

(NASDA Supervisor view)

Promotion Workflow Chart

Budget Accounting Technician

BAT initiates promotion workflow by adding a new salary.

NASDA Supervisor

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

NASDA NASS Program Director

NASDA NASS Program Director approves promotion.

iSolved Automatic Update

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

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, <u>including a future date to review</u> <u>again.</u>
 - 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.

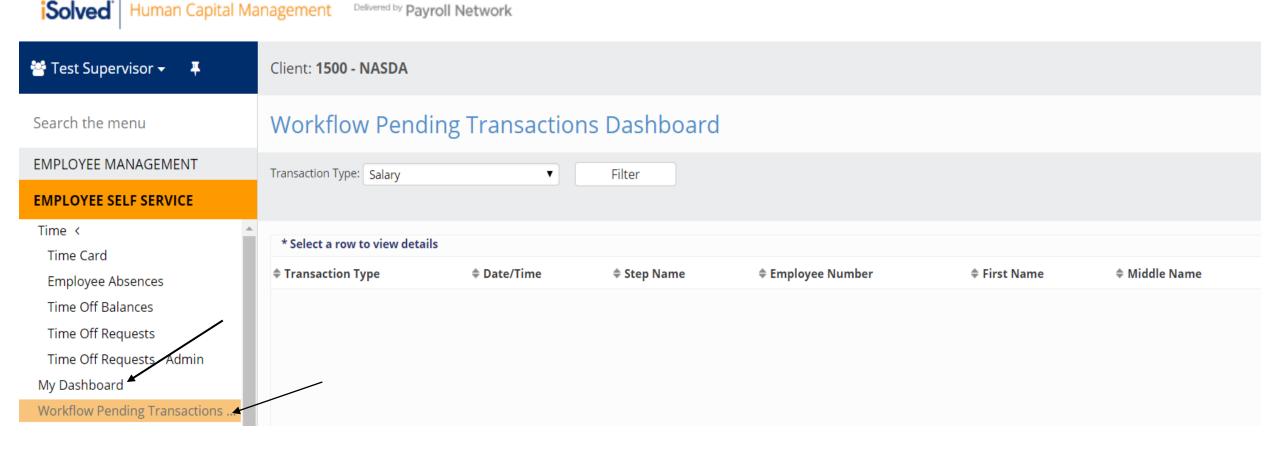
If the change is rejected please make sure provide a comment of why.

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



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 ▼ Pr	rocess View L	ist	Transaction 1 of 1 Rej	ect ▼ Process V	iew 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:		•	
Worker	s Comp Exempt:		Workers Comp Exempt:			
N	Manager Search:	20275 - Test Supervisor	Manager Search:	20275 - Test Supervisor		
Su	pervisor Search:	20277 - Test Employee 2	Supervisor Search:	20277 - Test Employee 2	2	
Com	pensation Plan:		Compensation Plan:		•	
Overrio	de 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.