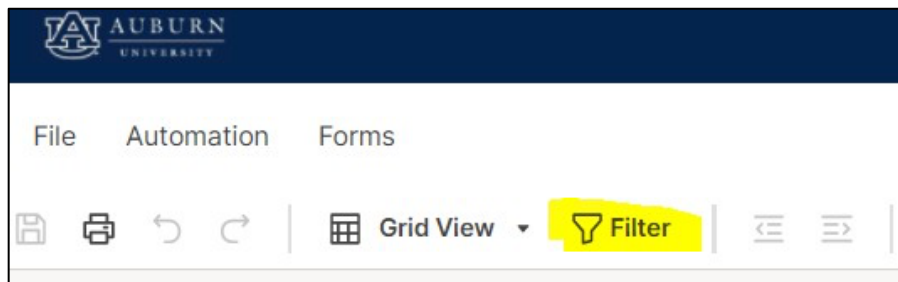


# Submitting Job Family Promotion (JFP) Requests in Smartsheet® (HR Liaisons)

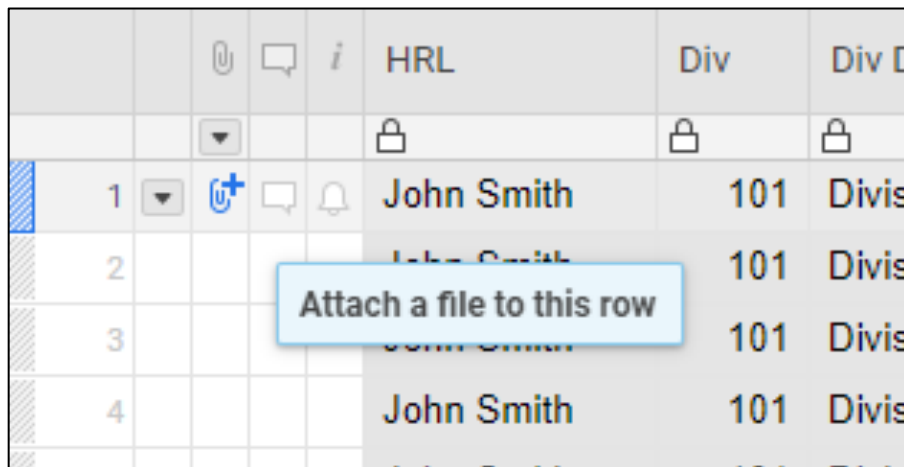
1. Access the Smartsheet® link
  - If you are a **new HR Liaison**, Carson McClendon has emailed you a link to a Smartsheet® form. This form includes all the represented employees in a job family who are not yet at their highest level.
  - If you are an **HR Liaison who has already participated in this process**, you should already have a link to the form. (If you do not have the link, email Carson McClendon at [mcm0059@auburn.edu](mailto:mcm0059@auburn.edu) for assistance.)
  - Bookmark this link on your web browser. It is unique to your college/division and will be used each year.
2. Prior to making the appropriate selections in Smartsheet®, determine each employee’s eligibility based on the following factors:
  - Length of time in current level
  - Completion of all training and development requirements as identified by the supervisor
  - Validation that the employee is performing the higher-level work with increased responsibility and accountability
3. Submissions from previous years will be visible on your Smartsheet®. You will focus on the rows that have a date of “10/01/24”. If you would like to filter out previous years, you can add a filter by clicking the “Filter button” in the upper left-hand corner of the sheet and making the selections.

A screenshot of the 'Create New Filter' dialog box. It has a title bar 'Create New Filter'. Below the title is a text input field labeled 'Name (Optional)' with the placeholder 'Enter Name' and a 'Share filter' checkbox. Underneath is the text 'Show rows that match all conditions'. There are three input fields: a dropdown menu with 'Date' selected, a dropdown menu with 'is equal to' selected, and a text input field with '10/01/24' entered. Below these is another dropdown menu labeled 'Select Field'. At the bottom left is an 'Include parent rows' checkbox. At the bottom right are three buttons: a trash icon, 'Cancel', and 'Apply'.

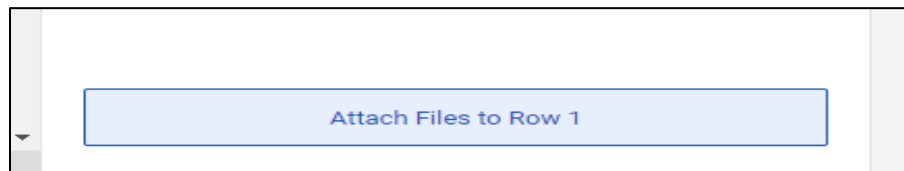
- If the supervisor has determined that an employee will receive a JFP, enter the employee's Proposed Job Code (which reflects the next level of the title series) in the YELLOW/ORANGE column within Smartsheet®. The job code may be found on the job description and consists of two capitalized letters followed by two numbers followed by one capital letter. (Example: AA02B, with a Level 1 job using an A as the 5<sup>th</sup> character, a Level 2 job using a B as the 5<sup>th</sup> character, etc.).
- All other fields will automatically populate once you've entered the appropriate job code. Please include any comments in the Comments column at the end of the worksheet. (If fields do not populate as expected, be sure you've typed the job code correctly. If they still do not populate, please contact Anna.)

Proposed Job Code	Proposed Job Title	GRADE VLOOKUP 2023	Grade Difference	New Minimum of Range	Proposed Salary	Minimum Increase %	Minimum Increase \$	Comments
NA12b	Custodian II	FM04	1	\$25,600	\$33,096	5.0%	\$1,576	

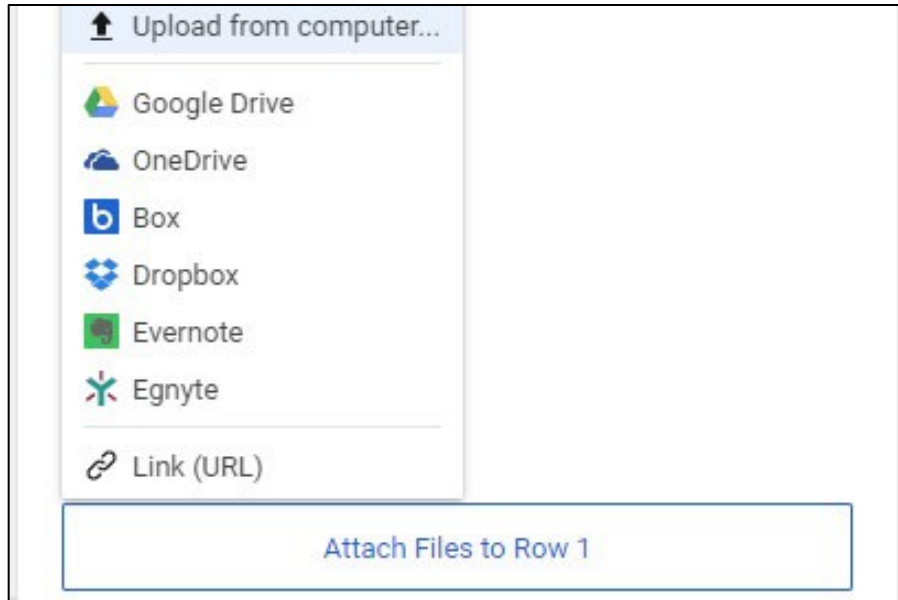
- Employees receiving a promotion will receive a 5% pay increase for each grade.
- Beside the name of the employee receiving the JFP, hover over the third column from the left and a paperclip will appear.



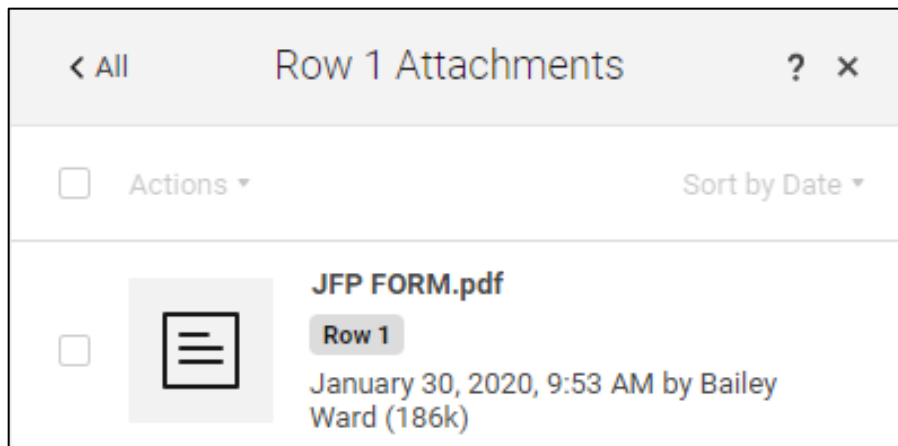
- Click on the paperclip to attach the Request for Job Family Promotion packet for each eligible employee. A box on the right side of your screen should appear. Click **Attach Files to Row** at the bottom of box. (Note: The packet includes several documents, including the request and justification forms, along with sample job family levels and a training and development plan document.).



9. Click **“Upload from computer”** and upload the corresponding packet. Only one packet should be uploaded to each employee’s row.



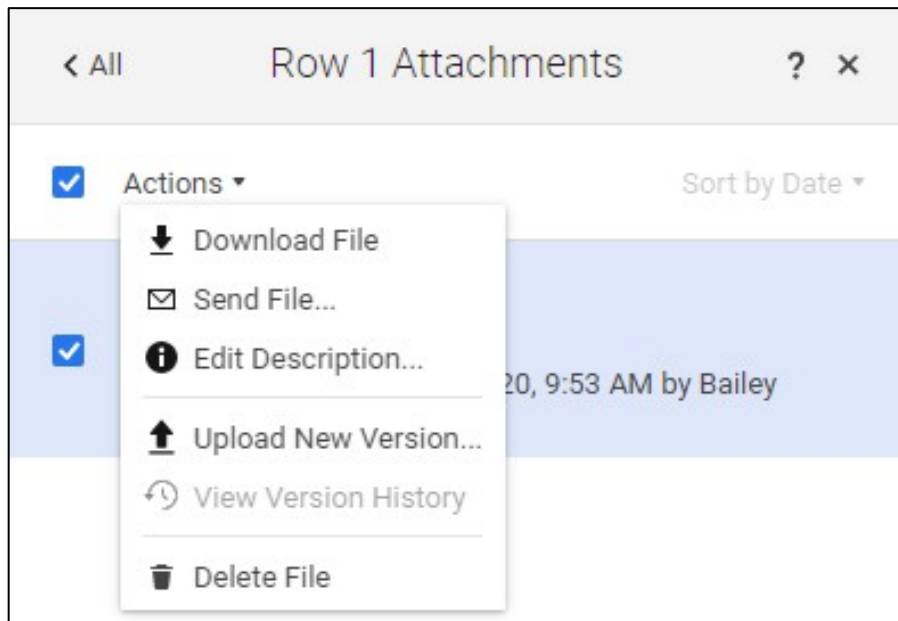
10. Confirmation of the attachment upload should appear.



11. Click the **Save** button at the top left of the screen to save your changes.



12. If you need to delete or reattach a new version, click on the check box beside the document, and select “**Actions**”. Then click “**Upload New Version**” or “**Delete File**”.



13. Contact a member of the Compensation Team with any questions or concerns.