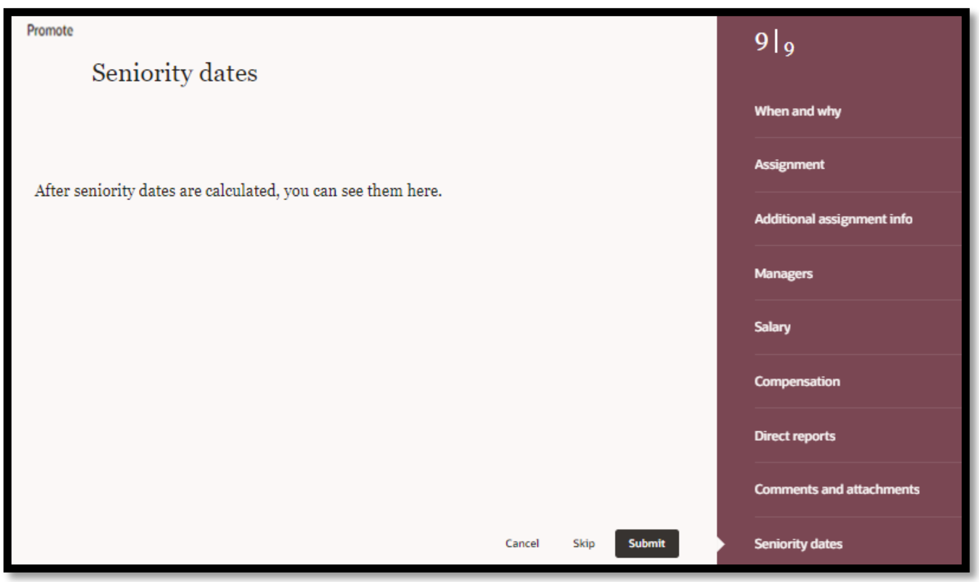
15. If adding/removing direct reports to your employee due to this promotion, search the name of their new reports to select them. Click ***Continue***.



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



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



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