iSolved®

Promotion Workflow

(NASDA Supervisor view)

Promotion Workflow Chart

iSolved Automatic Update

iSolved will automatically update the salary change once all approvals are completed.

NASDA NASS Program Director

NASDA NASS Program Director approves promotion.

NASDA Supervisor

The NASDA Supervisor approves/rejects after receiving an email notification there is a promotion workflow to approve.

Budget Accounting Technician

BAT initiates promotion workflow by adding a new salary.

Workflow Overview

1. Budget and Accounting Technicians (BATs) run the *Service & Promotion Report* in iSolved as they normally would in order to determine when employees are eligible for a promotion.

2. When an employee becomes eligible for a promotion, the Budget & Accounting Technician initiates a promotion workflow in iSolved.

3. The NASDA Supervisor receives an email notification asking them to login to iSolve and approve or reject your enumerator's promotion.

   - Supervisors should approve or reject the promotion *within the pay period they become eligible..*

   - All rejected promotions must have a brief explanation of why the promotion is being denied, *including a future date to review again.*

   - Supervisors enter their explanation under the area for "Notes."

   - *Remember: If an enumerator does not have an evaluation on file, the promotion should be rejected until an evaluation is completed.*

4. NASS Program Director Charlie Ingram receives an email to approve or reject the promotion.

5. The workflow and enumerator's new salary and pay rate will automatically be updated in iSolved. The process is complete and there is nothing more supervisors need to do!

With this new promotion workflow/tool, along with the Performance Evaluations already in iSolved, this will replace forms NAS-002, NAS-006, and NAS-013.

1. Supervisor Notified of Enumerator Promotion

Supervisors will receive an email from **payrollnetwork@myisolved.com** to approve or reject promotion in iSolved

-----Original Message-----
From: Promote Office and Field Enumerator to next pay level [mailto:payrollnetwork@myisolved.com]
Sent: Thursday, February 01, 2018 1:03 PM
To: Elizabeth Rowland
Subject: Office and Field Enumerator Promotion

A promotion has been initiated for Test Employee please log into iSolved to the Pending Transactions Dashboard to approve or reject the promotion.

If the change is rejected please make sure provide a comment of why.

Thank you!

Charlie Ingram
NASDA's NASS Program Director

2. Log into iSolved to Approve/Reject Promotion

Select Supervisor View > Employee Self Service > My Dashboard > Workflow Pending Transactions

iSolved | Human Capital Management   Delivered by **Payroll Network**

👥 Test Supervisor ▾   📌

Client: **1500 - NASDA**

Search the menu

EMPLOYEE MANAGEMENT

EMPLOYEE SELF SERVICE

Time ‹
  Time Card
  Employee Absences
  Time Off Balances
  Time Off Requests
  Time Off Requests - Admin
My Dashboard
Workflow Pending Transactions ...

Workflow Pending Transactions Dashboard

Transaction Type: [Salary ▾]   [Filter]

* Select a row to view details

⇕ Transaction Type	⇕ Date/Time	⇕ Step Name	⇕ Employee Number	⇕ First Name	⇕ Middle Name

3. Approve/Reject Promotion

Select the promotion and click approve or reject. If a promotion is rejected please give a brief explanation.

Transaction 1 of 1 [Approve ▼] [Process] [View List]

Transaction 1 of 1 [Reject ▼] [Process] [View List]

Job Details		Job Updates - Pending	
* Effective Date:	7/2/2016	* Effective Date:	7/2/2016
Job:	Field Supervisor	Job:	Field Enumerator ▼
Workers Comp:		Workers Comp:	▼
Workers Comp Exempt:	☐	Workers Comp Exempt:	☐
Manager Search:	20275 - Test Supervisor	Manager Search:	20275 - Test Supervisor
Supervisor Search:	20277 - Test Employee 2	Supervisor Search:	20277 - Test Employee 2
Compensation Plan:		Compensation Plan:	▼
Override Policy Group:	Hourly Field	Override Policy Group:	Hourly Field ▼
Change Reason:		Change Reason:	▼
Notes:		Notes:	Make your notes here

Helpful Hints

- After approving or rejection the promotion workflow will automatically be updated in iSolved.

- The New salary will not take affect until the NASDA Supervisor and NASDA NASS Program Director has approved the promotion.

- All rejected promotions must have a brief explanation of why it is denied.

- With the promotion workflow and performance evaluations now in iSolved, this will replace forms NAS-002, NAS-006, & NAS-013.