

Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

eLearning Items

Positions

Show More

APPS

Structures

Manager Self Service - Promote



Things to Finish

Assigned to Me 0 Created by Me

You have no open notifications.

1/17
Click 'My Team.'

DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

- eLearning Items
- Positions

Show More

APPS

Workforce Structures



Things to Finish

Assigned to Me

0

Created by Me

You have no open notifications.

Good afternoon, DePaul Manager

Me My Team My Clients 2/17 Others

Click 'My Team.' Back

QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager
- Transfer

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Team Goals Center	+

Show More

Things to Finish



My Team

- Overview
- Compensation

Overview

 Show Filters

Actions



View By Assignment

3/17

In this field, click '...' for the employee you want to manage, then select 'Promote.'

NOTE: You can also access the Promote option from the Quick Actions area of the main screen.

Workers

- 
DePaul Full Time Staff
 Academic Administrator
 Department Name
 Academic Resources
- 
DePaul Part Time Staff
 Academic Advisor (PT)
 Department Name
 Academic Resources

With Offer

Requisitions



4/17

Select any information you need to manage in this promotion by checking its box.

For example, if you need to change the salary, check the 'Salary' box. If that is not necessary, leave it be.

Once you have made your selection(s), if any, click '**Continue**' and proceed to the next step.

Next

Promote



Info to include
DePaul Full Time Staff, A

<p>Managers</p> <p>Add or remove managers, and change manager relationship for a worker.</p> <p><input type="checkbox"/></p>	<p>Salary</p> <p>Update details such as salary basis, salary amount, and next salary review date.</p> <p><input type="checkbox"/></p>
<p>Direct reports</p> <p>Add direct reports and other report types.</p> <p><input type="checkbox"/></p>	<p>Comments and attachments</p> <p>Add additional comments and attachments for approver.</p> <p><input type="checkbox"/></p>

1 | 4



Info to include

When and why

Position override

Assignment


Cancel Continue Submit

Promote



When and why

DePaul Full Time Staff, Academic Administrator

When does the promotion start?  <small>Required</small>	What's the way to promote?
Why are you promoting DePaul Full Time Staff?	Position
Why are you making changes to direct reports?	

2 | 8

Info to include

When and why

Position override

Assignment

Managers

Salary

Direct reports

Comments and attachments



5/17

Fill out these fields.

NOTE:

- The 'What's the way to promote?' field will auto-populate after loading for a few seconds.
- 'Position' should be updated to the position the employee is being promoted to.

Back Next

Cancel Continue Submit

Promote



When and why

DePaul Full Time Staff, Academic Administrator

When does the promotion start?
6/18/2026

What's the way to promote?
Promotion

Why are you promoting DePaul Full Time Staff?
Career Progression

Position
Lecturer

Why are you making changes to direct reports?

2 | 8

Info to include

When and why

Position override

Assignment

Managers

Salary

Direct reports

Comments and attachments



6/17

Click 'Continue.'

Back

Cancel **Continue** Submit

Promote



Position over
DePaul Full Time Staff, A

7/17

This screen is for review purposes only. While you should ensure the information is correct, there should be no need to take any action.

NOTE: The Position is the role the employee is moving to and the Assignment is the role they are moving from.

Next

Information

The attribute switch is disabled when to synchronize from the position.

retain the assignment value, or on

	Attributes	Position	Assignment
<input type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	Adjunct	Academic Administrator
<input type="checkbox"/>	Grade	Part Time Faculty Salary Plan	Staff Salary Grade S06
<input type="checkbox"/>	Department	Management Information Systems	Academic Resources

Cancel Continue Submit

3 | 8

Info to include

When and why

Position override

Assignment

Managers

Salary

Direct reports

Comments and attachments



Promote



Position override

DePaul Full Time Staff, Academic Administrator

Information

The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
<input type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	Adjunct	Academic Administrator
<input type="checkbox"/>	Grade	Part Time Faculty Salary Plan	Staff Salary Grade S06
<input type="checkbox"/>	Department	Management Information Systems	

8/17

Click 'Continue.'

Back

Cancel **Continue** Submit

3 | 8

Info to include

When and why

Position override

Assignment

Managers

Salary

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Comments and attachments



Position
Lecturer

Job
Adjunct

Business Title
Adjunct

Grade
Part Time Faculty Salary Plan

Department
Management Information Systems

Location
Loop Campus

Working at Home
No

Assignment Category
Part-time regular

Regular or Temporary
Regular

Full Time or Part Time
Part time

Hourly Paid or Salaried

Working Hours
17.5

Working Hours Frequency
Weekly

Union Member

Union

Cancel

Continue

Submit

9/17

If you need to update the business title, now is the time to do so. 'Business Title' is not auto-populated; it's a title your manager can give you.
Do not make any changes to the 'People Group' field (pictured in the following step).

Next

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



Lecturer

Business Title
Adjunct

Department
Management Information Systems

Working at Home
No

Regular or Temporary
Regular

Hourly Paid or Salaried

Working Hours
17.5

Union Member

People Group

Adjunct

Grade
Part Time Faculty Salary Plan

Location
Loop Campus

Assignment Category
Part-time regular

Full Time or Part Time
Part time

Working Hours Frequency
Weekly

Union

10/17

You have completed the required fields. If you have no further information to add, you can click **'Submit.'**

If you enabled additional information to manage, click **'Continue'** to finish entering details.

Back Next

Cancel Continue Submit

3 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



11/17

On this screen, while the line manager will automatically be selected, it can be changed if needed. Do not make any changes to the HCM Dept Manager.

Once the promotion is complete in the system, the manager's information will auto-update.

Back Next

Promote



Managers

DePaul Full Time Staff, A

+ Add	
Dee Paul Asst Dean E1234567	Active Manager Type Line manager
DePaul Manager Academic Advisor E5005356	Active Manager Type HCM Department Manager

Cancel Continue Submit

4 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



Promote



Managers

DePaul Full Time Staff, Academic Administrator

+ Add



Dee Paul
Asst Dean
E1234567

Active

Manager Type
Line manager



DePaul Manager
Academic Advisor
E5005356

Active

Manager Type
HCM Department Manager



4 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



12/17 ×

Click 'Continue.'

Back

Cancel

Continue

Submit

Promote



Salary

DePaul Full Time Staff, Academic Administrator

Required

Required

13/17

On this screen, you can modify any field depending on if you know the specific new rate of pay or if pay will be increasing by a certain percentage.

Back

Cancel Continue Submit

5 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



Promote



Salary

DePaul Full Time Staff, Academic Administrator

Salary Basis
Hourly - 35 Hours



Salary Amount
8.000000 USD Hourly

Annual Salary
7,280.000000 USD (FTE 0.5)

Annualized Full-Time Salary
14,560.000000 USD

Grade
Part Time Faculty Salary Plan

Compa-Ratio
110.96

Quartile
3

Proposed Salary and Range Info

8.000000 USD Hourly

+8.000000 (+%)



14/17 ×

Click '**Continue.**'

Back

Cancel

Continue

Submit

5 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



Promote



Direct reports

DePaul Full Time Staff, Academic Administrator

Search for people to add as reports

After you add direct reports, you can see them here.

15/17

There is no need to make changes to this screen. Click '**Continue**' to proceed.

Back

Cancel

Continue

Submit

6 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



16/17
Add any comments or attachments you'd like in the fields provided.
NOTE: You must click '**Save Comment**' to save your comments.
Back Next

Promote



Comments and Attachments

DePaul Full Time Staff, Academic Administration

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

Cancel

7 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments



Promote



Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

17/17 x

Click **'Submit'** to send this promotion for approval.

Back

Cancel **Submit**

7 | 7

Info to include

When and why

Assignment

Managers

Library

Direct reports

Comments and attachments



Promote



Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

Add URL

Cancel Submit

Congratulations! You have successfully managed an employee's promotion.

7 | 7

Info to include

When and why

Assignment

Managers

Salary

Direct reports

Comments and attachments

