

Promotions

Completing the Oracle Information Change Form

The Research Foundation (RF) operations manager or designee must complete the [Oracle Information Change Form](#) for all promotions. When completing the form, the Research Foundation operations manager or designee must ensure that the proposed salary for the promotion is within the appropriate salary range for the position title being assigned to the employee who is being promoted. Salary ranges for all Research Foundation position titles are provided in the salary schedules in the Salaries and Wages procedure group of the Employees: Personnel Administration business area.

Note: Employees are not required to sign or date the Oracle Information Change Form when the form is being completed for a promotion.

Temporary Promotions

When the term of a temporary promotion has ended, the employee must return to his or her original position. At that time, another Oracle Information Change Form must be completed, and the employee's salary must be adjusted.

Approving and Retaining the Oracle Information Change Form

The project director (or co-project director) and the Research Foundation operations manager or designee must certify that the promotion is consistent with sponsor regulations and Research Foundation policies and that sufficient funds for the promotion are available in the applicable account. This certification is accomplished by signing and dating the Oracle Information Change Form.

Specific procedures at each operating location dictate the requirement for any additional approvals.

The original, completed Oracle Information Change Form and new job description for the employee being promoted must be retained in the employee's personnel file.

Advising Employee and Project Director/Manager of Benefit Entitlements

The Research Foundation operations manager or designee must advise an employee being promoted and the project director or manager of the department to which the employee is transferring (if applicable) of the employee's benefit eligibility, including accrued entitlements to sick and vacation leave.

If the position to which the employee is being promoted results in the employee being ineligible for certain benefits or eligible for additional benefits, including the accrual of sick and vacation leave, the Research Foundation operations manager or designee must inform the employee of the change.

Entering Information into the Computerized Business System

Information regarding an employee's promotion is entered into the computerized business system. Refer to the work instruction "Change Assignment Data." The source document is the Oracle Information Change Form.

Responsibilities

Operating Locations

The *Research Foundation operations manager or designee* is responsible for

- ensuring that all promotions for Research Foundation employees are in compliance with the policy and requirements described in this document.

Central Office

The *director of the Office of Employee Services or designee* is responsible for

- forwarding the information about RF exempt-level job opportunities to all operating locations as required.
- entering information regarding an employee's promotion into the computerized business system for those locations that are not responsible for their own personnel/payroll input.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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