

Proposed Promotion Funding Request Form

Overview

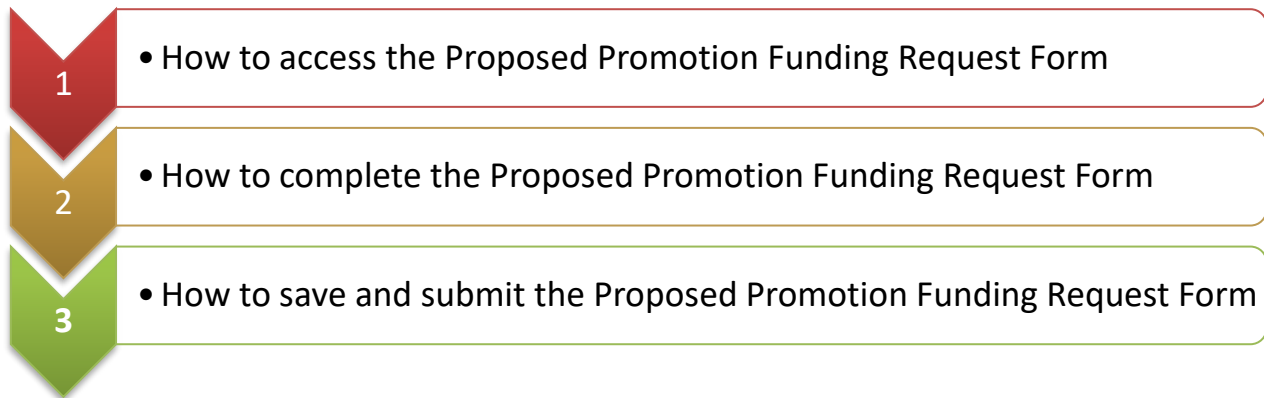
This guide contains instructions on how to complete the FY2025 Promotion Funding Request Form.

In this phase each college/department will access the FY2025 Promotion Funding Request Form via their W: drive folder.

Please provide your department's promotion increase requests on this form. One worksheet per ORG should be completed; **do not combine position requests for different ORGs.**

If approved, a PeopleAdmin action form will need to be generated for processing the promotion.

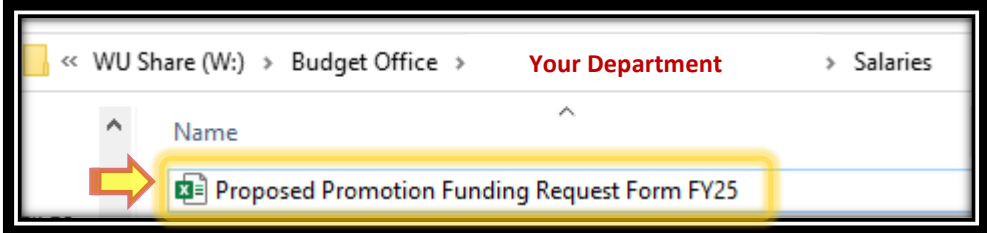
What to Expect: Step-by-Step



Accessing the Proposed Promotion Funding Request Form

Step 1: Go to: W:\Budget Office\Your Department\SALARIES

Step 2: Double click on “Proposed Promotion Funding Request Form FY25” to open the file.



Western University of Health Sciences
Salary Promotion Worksheet
 For Fiscal Year Ending June 30, 2025


Instructions:
 Please provide the department promotion increase requests. Complete 1 worksheet per ORG, do not combine positions from different ORGs on the worksheet. Please provide the source of funding, (e.g. the PCN) if applying department funds towards the promotion amount. If approved, a PeopleAdmin action form will need to be generated for processing the promotion.

Position Control Number	Current Account Number	New Account Number	Employee Name	Current Title	New Title	Current FTE	New FTE	Base Salary/Wage Level	Department Funding Amount	Department Funding Source (List PCN/Other Line)	Promotion Amount Requested from Priority Pool 7	Amount of Total Increase	Total % Increase	2024-25 Proposed Salary Wage Level	Rationale/Justification
												-		-	
												-		-	
												-		-	
												-		-	
Salaries and Wages											\$	-		-	
Fringe Benefits												-		-	
Salaries, Wages, and Fringe Benefits											\$	-		-	

Completed by: Last, First Org Number: 1111
 Title: Director of Operations Date: 10/01/23

Section I: Completing the Proposed Promotion Funding Request Form


Step 1: Fill out the employee and position information in columns A through H:



A	B	C	D	E	F	G	H
Position Control Number	Current Account Number	New Account Number	Employee Name	Current Title	New Title	Current FTE	New FTE


- A) Position Control Number:**
Enter the employee’s current position control number.
- B) Current Account Number:**
Enter the account number for the employee’s current position.
- C) New Account Number:**
Enter the account number of the new position/promotion being requested.
- D) Employee Name:**
Enter the employee’s last and first name.
- E) Current Title:**
Enter the employee’s current title.
- F) New Title:**
Enter the title of the new position/promotion being requested.
- G) Current FTE:**
Enter the FTE of the employee’s current position.
- H) New FTE:**
Enter the FTE of the new position/promotion being requested.

Example:



A	B	C	D	E	F	G	H
Position Control Number	Current Account Number	New Account Number	Employee Name	Current Title	New Title	Current FTE	New FTE
999777	6600	6200	Smith, Sam	Associate Buyer	Lead Buyer	1.000	1.000

Step 2: Fill out the salary and funding information in columns I through L:



I	J	K	L
Base Salary/Wage Level	Department Funding Amount	Department Funding Source (List PCN/Other Line)	Promotion Amount Requested from Priority Pool 7

I) Base Salary/Wage Level:

Enter the employee’s current salary amount.

J) Department Funding Amount:

Enter the amount of funding being provided by your department.


K) Department Funding Source (List PCN/Other Line):

Enter the fund source of the funding being provided by your department. (e.g. Vacant PCN or Other Line)

L) Promotion Amount Requested from Priority Pool 7:


Enter the amount that is being requested to be provided from Priority Pool 7.

Example:



I	J	K	L
Base Salary/Wage Level	Department Funding Amount	Department Funding Source (List PCN/Other Line)	Promotion Amount Requested from Priority Pool 7
65,000.00	2,500.00	Vacant PCN 999222	2,500.00

Step 3: Confirm that the increase information in columns M through O have been automatically populated.



M	N	O
Amount of Total Increase	Total % Increase	2024-25 Proposed Salary Wage Level
5,000.00	7.69%	70,000.00

M) Amount of Total Increase:

The total of the Department Funding Amount (J) and Promotion Amount Requested from Priority Pool 7 (L).

N) Total % Increase:

Calculated from the Base Salary/Wage Level (I) and Amount of Total Increase (M).

O) 2024-25 Proposed Salary Wage Level:

The total of the Base Salary/Wage Level (I), Department Funding Amount (J) and Promotion Amount Requested from Priority Pool 7 (L).

Step 4: Fill out the Rationale/Justification information in column P:

A diagram of a form section. At the top, the letter 'P' is centered. Below it, the text 'Rationale/Justification' is centered. A yellow arrow points to the right from the left edge of the form.

P) Rationale/Justification:

Enter a reason as to why the promotion is being requested for the employee.

Example:

A diagram of a form section, similar to the one above. The text 'Rationale/Justification' is centered. Below it, the text 'Employee is being promoted from Associate Buyer to Lead Buyer due to an increase in responsibilities.' is centered. A yellow arrow points to the right from the left edge of the form.

Step 5: Fill out the Completed by, Title, Org Number and Date fields at the bottom left of the form.

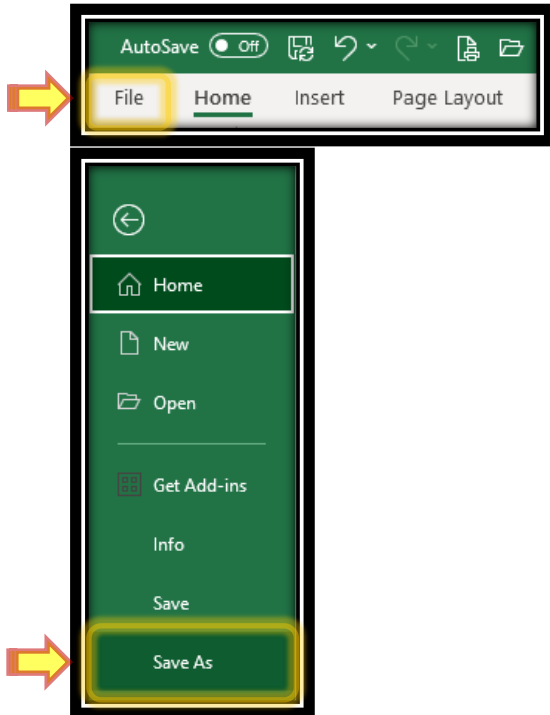
A diagram of a form section. It contains four fields: 'Completed by:' with a yellow input box, 'Title:' with a yellow input box, 'Org Number:' with a yellow input box, and 'Date:' with a yellow input box. A yellow arrow points to the right from the left edge, and another yellow arrow points to the left from the right edge.

Example:

A diagram of a form section, similar to the one above. The fields are filled with example text: 'Completed by:' is 'Last, First', 'Title:' is 'Director of Operations', 'Org Number:' is '1000', and 'Date:' is '10/01/23'. A yellow arrow points to the right from the left edge, and another yellow arrow points to the left from the right edge.

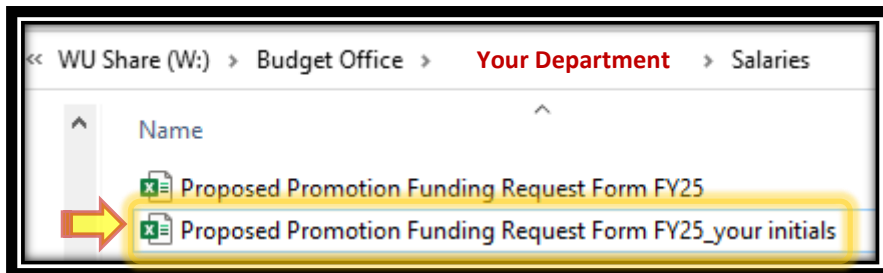
Section III: Saving and Submitting the Proposed Promotion Funding Request Form

Step 1: Click on 'File', then 'Save As':



Step 2: Go to: W:\Budget Office\Your Department\SALARIES

Step 3: Save the file as "Proposed Promotion Funding Request Form FY25_your initials".



Submission is now complete.