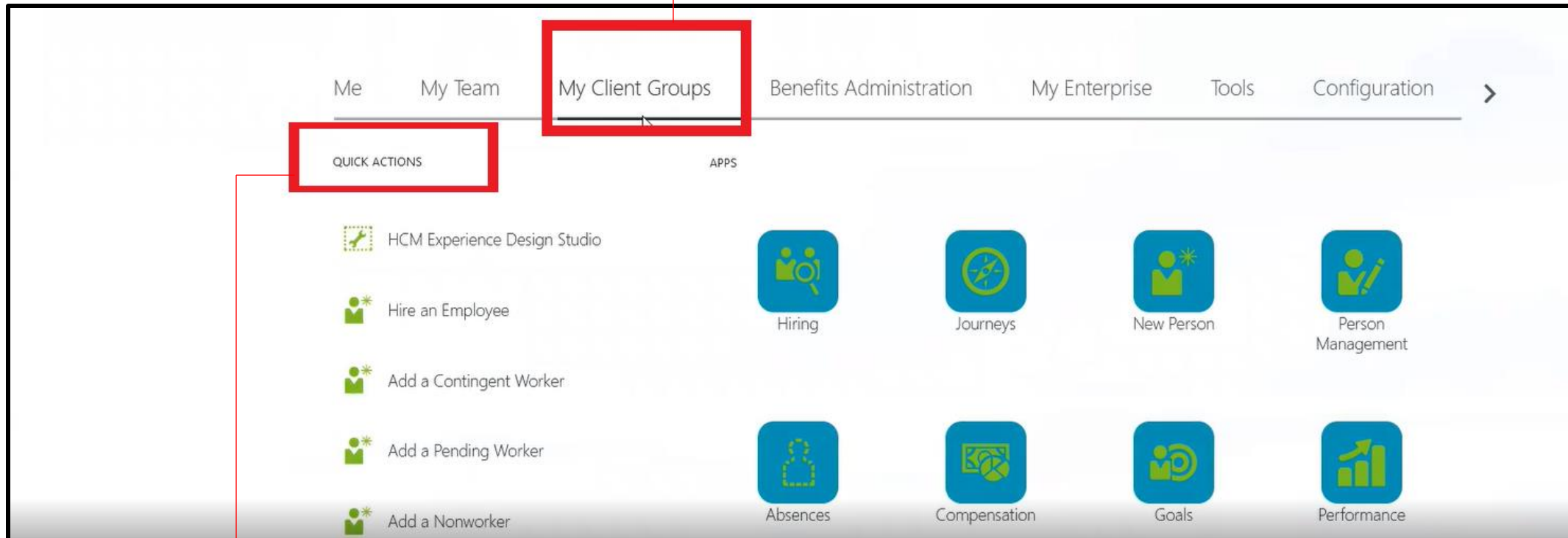


Manage Transfers: Promotion

1

Select the **My Client Groups** tab



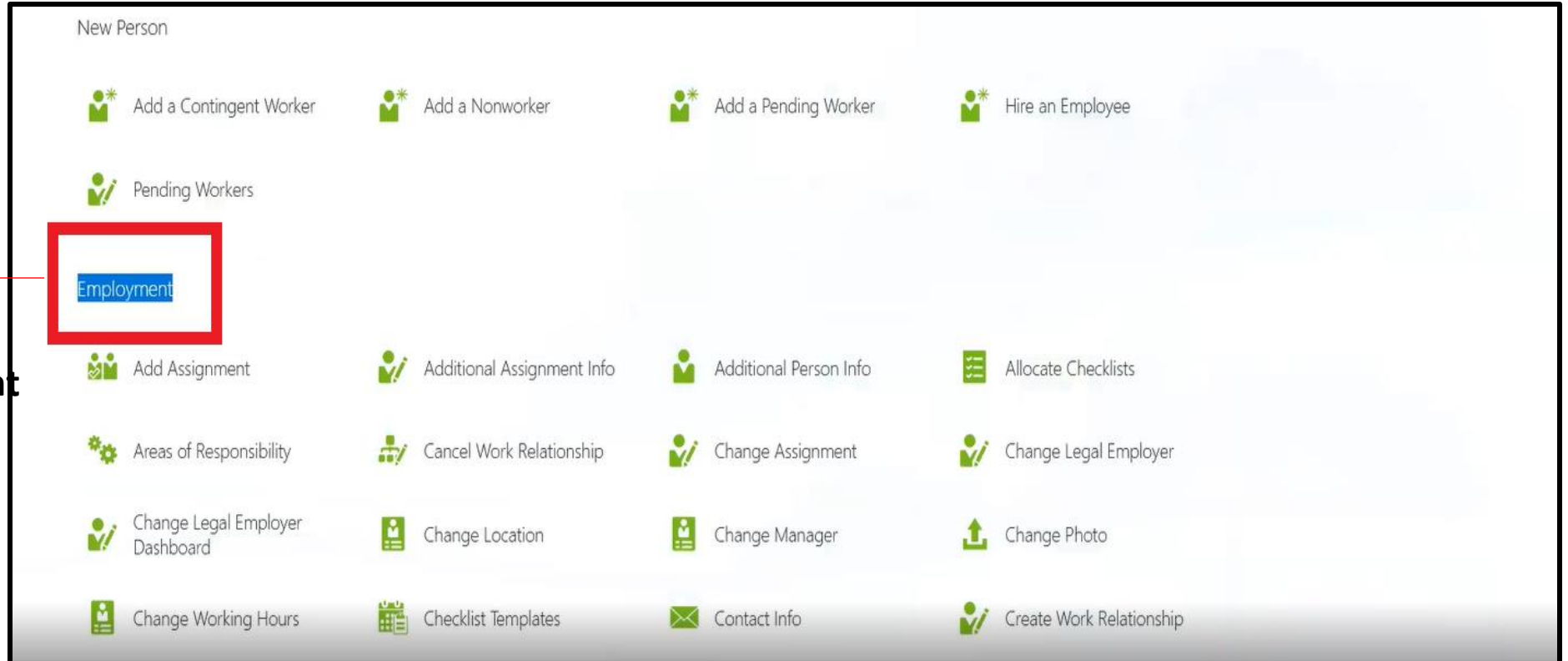
2

Select the **Quick Actions** section and select the **Show More** link from the drop-down list

Manage Transfers: Promotion

3

Locate the **Employment** section



New Person

- Add a Contingent Worker
- Add a Nonworker
- Add a Pending Worker
- Hire an Employee

Pending Workers

Employment

- Add Assignment
- Additional Assignment Info
- Additional Person Info
- Allocate Checklists
- Areas of Responsibility
- Cancel Work Relationship
- Change Assignment
- Change Legal Employer
- Change Legal Employer Dashboard
- Change Location
- Change Manager
- Change Photo
- Change Working Hours
- Checklist Templates
- Contact Info
- Create Work Relationship

Manage Transfers: Promotion



4

Select **Promote** under the **Employment** section

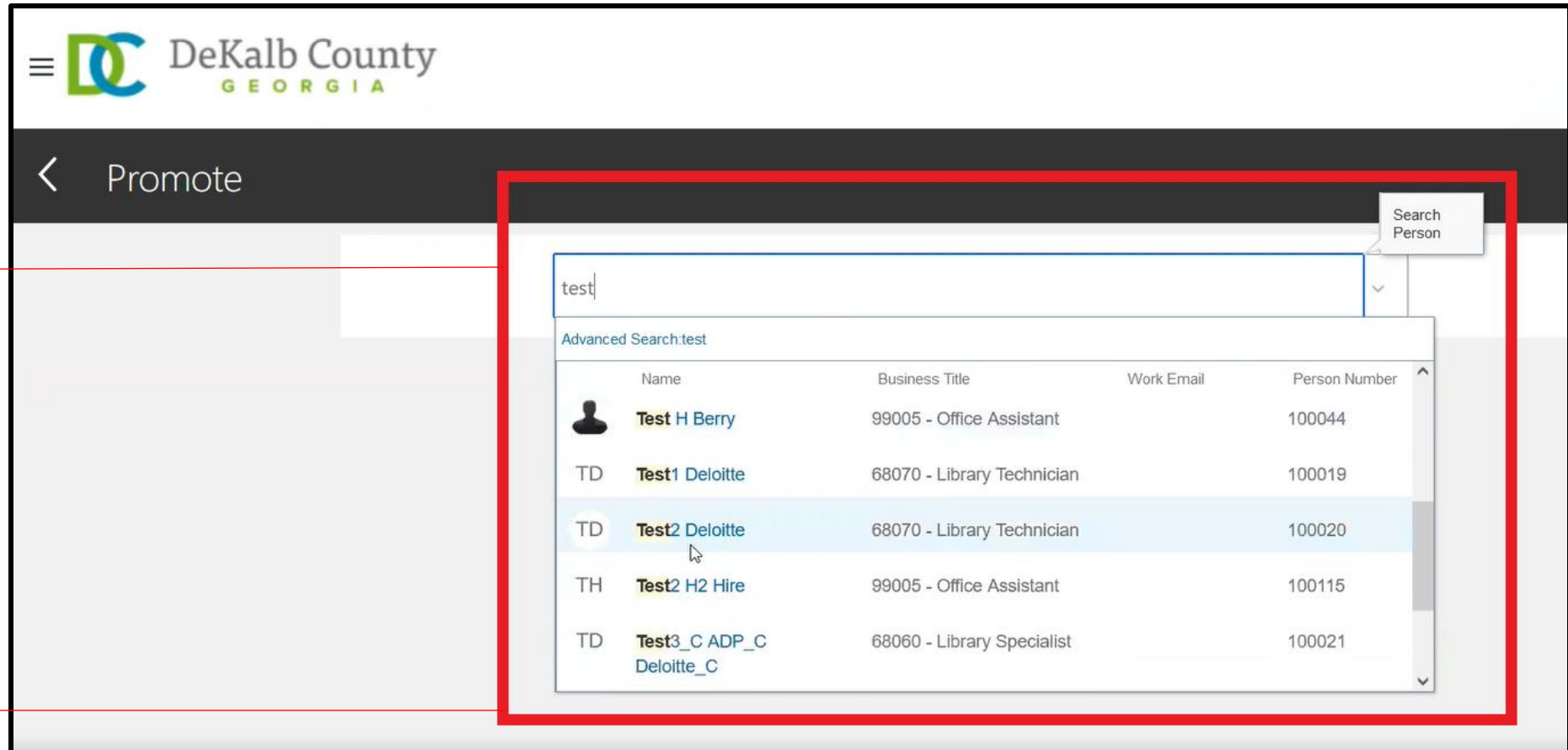
Manage Transfers: Promotion

5


Key in the appropriate information for an **Employee name** in the search bar on the **Promote** page

6

Select the correct **Employee Name** from the drop-down list



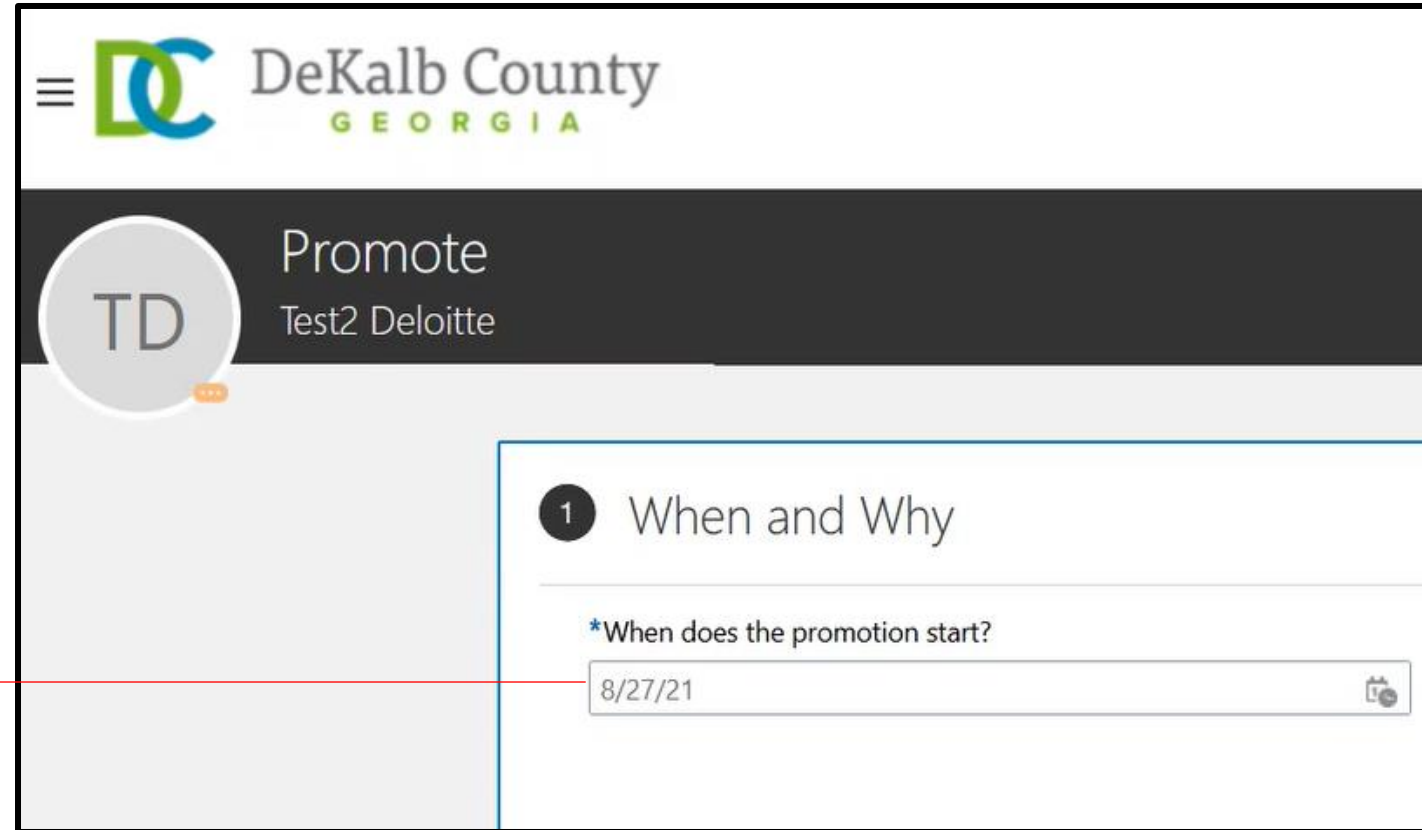
The screenshot shows the DeKalb County Georgia 'Promote' page. A search bar contains the text 'test'. A dropdown menu is open, displaying a table of search results. The table has columns for Name, Business Title, Work Email, and Person Number. The row for 'Test2 Deloitte' is highlighted in blue, indicating it is the selected option.

	Name	Business Title	Work Email	Person Number
	 Test H Berry	99005 - Office Assistant		100044
TD	Test1 Deloitte	68070 - Library Technician		100019
TD	Test2 Deloitte	68070 - Library Technician		100020
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021

Manage Transfers: Promotion

7

Select the appropriate
Promotion Start Date



DeKalb County
GEORGIA

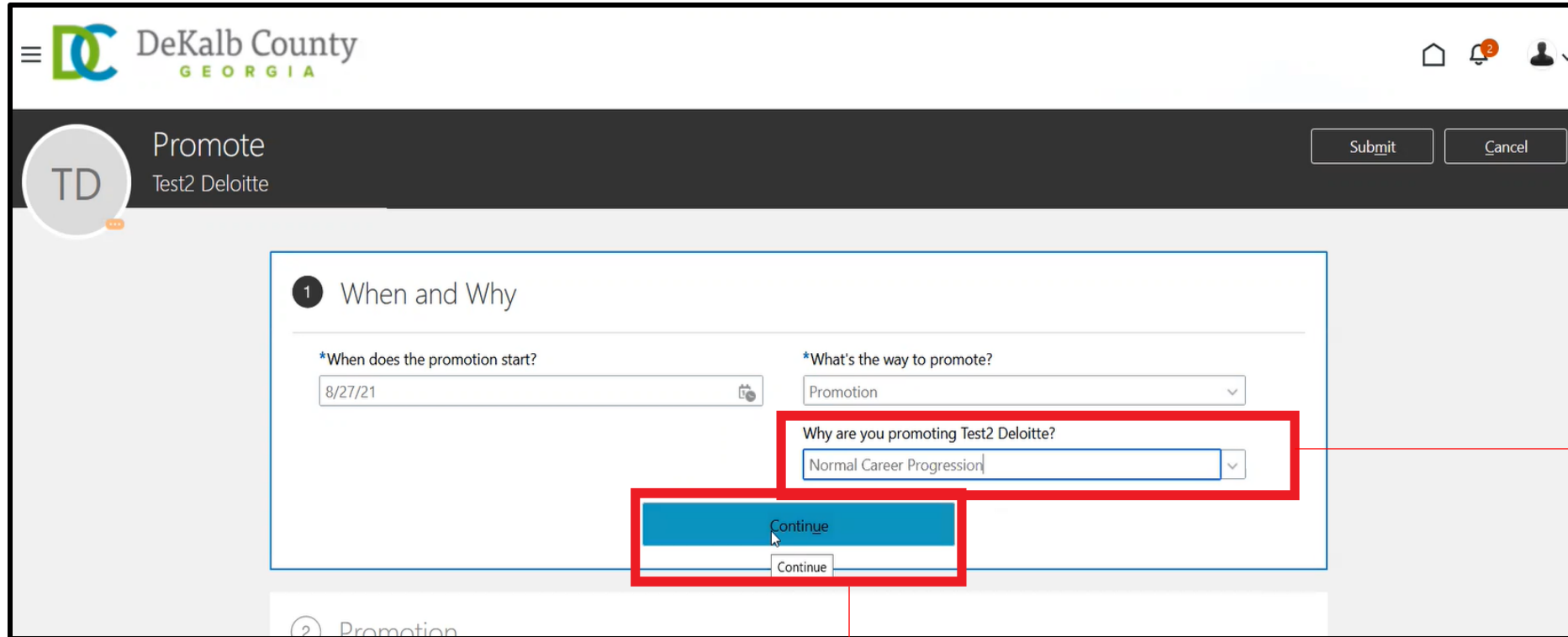
Promote
Test2 Deloitte

1 When and Why

*When does the promotion start?

8/27/21

Manage Transfers: Promotion



DeKalb County
GEORGIA

Promote
Test2 Deloitte

Submit Cancel

1 When and Why

*When does the promotion start?
8/27/21

*What's the way to promote?
Promotion

Why are you promoting Test2 Deloitte?
Normal Career Progression

Continue

Continue

2 Promotion

8

Select the appropriate **Reason** for the promotion from the **Why are you promoting Employee name?** drop-down list

9

Select the **Continue** button

Manage Transfers: Promotion

10

Select the appropriate **Position** name from the drop-down list

2 Promotion

*Assignment Status: Active - Payroll Eligible

Person Type: Employee

Primary Assignment: Yes

Projected End Date: m/d/yy

Regular or Temporary: Regular

Full Time or Part Time: Full time

Hourly Paid or Salaried: Hourly

Standard Working Hours: 40 Weekly

FTE

Position: 00005

Name	Code	Job Name	Department Name
00005 - Office Assistant	00005	99005 - Office Assistant	01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT

Headcount: Select a value

Job: 68070 - Library Technician

Business Title: 68070 - Library Technician

Grade: 06

Probation End Date: m/d/yy

Notice Period: Select a value

Merit Status

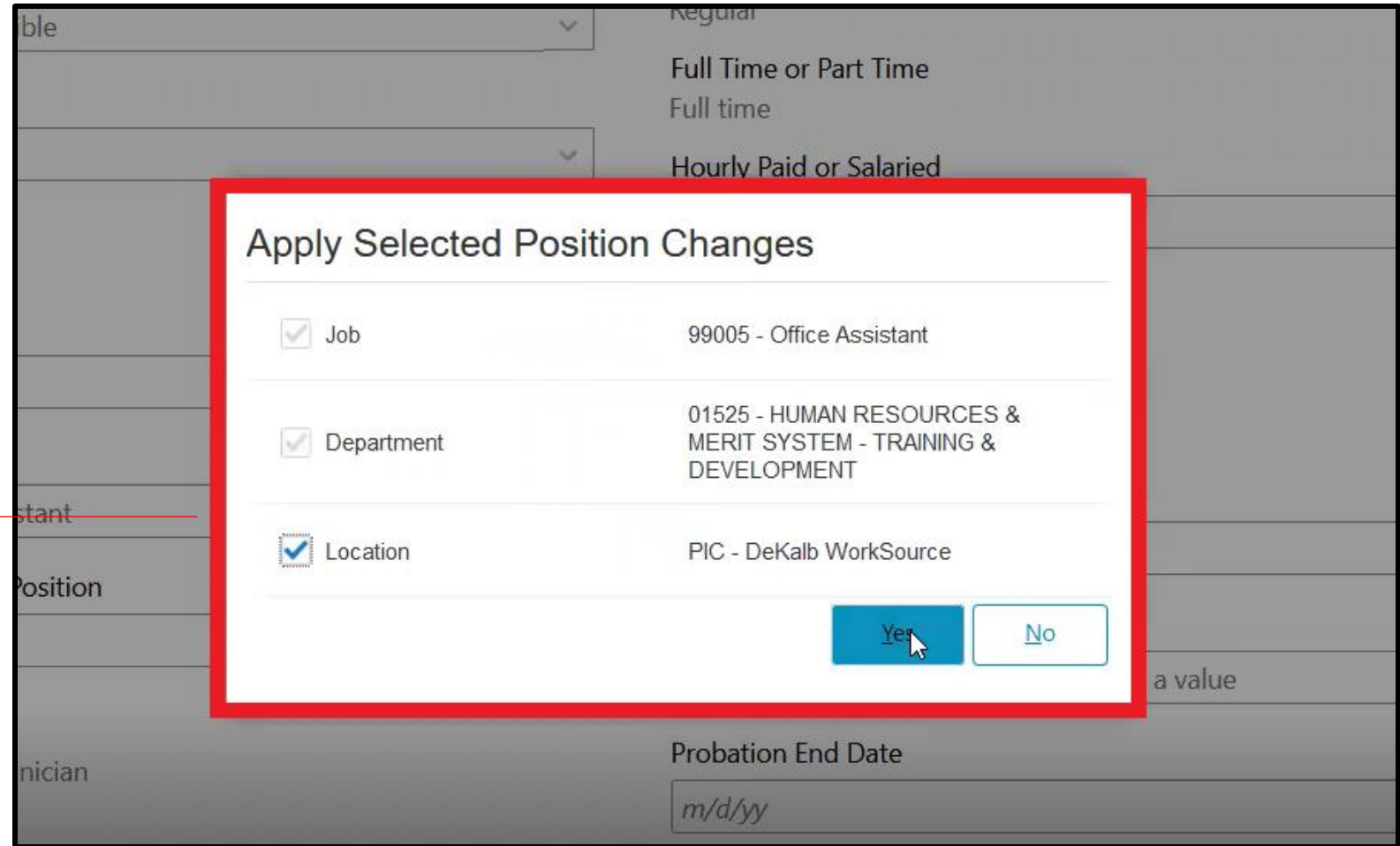


From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list

Manage Transfers: Promotion

11

Select the **Yes** button on the **Apply Selected Position** pop-up window



Apply Selected Position Changes

<input checked="" type="checkbox"/> Job	99005 - Office Assistant
<input checked="" type="checkbox"/> Department	01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT
<input checked="" type="checkbox"/> Location	PIC - DeKalb WorkSource

Position synchronization is being used when selecting the Position. You will be prompted with a message to confirm the data elements that have been selected for synchronization. Select **Yes** on the pop-up window

Manage Transfers: Promotion

12

Once all the necessary information has been completed under the **Promotion** section, select the **Continue** button

*Synchronize from Position

Yes

Job
99005 - Office Assistant

Business Title
99005 - Office Assistant

Grade
06

Department
01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT

Worker Category
Select a value

Assignment Category
Full-time regular

Probation Period
Select a value

Probation End Date
m/d/yy

Notice Period
Select a value

Merit Status
Y

Company
Select a value

Division Code
Select a value

AD Account Required?
Yes

Continue

Manage Transfers: Promotion

13

Key in the appropriate **Base Salary** and **Hazardous Duty** amount on the **Salary** section

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer

Action Reason
Comparable Transfer

*Salary Amount
27.0000 USD Hourly

Adjustment Amount
7.0000 USD

Salary Range
26.0755 - 40.4178 USD Hourly

Salary Range Midpoint
33.2466 USD

Range Position
6.45

Compa-Ratio
81.21



If the Promotion comes with a Salary change, edit the amount in the **Salary Amount** field or key in an adjustment amount in the **Adjustment Amount** field. Based on which field is entered (Salary Amount or Adjustment Amount), the other field will be updated to reflect what was entered. If the Salary Amount was entered, then the Adjustment Amount will be updated with the different between the Current Amount and the newly proposed amount

Manage Transfers: Promotion

If payroll coordinators select the “Salary Basis” (drop-down at the top of the Salary Details page), it will blank out all the values (including base pay, longevity, hazard, paramedic, etc.). The only time the drop-down would need to be selected is an FLSA non-exempt (hourly) employee promotes to FLSA exempt or if you are changing the standard hours (i.e., 40-to-53, 40-to-42.5, etc.).

*Salary Basis
 40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity <small>(Base salary)</small>	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic <small>(Base salary)</small>	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer

Salary Range
26.0755 - 40.4178 USD Hourly

Action Reason
Comparable Transfer

Salary Range Midpoint
33.2466 USD

***Salary Amount**
27.0000 USD Hourly

Range Position
6.45

Adjustment Amount
7.0000 USD

Compa-Ratio
81.21

Manage Transfers: Promotion

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
 Transfer
Salary Range
 26.0755 - 40.4178 USD Hourly
Action Reason
 Comparable Transfer
Salary Range Midpoint
 33.2466 USD
***Salary Amount**
 27.0000 USD Hourly
Range Position
 6.45
Adjustment Amount
 7.0000 USD
Compa-Ratio
 81.21

If you have not selected to display all components using the “**Select Components**”, button then coordinators may inadvertently drop the employee’s longevity pay, thus paying the employee incorrectly. CV360 may flag these anomalies, but not until the next pay cycle, meaning the employee will receive at least one check without longevity.

Manage Transfers: Promotion

Annual Salary 56,160.0000 USD (FTE 1)	1
Annualized Full-Time Salary 56,160.0000 USD	Quintile 1
Grade Name 20	Next Salary Review Date m/d/yy
Current Salary 20.0000 USD Hourly 26.0755 40.4178	Proposed Salary 27.0000 USD Hourly +7.0000 (+35.0000%) 26.0755 40.4178
Show Current Salary Details	
Continue	
④ Compensation	
⑤ Comments and Attachments	

14

The revised salary will be reflected on the Salary page. Select the **Continue** button to save the changes and proceed to the next step

Manage Transfers: Promotion


① When and Why Edit

② Promotion Edit

③ Salary Edit

④ Compensation

Add

 There's nothing here so far.

Show Prior Compensation

Continue

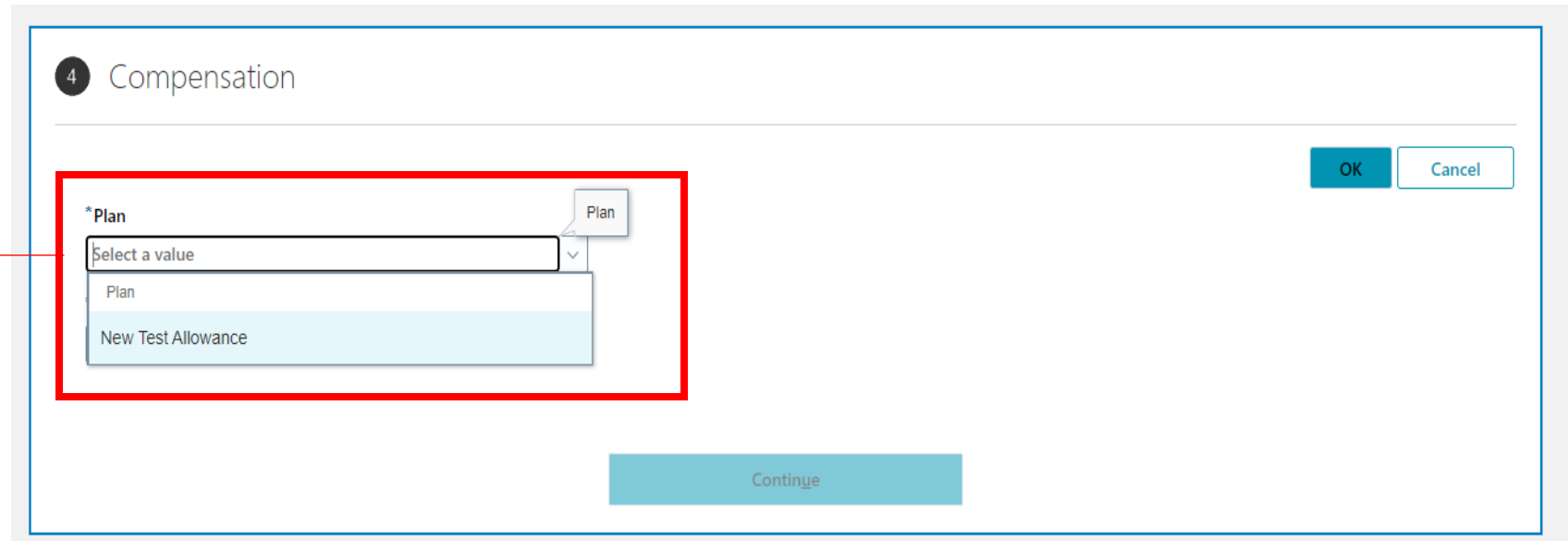
15

Select the **Add** button

Manage Transfers: Promotion

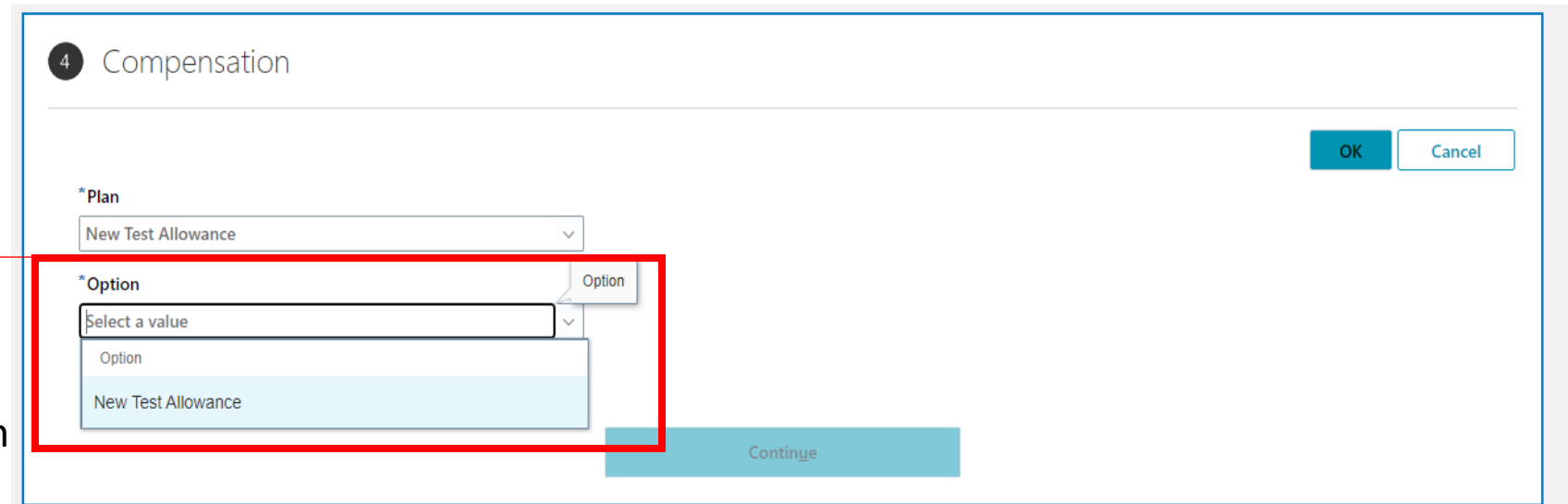
16

Select the appropriate **Plan** from the drop-down list



17

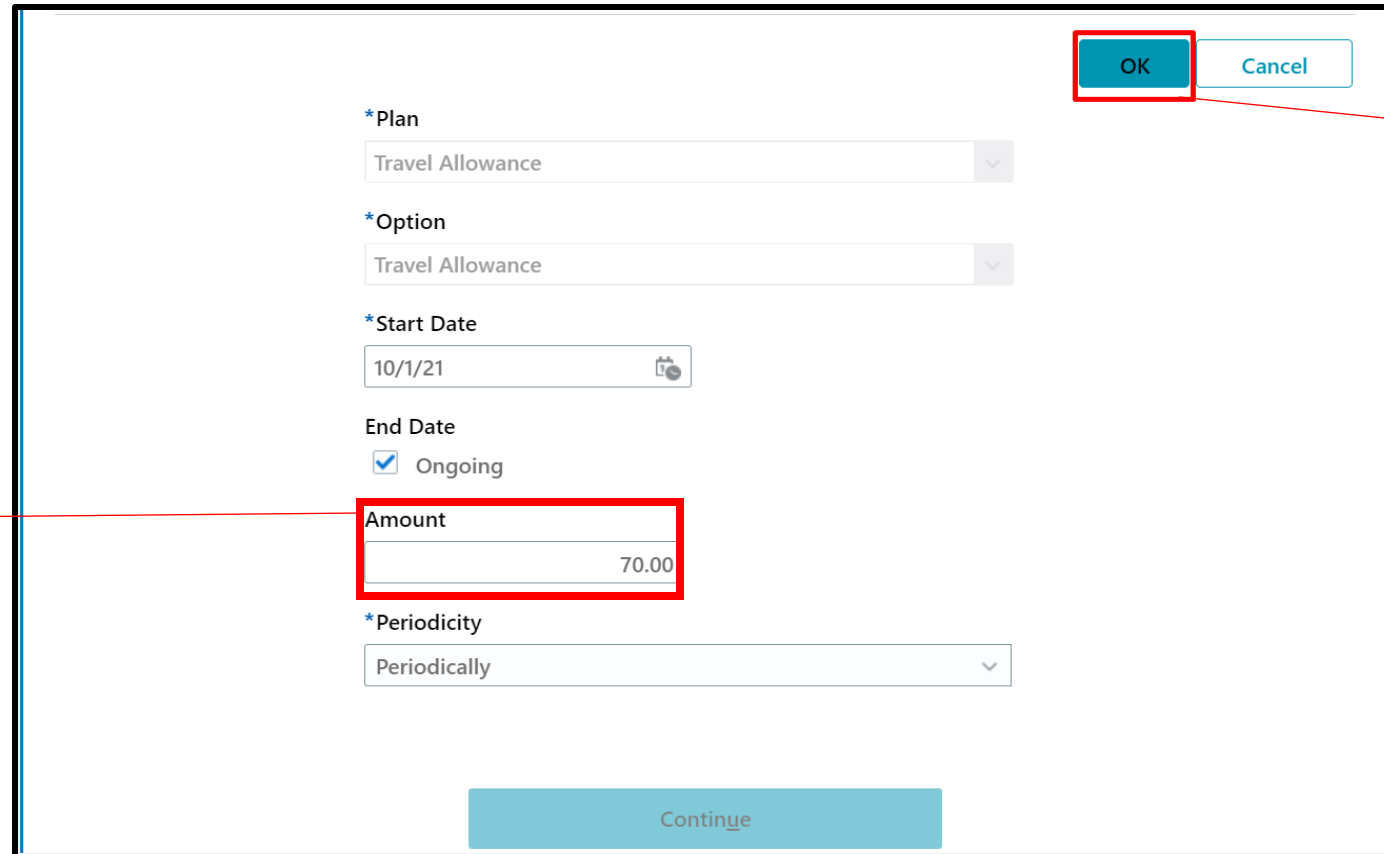
Select the appropriate **Option** from the drop-down list



Manage Transfers: Promotion

18

Key in the appropriate
Amount



OK Cancel

*Plan
Travel Allowance

*Option
Travel Allowance

*Start Date
10/1/21

End Date
 Ongoing

Amount
70.00

*Periodicity
Periodically

Continue

19

Select the **OK** button

Manage Transfers: Promotion

MM Administer Compensation

Submit Cancel

1 When [Edit](#)

2 Additional Compensation

[+ Add](#)

Travel Allowance 70.00 USD | Recurring
Travel Allowance
10/1/21 - Ongoing

[Show Prior Compensation](#)

[Continue](#)


20

Select the **Submit** button

Manage Transfers: Transfer w/ Pay Rate Change

Document Records (Attachments)

[+ Add](#)

 There's nothing here so far.

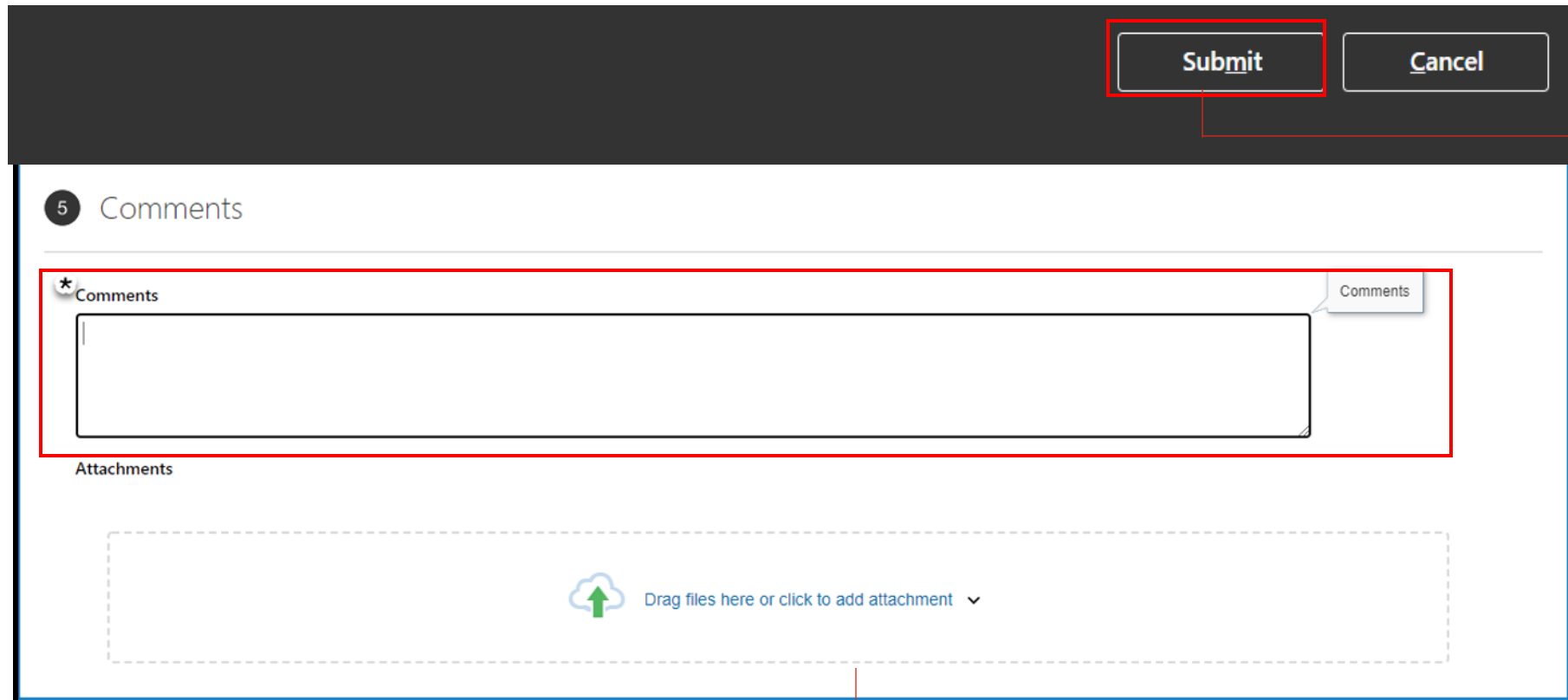
[Continue](#)

Comments

13

Add the applicable documents to the transfer

Manage Transfers: Transfer w/ Pay Rate Change



The screenshot displays a dark-themed header bar with two buttons: 'Submit' and 'Cancel'. Below the header, a section titled '5 Comments' contains a text input field with a red asterisk indicating it is mandatory. A red box highlights this input field. Below the text field is an 'Attachments' section with a dashed border and a green upload icon, containing the text 'Drag files here or click to add attachment'. A red box also highlights this attachment area. A red line connects the 'Submit' button in the header to a callout box at the bottom right.

14

Enter the mandatory comment and attachment associated with the transfer.

14

Select the submit button