

To promote a team member, they must accept their new position from an offer letter. The offer includes the new pay rate that will be effective on their “Hire Date” which is the date they will move to their new position.

## Steps in Promotion Process

The Promotion process includes the following steps:

1. Manager confirms the position is posted internally.
2. Team member applies in Workday, NOT the career site.
3. Manager creates an offer with “Promotion” (reason) and offer letter.
4. Team member accepts offer and begins background check (for TSL positions and above).
5. Manager or Recruiting (for TSL positions and above) completes “Make Offer Decision” Task by moving team member to Background Check “Ready for Hire”
6. Manager and Manager’s Manager review and approve promotion tasks,
7. Payroll processes the promotion, replacement requisition automatically sent to Recruiting.

## Confirm the position is posted internally in Workday

To begin the promotion process, the employee must complete the Workday application.

Please ensure that the job you are promoting them in to is posted internally, this can be view on the Job Postings section of your requisition. You can also access a link to send them to apply, this will require them to be logged in to Workday already.

The screenshot shows the Workday interface for a requisition titled "JR103223 Team Sales Lead (Open)". The "Job Postings" tab is active, displaying a table with the following data:

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/> Internal	Internal	04/23/2024			Example effective 09/19/2023, 12:56 PM	0		Actions
<input type="checkbox"/> Rally House External Career Site	External	04/23/2024			Example effective 09/19/2023, 12:56 PM	0	https://rallyhouse-wd5.myworkdayjobs.com/Rally_House_External_Career_Site/job/Rally-House-College-Mall-Team-Sales-Lead_JR103223	Actions

A red circle highlights the "Internal" row, and a red arrow points from it to a button labeled "Link for Internal Application" located below the table.

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# Promotions in Workday - Internal Applications

Revised April 2024

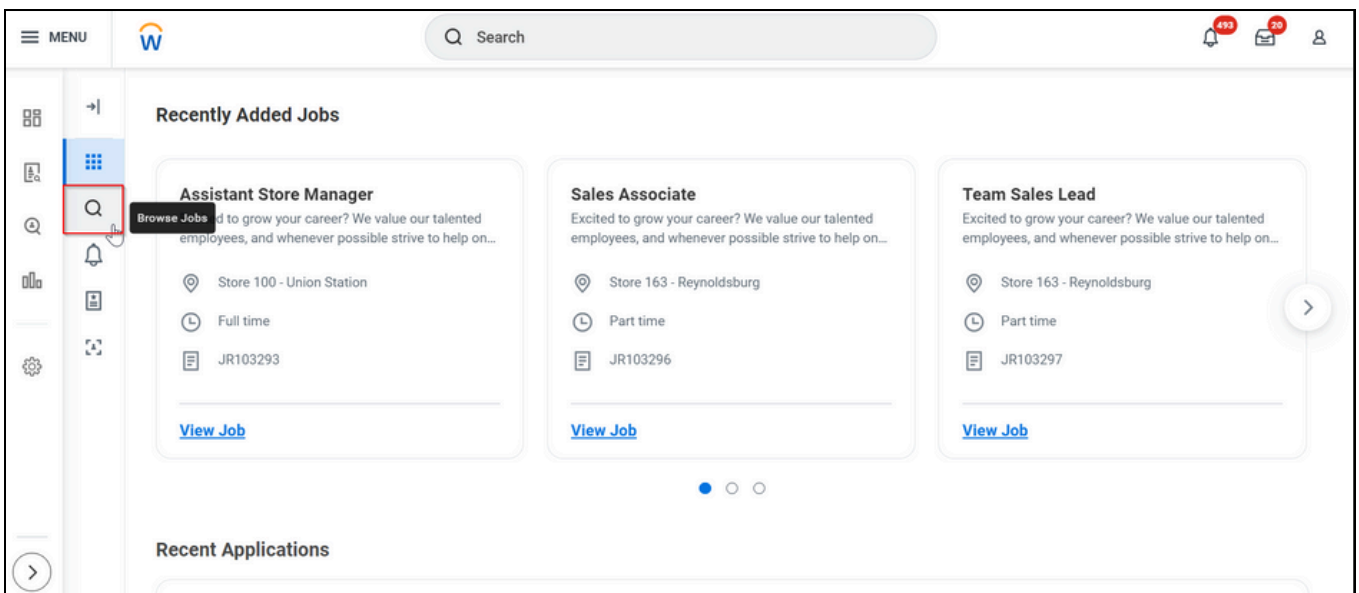
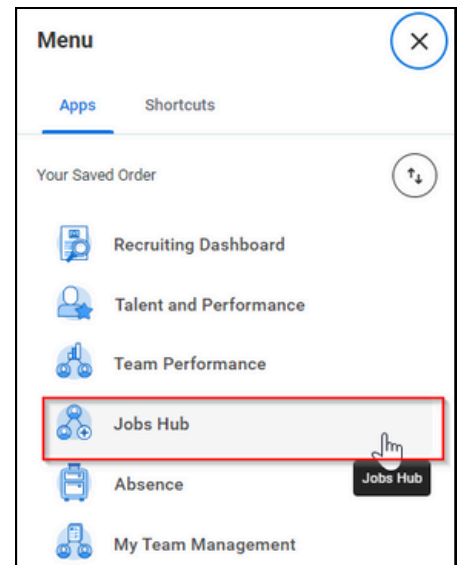
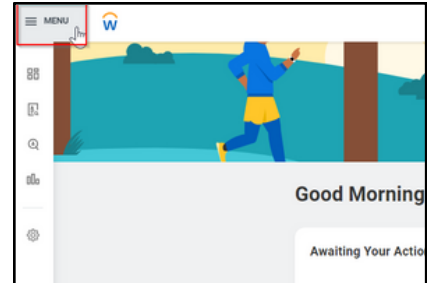
## Confirm the employee has applied in Workday, NOT the career site.

To begin the promotion process, the team member must have completed the Workday application. Please ensure that your job is posted internally. Internal applications can be accessed via the Jobs Hub on the main menu.

### Internal Application

Includes the following steps:

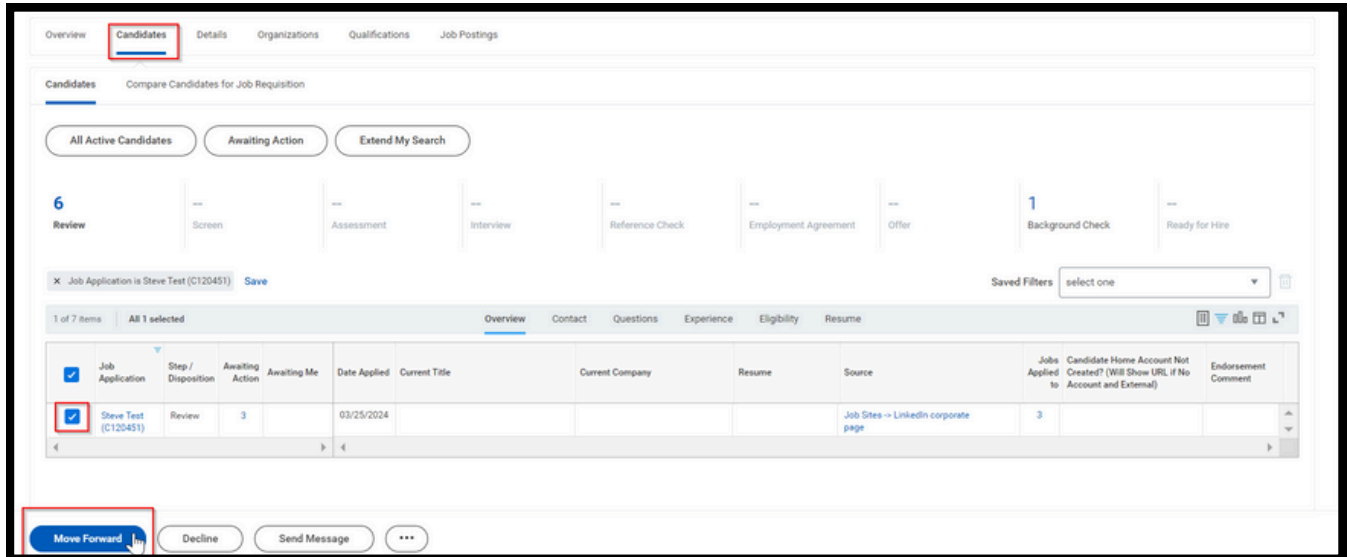
1. Employee logs in to Workday.
2. Select Menu and then “Jobs Hub”
3. Select “Browse Jobs
4. Search for the Location
5. Select the Position
6. Fill in/confirm Application data
7. Click Submit



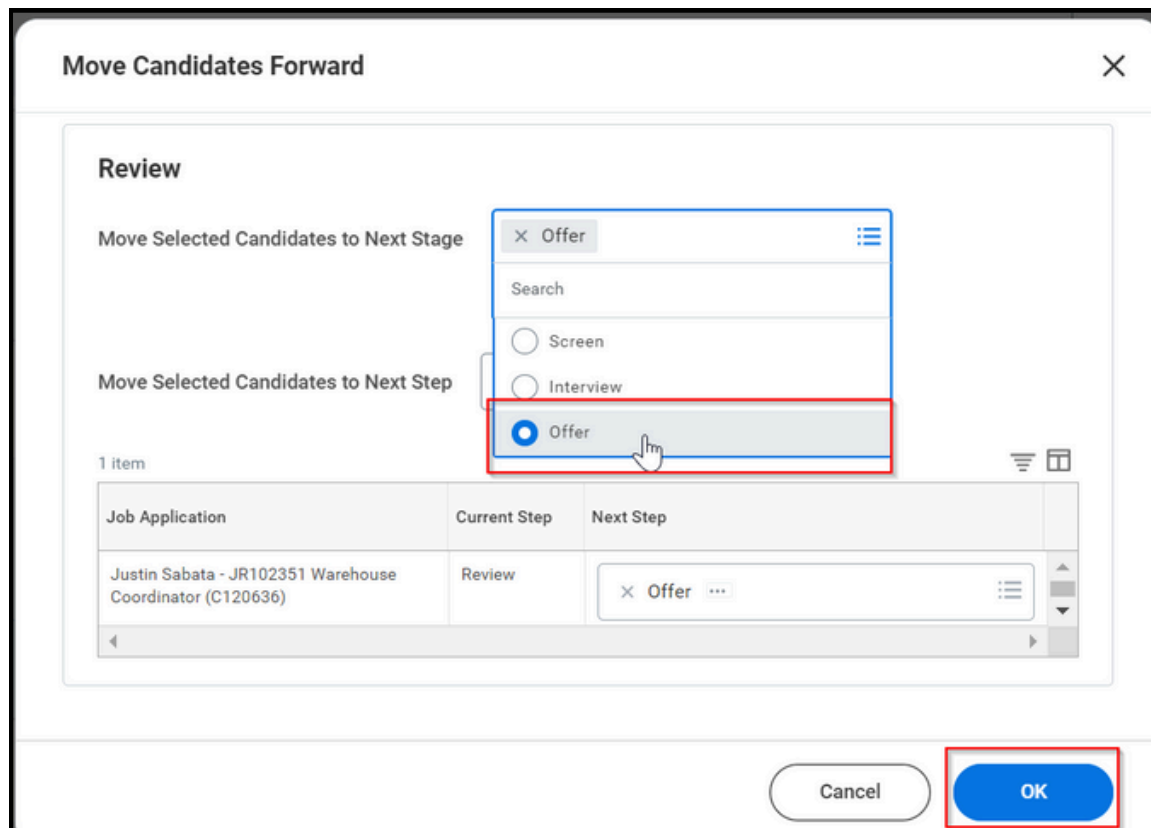
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## Move Candidate to Offer Stage

Select the candidate within your requisition and select “Move Forward”



Select Offer and click “OK”



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# Promotions in Workday: Creating Offers

## Initiate Offer - 4 steps

1) Enter the first day the team member will work in in their new job as “Hire Date” and select “Promotion” for “Hire Reason.” The Hire Date must be the beginning of a new pay period.

- Select “Make New Manager” if they are being promoted to a position with direct reports (Store Manager and Above).

Select “Promotion > Promotion” for promotions to TSL, ASM, or other positions without direct reports.

Confirm Location and click “Next.”

Target Hire Date (Job Requisition)  
03/13/2024

Hire Date \*  
04/01/2024

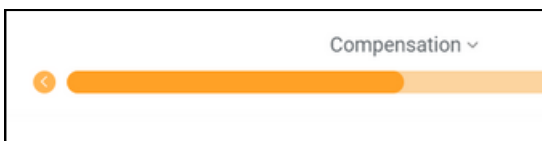
Hire Reason \*  
× Hire Employee > New Hire

Location \*  
× Store 013 - Oak Park

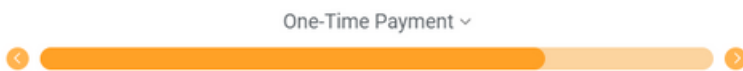
Hire Reason \*  
Search  
Data Changes  
Demotion  
Lateral Move  
Promotion  
Transfer  
× English (United States)

Hire Reason \*  
× Promotion > Promotion  
Search  
← Promotion  
○ Promotion > Make New Manager  
○ Promotion > Promotion

2) On the Compensation screen, enter pay rate in the “Assignment Details” field and click Next



3) Click Next to skip the One-Time Payment screen



Total Base Pay

Total Base Pay  
• 13.00 USD Hourly added

Guidelines

Total Base Pay Range  
• 13.00 - 15.00 USD Hourly added

Compensation Package  
• General Compensation Package added

Grade  
• Sales Associate added

Grade Profile  
• Sales Associate Tier 1 added

Salary

Add

Hourly

Assignment Details  
• 13.00 USD Hourly added

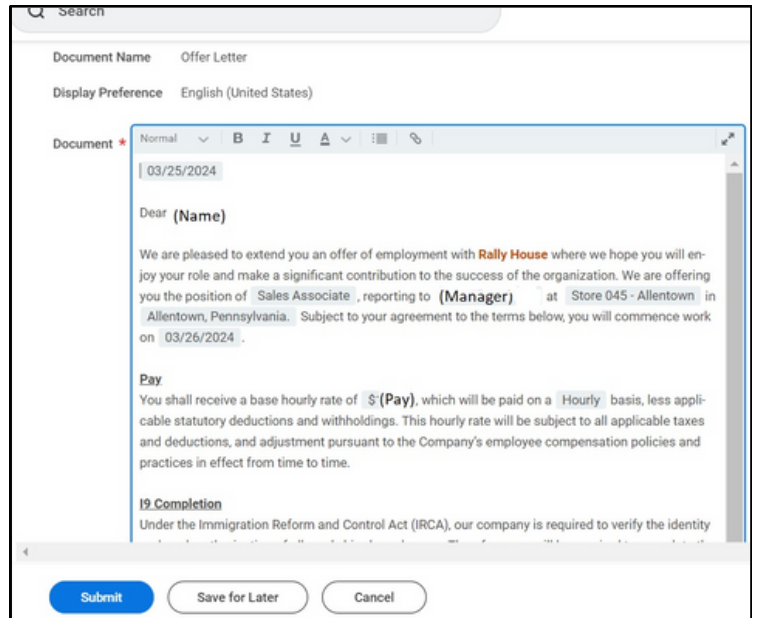
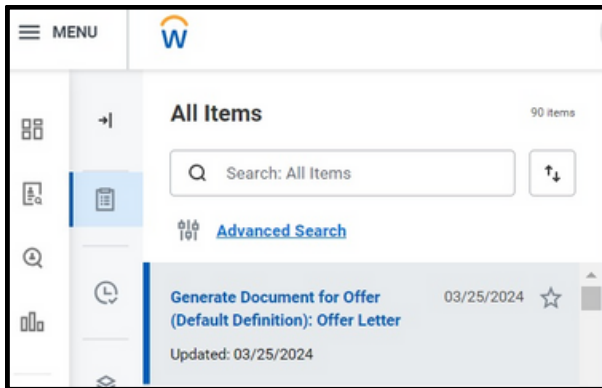
4) Review the information and click Submit to move to the Generate Document step



## Generate Document

Use the task “Generate Document” for Offer Letter to check the location, pay rate and start date.

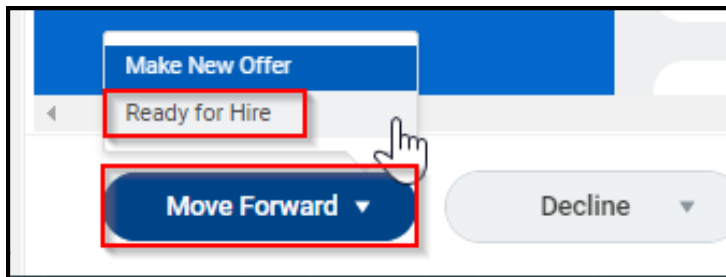
Click “Submit” to send the offer letter to the candidate.



## Make Offer Decision

After new hire accepts their offer, Manager will receive this task.

Selecting “Ready for Hire” completes the offer process. For TSL and above positions requiring background checks, Recruiting will process the hire.

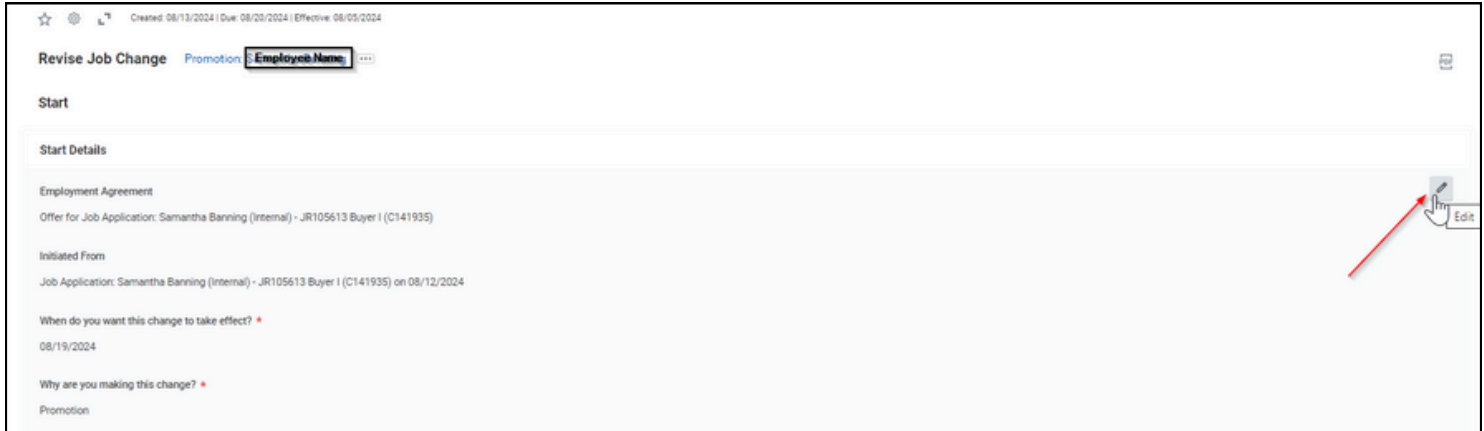


Email [Recruiting@RallyHouse.com](mailto:Recruiting@RallyHouse.com) with any questions when creating offers.



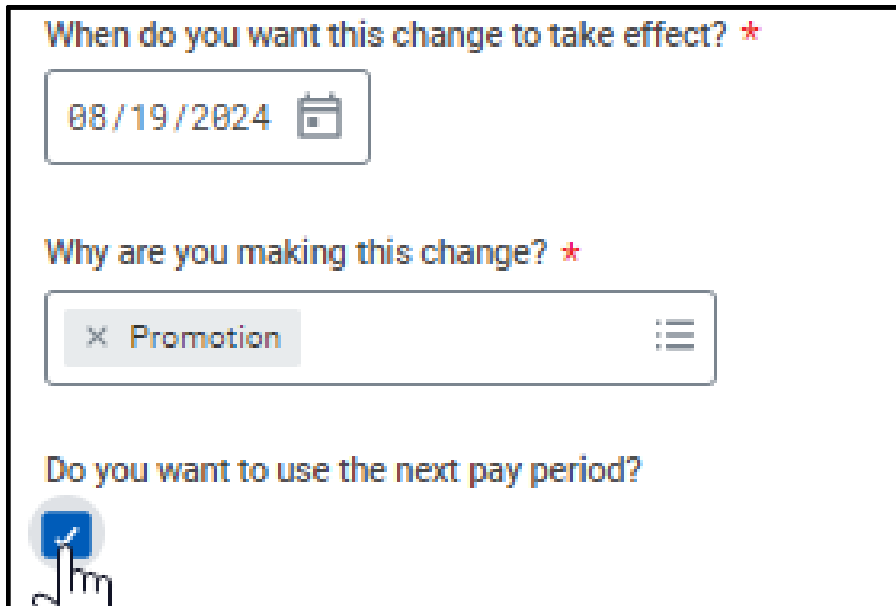
## Revise Job Change

Select the edit button on the top, right corner of the Promotion task



## Select the option to use the next pay period

This will correct the effective date to the beginning of the next pay period, if not already set to this date.



## Review and Click Submit

The promotion will be sent to the Manager, and then Manager's Manager, to approve. Following the approvals, Payroll will process the promotion.

Email [Recruiting@RallyHouse.com](mailto:Recruiting@RallyHouse.com) with any questions when creating offers.

