Changing Employee – Promotion

Action and Reason Codes: **PRO/ADM** (Administrative Decision), **PRO/FAC** (Faculty Promotion), **PRO/MGT** (Management Decision) or **PRO/REC** (Open Recruitment)

When completing a HRAF to promote an employee, please be sure that the effective date is the first day of the status change.

- **Type of Action (Upper Right Corner)** = Promotion
- **Effective Date** = First day that the change begins
- **Action Code** = PRO
- **Reason Code** = ADM, FAC, MGT or REC
- **Job Code** = Provide new job code
- **Employee Class** = Provide new employee class, if changing
- **Pay Group** = Provide new pay group, if changing
- **Employee Type** = Select new employee type, if changing
- **Next Review Date** = Provide new review date, if applicable
- **Comp Rate** = Provide new compensation rate, if applicable

All appropriate departmental signatures are required on the HRAF prior to forwarding to Data Services.

**Note:** All faculty promotions require faculty rank and/or track to be updated.