Promotions Guide

Within the Same Department/Org

Promotion - Position updates due to permanent change in responsibilities/duties (with or without a change in Job Code/Job Title)

University Staff

No change in Job Code/Job Title - change in salary only

- Same position number
  - Update position if necessary
  - Create an ePAR NPP transaction
  - Create an addendum LOO
  - Create an ePAR Pay Rate Change transaction – action/reason “Pay Rate Change/Base Pay – Increase in Pay”

Change in Job Code/Job Title - salary may or may not change

- Same position number
  - Prepare the position first
    - Effective date must be prior to potential date of promotion (recommend 2 weeks)
    - Reason code - PRO
    - Change Job Code
    - Change working title (optional)
    - Review/update other fields
    - Uncheck the “Update Incumbents” box on the Specific Information tab. Note - the incumbent’s Job Data record should not reflect the new Job Code/Title until the promotion has been approved by Central HR.
  - Create an ePAR NPP transaction
  - Create an addendum LOO
  - Create an ePAR Pay Rate Change transaction – action/reason “Data Change/Promotion”
    - Remove (cut) the POSITION number under “New Value” and tab out of the field
    - Re-enter (paste) the same position number and tab out of the field. Changes made to the position (including updated Job Code/Title) will now be visible.
    - Update Comp Rate
    - After ePAR is approved, check the employees’ Job Data record for accuracy

- Different position number
  - Update position if necessary
  - Create an ePAR NPP transaction
  - Create an addendum LOO
  - Create a transfer TBT - reason code “Transfer”

Faculty (Instructor and above)

Promotion – change to a higher level Job Title/Job Code (salary may or may not increase)

- Same position number
  - Prepare the position first
    - Effective date should reflect the date of promotion
    - Reason code FAC
- Change Job Code
- Change working title (optional)
- Review/update other fields
- **Check** the “Update Incumbents” box on the Specific Information tab
  - If salary increase was included on Table 1 - no other action is required
  - If salary increase is outside of the Table 1 process
    - Submit FRF packet to Faculty Affairs
    - Create an ePAR Pay Rate Change transaction – action/reason “Data Change/Promotion”
      - Remove (cut) the POSITION number under “New Value” and tab out of the field
      - Re-enter (paste) the same position number and tab out of the field. Changes made to the position (including updated Job Code/Title) will now be visible.
      - Update Comp Rate
      - After ePAR is approved, check the employees’ Job Data record for accuracy

- **Different position number**
  - Update position if necessary
  - Create an ePAR NPP transaction
  - Submit FRF packet to Faculty Affairs
  - Create a transfer TBT - reason code “Transfer”

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**Research Assistant/Associate (PRA) series**

**Change in Job Code/Job Title - salary may or may not increase**

- **Same position number**
  - Prepare the position first
    - Effective date **must be prior** to potential date of promotion (recommend 2 weeks)
    - Reason code - PRO
    - Change Job Code
    - Change working title (optional)
    - Review/update other fields
    - **Uncheck** the “Update Incumbents” box on the Specific Information tab. Note - the incumbent’s Job Data record should not reflect the new Job Code/Title until the promotion has been approved by Central HR.
  - Submit FRF packet to Faculty Affairs
  - Create an ePAR NPP transaction – a copy of the job description **MUST** be attached
  - Create an ePAR Pay Rate Change transaction – action/reason “Data Change/Promotion”
    - Remove (cut) the POSITION number under “New Value” and tab out of the field
    - Re-enter (paste) the same position number and tab out of the field. Changes made to the position (including updated Job Code/Title) will now be visible.
    - Update Comp Rate
    - After ePAR is approved, check the employees’ Job Data record for accuracy

- **Different position number**
  - Update position if necessary
  - Create an ePAR NPP transaction
  - Create an addendum LOO
  - Create a transfer TBT - reason code “Transfer”

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**NOTE: All employees promoting into a higher level position in a different department/organizational unit** - Create a transfer TBT and use reason code “To Another Department” or “To Another Campus”