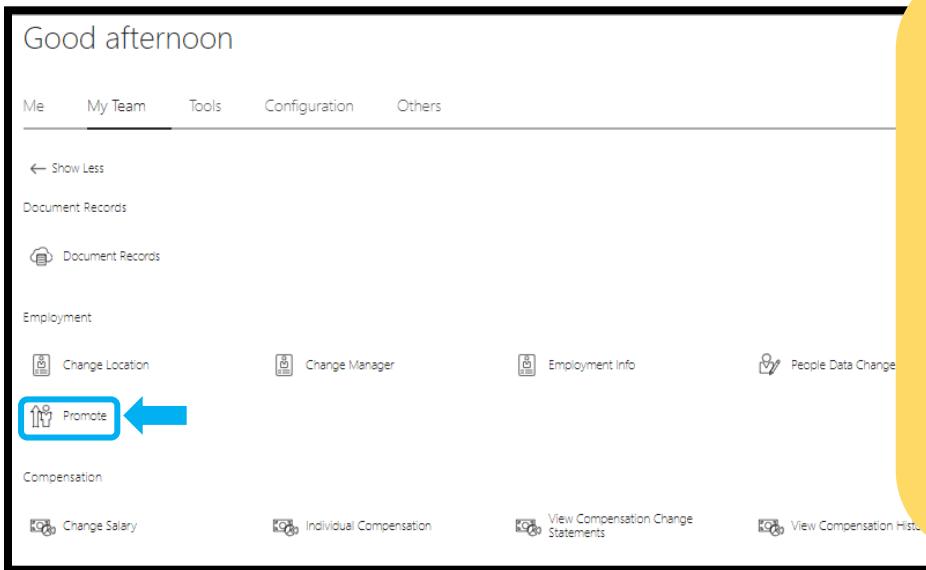


MANAGER SELF-SERVICE:

Process a Promotion

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

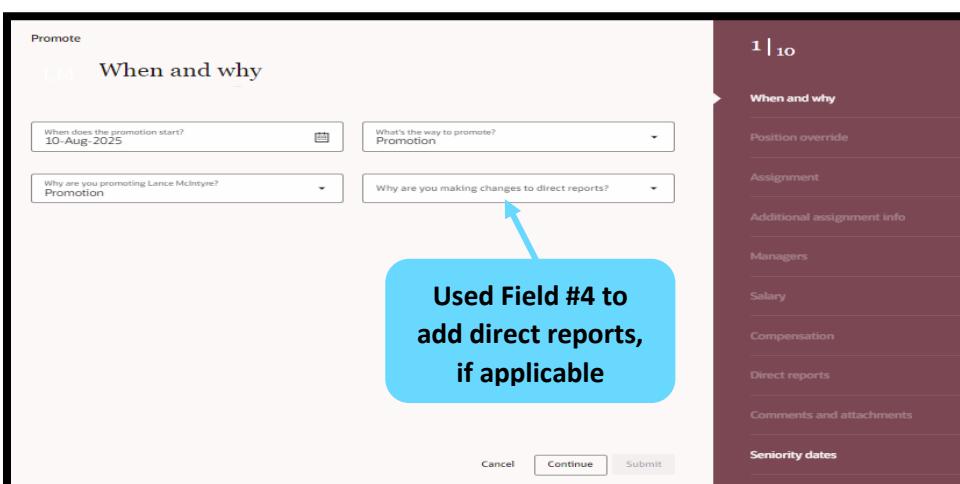
1. Navigate to [Fusion HCM](#).
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.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



The screenshot shows the Oracle Fusion HCM Manager Self-Service interface. At the top, there is a navigation bar with links for 'Me', 'My Team' (which is underlined in blue), 'Tools', 'Configuration', and 'Others'. Below the navigation bar, there is a 'Show Less' button and a 'Document Records' section. The 'My Team' section is expanded, showing 'Employment' and 'Compensation' tabs. Under 'Employment', there are links for 'Change Location', 'Change Manager', 'Employment Info', and 'People Data Change'. Under 'Compensation', there are links for 'Change Salary', 'Individual Compensation', 'View Compensation Change Statements', and 'View Compensation History'. A blue arrow points to the 'Promote' button, which is located under the 'Employment' section.

*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' dialog box. The left panel is titled 'When and why' and contains four input fields: 'When does the promotion start?' (set to '10-Aug-2025'), 'What's the way to promote?' (set to 'Promotion'), 'Why are you promoting Lance McIntyre?' (set to 'Promotion'), and 'Why are you making changes to direct reports?' (set to 'Promotion'). A blue callout box with the text 'Used Field #4 to add direct reports, if applicable' points to the fourth input field. The right panel is a sidebar with a dark header '1 | 10' and a list of items: 'Position override', 'Assignment', 'Additional assignment info', 'Managers', 'Salary', 'Compensation', 'Direct reports', 'Comments and attachments', and 'Seniority dates'. The 'Direct reports' item is highlighted with a blue arrow.



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

Promote

Assignment

2 | 9

Job Senior Technician - Construction	Department Building & Construction
Location Arlington Heights E Algonquin	Regular or Temporary Regular
Full Time or Part Time Full time	
Standard Working Hours	
Derived Standard Working Hours 40	Derived standard working hours frequency Weekly
Working as a Manager No	COA Department 10100:Operations Direct Operations
Work Location Type Intertek Site	Work Location US Arlington Heights E Algonquin

Cancel Continue Submit

When and why

Assignment

Additional assignment info

Managers

Salary

Compensation

Direct reports

Comments and attachments

Seniority dates

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**.

Promote

Additional assignment info

3 | 9

Info Group
Assignment Extra Information

Finance Details

+ Add

Country_Financial_System US:LAWSON	OU_Cost_Center_Finance 0130
---------------------------------------	--------------------------------

② Finance OU Cost Center Details

Cancel Continue Submit

When and why

Assignment

Additional assignment info

Managers

Salary

Compensation

Direct reports

Comments and attachments

Seniority dates

Country_Financial_System

OU_Cost_Center_Finance

Required

Cancel Save

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.

Promote

Managers

Managers (Do Not Change HR Manager)

Test HRManager
HR MANAGER
E1234568

ACTIVE Manager Type: HR Manager

Test Manager
VICE PRESIDENT
E1234567

ACTIVE Manager Type: Line manager

When and why

Assignment

Additional assignment info

Managers

Salary

Compensation

Direct reports

Comments and attachments

Seniority dates

Cancel Continue Submit

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

Managers

Student Manager Test

Manager Type: Line manager

Cancel Delete Save

Cancel Continue Submit

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

Promote

Salary

Salary Basis: US Hourly Salary

Salary Amount: 10.00 USD Hourly

Adjustment Percentage: 0.00 %

Effective Period: 10-Aug-2025 - Ongoing

Annual Salary: 20,800.00 USD (FTE 1)

Annualized Full-Time Salary: 20,800.00 USD

Legal Employer: Professional Service Industries Inc.

When and why

Assignment

Additional assignment info

Managers

Salary

Compensation

Direct reports

Comments and attachments

Seniority dates

Cancel Continue Submit

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**.

Promote

Comments and attachments

Comments

Drag and Drop
Select or drop files here.

URL Add URL

Cancel

8 | 9

When and why

Assignment

Additional assignment info

Managers

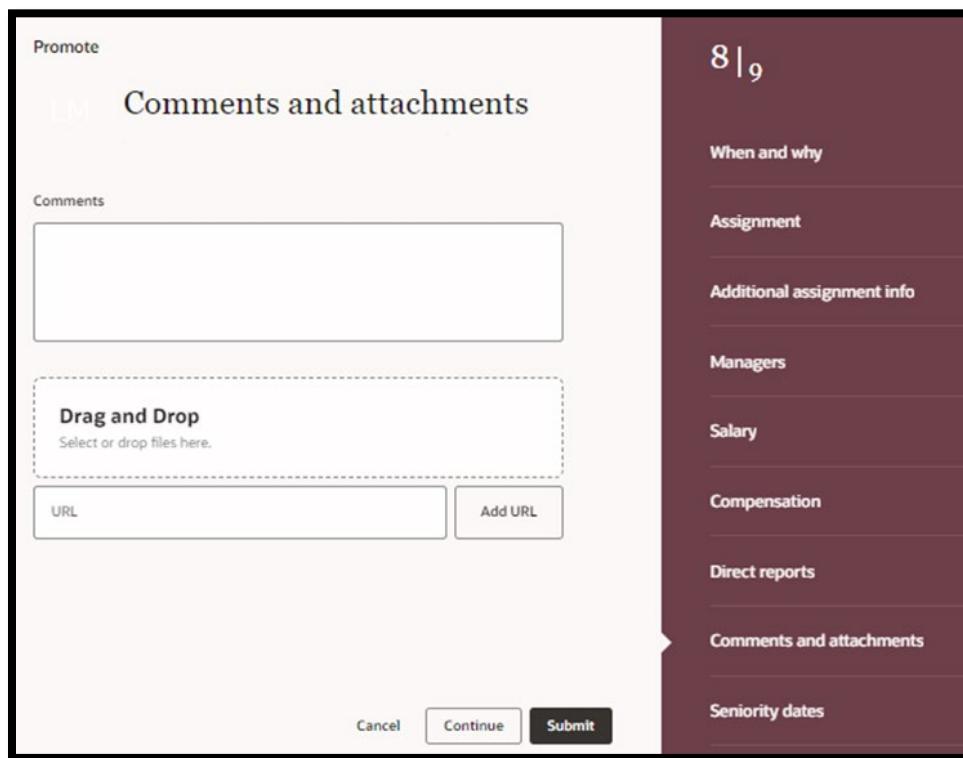
Salary

Compensation

Direct reports

Comments and attachments

Seniority dates



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

Promote

Seniority dates

After seniority dates are calculated, you can see them here.

Cancel

9 | 9

When and why

Assignment

Additional assignment info

Managers

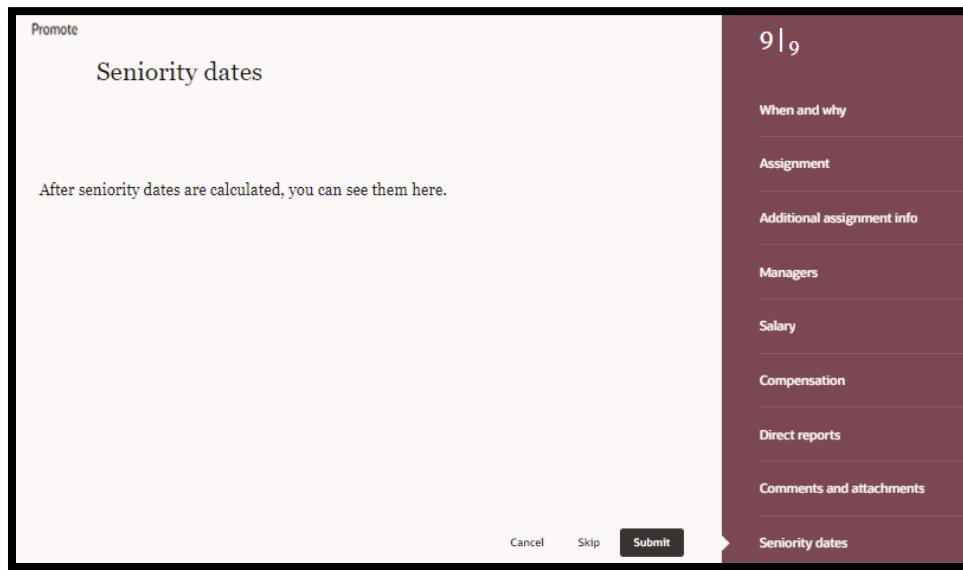
Salary

Compensation

Direct reports

Comments and attachments

Seniority dates



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