

PPS INSTRUCTIONS FOR A PROMOTION

The department will receive a copy of the final action letter noting whether or not a promotion has been approved, the new salary, title, step, and effective date. This letter, sent to both the department Chair and MSO, serves as pre-approval for the online PPS entry. More information regarding academic promotions can be found in [PPM 230-28](#).

In PPS you will need to end the current appointment and distribution(s) and add a new appointment and distribution to the EAPC screen. See below for helpful hints and a sample EAPC screen showing a promotion from Assistant Professor, Step IV, Associate Professor, Step I. For further step-by-step PPS implementation instructions, please refer to the Promotion instructions in the PPS User's Guide.

HELPFUL HINTS

Don't forget to add a staffing line for Associate Professors to hold their FTE for the current year once you've put a non-indefinite end date on the current pay line. This is not necessary for Assistant Professors. Refer to the staffing section of the APO/PPS Procedures and Activities Manual ([LINK](#)) for more information regarding staffing lines.

Don't forget to use action code 10 on the new appointment to indicate a promotion.

Don't forget to add a duration code of "T" on the new appointment.

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PPEAPC0-E0943          EDB Entry/Update          06/01/01 08:37:02
06/01/01 09:56:55      Appts./Distributions-Condense      Userid:  VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B.          SSN: 888-50-6543  Pri Pay: MO
      PAF Gen No:      3                      Pg 01 of 02
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept
  10           A   5   09  12      070194      063000      000619
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1343 ASST PROF-ACAD YR-BUS/ENG          1.00  F   71000.00   A MO  N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd St/OA Rate/Amount DOS PRQ D W
11
      ASX0002 19900A 0 1.00 1.0000 100199 063001 4      5925.00  RGA

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PPEAPC0-E0943          EDB Entry/Update          06/01/01 08:37:02
06/01/01 09:56:55      Appts./Distributions-Condense      Userid:  VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B.          SSN: 888-50-6543  Pri Pay: MO
      PAF Gen No:      3                      Pg 02 of 02
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept
  20          10   A   5   09  12      070101      999999   T 000619
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1243 ASSOC PROF-ACAD YR-BUS/ENG          1.00  F   74300.00   A MO  N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd St/OA Rate/Amount DOS PRQ D W
21
      ASX0002 19900A 0 1.00 1.0000 070101 999999 1      6191.67  REG

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