Talent Management System (TMS)

How to Create a Promotional Announcement Posting

COLORADO STATE UNIVERSITY

How to Create a Promotional Announcement Posting

When is a Promotional Announcement Posting required?

Anytime a position description is modified for a *current* employee to add expanded duties, and/or title change and/or a new salary, a Promotional Announcement Posting is required after the modification is finalized. This means that **all position modifications** (that don't result in an AAR) **need to have an accompanying Promotional Announcement Posting.**

If you need additional help determining the new system/process requirements for 'promotions', please see this table listing different promotional scenarios.

The following flowchart shows the simplified promotional announcement posting approval workflow.

COLORADO STATE UNIVERSITY

Initiating a Promotional Announcement Posting

··· Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University
Employee Portal

User Group:
Initiator

Shortcuts ▾

2. Select Initiator from the User Group drop-down menu.

ine Recruitment System

| Postings 3 | Hiring Proposals | Position Requests 3 | Onboarding Tasks |

Filters

0 Active Applicants

0

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1846
	Initiator	1813
essor	Initiator	842

Evaluated Applicants
Unevaluated Applicants

14 Committees Served By Department last 365 Days

COLORADO STATE UNIVERSITY

Initiating a Promotional Announcement Posting (cont.)

Applicant Tracking System

Welcome, Test Account   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

State Classified
Admin Professional/ Research Professional
Faculty
Temporary Hourly
Temporary Hourly Posting Templates

1. Click on Postings in the top menu then select Admin Professional / Research Professional.

Welcome to

Inbox   Position Requests   Onboarding Tasks

SEARCH

[   ]   Filters

There are no results to be displayed.

My Filled Postings
Last 30 days
0

My Open Postings
1

Average days your inbox tasks wait

Watch List   Postings   Position Requests

SEARCH

[   ]   Unwatch Postings

4

COLORADO STATE UNIVERSITY

Initiating a Promotional Announcement Posting (cont.)

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout (Test User)

Colorado State University

User Group:
Initiator

Home   Postings ▾

Shortcuts ▾

Postings / Admin Professional/ Research Professional ☆

Admin Professional/ Research Postings

1. Click + Create New Posting   **+ Create New Posting**

Saved Searches ▾   Search   🔍 More Search Options ▾

Admin Professional/Research...   ✖

"Admin Professional/Research Professional Postings" 127   Selected records 0   ✖ Clear selection?   Actions ▾

← Previous   1 2 3 4 5   Next →

(Actions)

Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update

COLORADO STATE UNIVERSITY

User Group: Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional

Admin Profes...
Postings

+ Create New Posting

Saved Searches ▾   re Search Options ▾

Admin Professional/Research...

"Admin Professional/Research F...

Create New   ✖

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Position Description
Copies in most of the information from a position description.

1. Select Create from Position Description.

Actions ▾

(Actions)

☐   Working Title

Last Status Update
February

COLORADO STATE UNIVERSITY

Admin Professional/ Research Professional Position Descriptions

| Saved Searches ⌄ | | Search | Q Hide Search Options ⌄ |

Add Column: Add Column

Status: ×Active

Position Number: 018937.0001

Note: To search for the position description, click on the More Search Options button and enter the position number in the Position Number field. Then click Search.

Department: Department

Last Name:

Ad hoc Search ✕   Admin

Note: If the position modification **did not** result in a new classification, the current employee's name should appear in the field below. If it doesn't, please ensure you are using the correct position description to create the promotional announcement posting.

If the position modification **did** result in a new classification (i.e., RS I→II), these fields will be blank.

1. Select the working title of the position you wish to create the posting from.

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Resch Sci/Scholar II	018937.0001	Chemistry (1872)			Professor (Eugene Chen)	Active	Actions ⌄

Initiating a Promotional Announcement Posting (cont.)

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:

Initiator

Home   Postings ▾   Shortcuts ▾

Position Descriptions / Admin Professional/ Research Professional / Resch Sci/Scholar II

🖨 Print Preview

🖨 Print Preview (Employee View)

1. Click Create Posting from this Position Description.

⊕ Create Posting from this Position Description

★ View Supervisor

★ Modify AP Position

Position Description: Resch Sci/Scholar II (Admin Professional/ Research Professional)

Current Status: Active

Position Type: Admin Professional/ Research Professional

Created by: People Soft Integrations

Department: Chemistry (1872)

Note: If the Create Posting from this Position Description button is missing, this means the position description is tied to another active posting. To unlock the position, the old posting will need to be moved into a final workflow state. Please reach out to OEO at oeo@colostate.edu if this button does not appear.

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Initiating a Promotional Announcement Posting – Settings Page

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Home   Postings ▾

Shortcuts ▾

Postings / Admin Professional/ Research Professional / New Posting ☆

New Posting

1. The Working Title field will be populated with the position's working title. Please add 'PROMOTIONAL ANNOUNCEMENT:' before the working title.

Create New Posting

* Required Information

Cancel

Working Title *   PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II

Organizational Unit

Division *   Provost/Executive Vice President (1001DV)

Academic/Reporting Area *   College of Natural Sciences (1801CG)

Department *   Chemistry (1872)

Note: If you have more than one unit/department assigned to your TMS profile, ensure you select the correct Division, Academic/Reporting Area and Department for this position. If the correct department does not show up in your list, please reach out to oeo@colostate.edu.

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Initiating a Promotional Announcement Posting – Settings Page

New Job Alert

New Job Alert Categories

- ☐ Academic Advising/Counseling
- ☐ Accounting and Finance
- ☐ Administrative Assistants
- ☐ Agriculture Sciences
- ☐ Alumni Association/Services
- ☐ Animal Sciences / Livestock
- ☐ Anthropology
- ☐ Art
- ☐ Assistant / Associate / Full Professors
- ☐ Athletics

1. Select a New Job Alert Category.

Note: Promotional Announcement postings are approved internally and only posted to the CSU internal job board. Because of this, subscribers to New Job Alert emails will not receive notification of these promotional postings.

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Initiating a Promotional Announcement Posting – Settings Page

☐ Veteran Affairs

☐ Veterinary Medicine / Veterinary Teaching Hospital

Note: For Promotional Announcement postings, please do not update any of the below fields.

Applicant Workflow

Workflow State

[Under Review by Dept/Committee ▾]

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

[▾]

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

[▾]

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

[No Document ▾]

Allow a document upload when a reference provider submits a Recommendation?

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Initiating a Promotional Announcement Posting – Settings Page

Online Applications

☐ Accept online applications?

1. Promotional Announcement postings will not accept job applications as they are merely an announcement of a promotion. Please be sure to uncheck the Accept online applications box.

Special offline application instructions

The following is a promotional announcement and not a vacant position

2. This field is the same field as the Special Instructions Summary found on the Posting Details tab. Please remove the pre-populated text and add 'The following is a promotional announcement and not a vacant position.'

Accepted Application Forms

☑ Administrative Professional - Standard Application Materials

☐ Alternative Appointment Request Application

3. Even though applications will not be accepted for these promotional announcement postings, ensure the top check box is selected as this is a system requirement.

4. When ready, click Create New Posting to continue to the Posting Details page.

Create New Posting

Cancel

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Note: Begin filling in the required fields found on the Posting Details page. Many of these fields will already be filled in.

Shortcuts ▼

Postings / Admin Professional/ Research Professional / Resch Sci/Scholar II (Draft) / Edit: Posting Details

Editing Posting

- Posting Details
- ✅ Essential Job Duties
- ✅ Position Budget Inform...
- ✅ Alternative Appointmen...
- ✅ Background Check Requi...
- ✅ Supplemental Questions
- ✅ Qualification Groups
- ✅ Applicant Documents
- ✅ Search Committee
- ✅ Evaluative Criteria
- ✅ References
- ✅ Posting Documents

Posting Details

Save   Save & Continue

🔤 Check spelling
* Required Information

Classification Information
This information is pulled in from the position description.

Classification Title   Resch Sci/Scholar II

Classification Code   009264

Salary Grade

Min Salary

Mid Salary

Max Salary

13

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

Position Information

Position Number   030620.0001

Employment Category   Special

2. In the Promotional Announcement Additional Information field, answer the following questions:

1. The name of the individual receiving the promotion

2. Indicate if the individual is receiving a salary increase or not;

3. The new requested salary amount (if applicable).

Search Process Type   [Please select ▾]

For additional assistance regarding the different types of searches at CSU, please see the Types of Searches webpage.

1. Select Promotional Announcement from the Search Process Type drop-down menu.

[B I S̶ 🔗 T̅ " <> ☰ ☰ ⇤ ⇥ ↺ ↻]

Promotional Announcement Additional Information

If this is a Promotional Announcement Posting, please provide the following information: 1) The name of the individual receiving the promotion, 2) indicate if the individual is receiving a salary increase or not, 3) The new requested salary amount (if applicable).

3. The Proposed Annual Salary Range field will pull through from the approved position description. If the individual receiving this promotion is **also** receiving a salary raise, please ensure you list the newly approved salary in this field. The amount listed in this field should match the New Requested Salary field on the position description and the amount entered into the field above.

Proposed Annual Salary Range $50,000 – $55,000

This field is viewable to potential applicants on the posting. A salary **range** is required as per the Colorado Equal Pay for Equal Work Act. The following statement may be added after the salary range should you wish: Salary is commensurate with experience and qualifications.

Employee Benefits   Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for eligible employees in the following University benefit areas: https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/ and https://hr.colostate.edu/prospective-employees/our-perks/. To see the value of CSU benefits in addition to wages, visit our compensation calculator – https://hr.colostate...

FLSA   Non-Exempt

Note: Fort Collins, CO will auto-populate in the Position Location field. If this location is incorrect, please update it accordingly.

Position Location   Fort Collins, CO

Please enter the location of the position in a 'City, State Abbreviation' format. If the position is located in Fort Collins, CO, please do not edit the field.

4. Select a Work Location from the Work Location field.

Work Location   [Please select ▾]

14

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

Note: The Description of Work Unit field will pull through from the position description. You may make edits if needed.

1. Even though a hiring proposal is not required for Promotional Announcement postings, the posting still requires a Hiring Authority.

2. Enter the required Supervisor Name and Working Title.

Note: The Position Summary field will pull through from the position description. You may make edits if needed.

Description of Work Unit

The Department of Chemistry has an international reputation for excellence in research across a broad array of disciplines, including analytical, biological, inorganic, organic, materials and physical chemistry. Ph.D. graduates receive world-class training, participate in cutting-edge (and often interdisciplinary) research projects, and are employed at all levels of academia and industry

The description of the work unit is used to promote the unit.

Hiring Authority

User, Test ✕
This field is required.

Multiple Hiring Authorities may be entered.

Supervisor Name — John Doe

Supervisor Working Title — Department Head

Position Summary

Carry out fundamental research in biochemistry areas including deconstruction of biopolymers into sugars, chemicals, monomers, and biofuels as well as polymerization of bio-derived monomers to biocompatible, biodegradable, or environmentally sustainable polymers.

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

Note: The Required and Preferred Job Qualifications will pull through from the position description. Please do not alter these.

Note: The selection in this field will pull through from the position description. Please do not update this.

1. If you haven't already, please add 'PROMOTIONAL ANNOUNCEMENT:' to the beginning of the Working Title.

Required Job Qualifications

Candidate must have a Ph.D. degree in chemistry or biochemistry at the time of appointment, specializing in chemistry, biochemistry, organometallic chemistry, polymer chemistry, and catalysis.

A minimum of three years of postdoctoral research experiences with the expertise in catalytic biomass conversion to chemicals, monomers, polymers, and fuels are required.

Preferred Job Qualifications

Prefer candidate has received academic training in polymer and organometallic chemistry, and has had significant research experience in the synthesis and characterization of monomers, catalysts, and polymers.

Published paper(s) in polymer chemistry and related scientific journals.

Is this an Hourly position? No

Hourly positions do not have guaranteed hours and may work within a range of 0-40 hours per week.

Work Hours/Week 40

Please enter a value from 0 – 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.

Posting Details

Working Title PROMOTIONAL ANNOUNCEMENT: Resch Sci/Schol

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

1. Select Yes or No from the required, Is this a Research Professional position drop-down menu.

If this is a Research Professional position, select 'Yes'. Otherwise, select 'No.

Yes ▾
This field is required.
Example: Research Associate, Research Scientist, Postdoctoral Fellow.

Posting Number

Number of Vacancies

2. In the Desired Start Date field, enter the requested effective date of the new salary if applicable. Please see HR's website for additional guidance surrounding effective dates.

Desired Start Date
MM/DD/YYYY

Position End Date (if temporary)
MM/DD/YYYY

Open Posting Date
MM/DD/YYYY
The date the committee would like the posting posted. If "as soon as possible," please leave blank.

3. Promotional Announcement postings must be posted on the internal job board for at least 24 hours. Because of this, the Full Consideration Date and the Close Posting Date should match, and the dates selected should be tomorrow's date. For example, if this posting was created on February 11, the full and close should be February 12. OEO will ensure these dates are correct before posting the announcement to the internal job board.

To ensure full consideration, applications must be received by 11:59pm (MT) on
02/12/2021

Close Posting Date
02/12/2021
Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posing date needs to be three weekends after the full consideration date. For Accelerated searches and Internal searches the close posting date needs to be two weekends after the full consideration date. Open Pool close posing date is the same as the full consideration date.

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

1. If you entered language into the Special Offline Application Instructions field found on the settings page, that language will pull through to the Special Instructions Summary field. If you didn't update this field on the settings page, please enter 'The following is a promotional announcement and not a vacant position' into this field.

Note: You may skip these fields.

Special Instructions Summary

The following is a promotional announcement and not a vacant position

The information entered in this field will show on the top of the applicant posting. You would want to include information like: References will not be contacted without prior notification of candidates.

Internal Search Requested

An internal search is a form of a limited search that is the exception to the default national search. Recruitment can be limited to a department/unit or College/Division.

Rationale for Internal Search

Recruitment Plan

CSUJobs Website
Connecting Colorado Website
Indeed.com
HigherEdJobs.com

List all advertising venues (e.g. websites, list services, etc.)

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fall Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions at CSU that interest you.

Note: You may skip this field.

AP/Faculty Short Posting

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

Add the short posting to this field for other advertising and recruitment venues. You MUST include the below quick link in this field.

Quick Link for Internal Postings

https://colostate-training.peopleadmin.com/postings/83792

Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

COLORADO STATE UNIVERSITY

Promotional Announcement Posting - Posting Details

1. Copy and paste a Diversity Statement into the required field.

Diversity Statement *

Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.

This field is required.

Copy and paste one of the below diversity statements into the text box above. If one of these statements is not suitable for this position, please create your own for approval by OEO.

•Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.
•Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.
•Personal or professional commitment to diversity and inclusion as demonstrated by persistent effort, active planning allocation of resources and/or accountability for diversity and inclusion outcomes.
•Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

2. Enter a required Search Contact.

Search Contact *

emily.rogers@colostate.edu
This field is required.

Name and phone number and/or email address of contact for general questions about this position (viewable by applicant).

3. Even though these user groups are not involved in the approval process of Promotional Announcement postings, they are still required by the system. Please enter a EO Coordinator and Applicant Manager.

EO Coordinator *

Rogers, Emily ×
This field is required.

Multiple individuals may be placed in the EO Coordinator field.

Applicant Manager *

User, Test ×
This field is required.

Multiple individuals may be placed in the Applicant Manager field. If your EO Coordinator or Applicant Manager does not appear in the list, please contact OEO at oeo@colostate.edu or 491-5836.

4. When ready, click 'Save'.

Save   Save & Continue

Promotional Announcement Posting - Posting Details

Colorado State University

User Group:
Initiator

Home | Postings ▼ | Shortcuts ▼

Postings / Admin Professional/ Research Professional / PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II (Draft) / Edit: Posting Details

Editing Posting

- ✓ Posting Details
- ✓ Essential Job Duties
- ✓ Position Budget Inform...
- ✓ Alternative Appointmen...
- ✓ Background Check Requi...
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ References
- ✓ Posting Documents
- Summary

Posting Details

Save | Save & Continue

🔤 Check spelling
* Required Information

Classification Information
This information is pulled in from the position description.

Classification Title   Resch Sci/Scholar II

Note: These tabs are not utilized for Promotional Announcement postings and may be skipped.

Min Salary

Mid Salary

1. From the left-side menu, click Summary.

COLORADO STATE UNIVERSITY

Promotional Announcement Posting – Move in Workflow (Initiator → OEO)

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II (Draft) / Summary   Search Results: Next

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Standard Search Process / AAR (move to EO Coordinator Review)

Reassign (move to Initiator)

Promotional Announcement (move to OEO Promotional Announcement Review)

Note: From the Summary page, you can make any needed edits before transitioning the posting in the approval workflow.

Posting: PROMOTIONAL ANNOUNCEMENT: Resch Sci/ Professional/ Research Professional)   Edit

Current Status: Draft

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)

Created by: Test User
Owner: Test User

1. When ready, hover over the Take Action On Posting button and select 'Promotional Announcement (move to OEO Promotional Announcement Review)'. In the pop-up window, you may leave optional comments for OEO, then click Submit.

COLORADO STATE UNIVERSITY

Promotional Announcement Posting – Move in Workflow (OEO → Approved – Internal → Posted to Internal Job Board)

Email sent to Applicant Manager upon approval

Colorado State University

Hello Test User,

The PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II position (Posting #: 202100110AP) has been placed in the status of "Approved - Internal."

If this is a Secondary Open Pool Posting, applicants from your general open pool will be copied over.

If this is an Internal Search to CSU or your department, please distribute this link to all individuals interested in applying: https://colostate-

training.peopleadmin.com/postings/83792

If this is a Promotional Announcement Posting, no further TMS action is required. Once your full consideration date has passed, you may proceed with submitting an Oracle

action to finalize the position change. For additional help, please see these resources.

Position #: 018937.0001
Posting #: 202100110AP

Job Title: PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II

Department: Chemistry

Thank you,
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu

Note: Once approved, an email will be sent to the listed Applicant Manager letting them know that no further action in the TMS is needed for this position.

Note: Please ensure you include the Promotional Announcement posting number in the Oracle comment box when you submit your Oracle Action.

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Promotional Announcement Posting on the Internal Job Board

COLORADO STATE UNIVERSITY

Jobs @ Colorado State University

Note: Once added to the Internal Job Board, only those with a CSU eIDs will be able to view it. For additional information regarding CSU's Internal Job Board, please see this guide:

PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II

▲ Bookmark this Posting   🖨 Print Preview

Please see Special Instructions for more details.
This is a promotional announcement for a current CSU employee.

Note: Promotional Announcement postings do not accept applications (Apply for this Job button is missing) and the Special Instructions at the top of the page let individuals know that this is merely an announcement of a 'promotion'.

Posting Details

Working Title	PROMOTIONAL ANNOUNCEMENT: Re
Position Location	Fort Collins, CO
Research Professional Position	Yes
Posting Number	202100110AP
Position Type	Admin Professional/ Research Professional

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Next Steps

At this point in the process, all TMS work is now complete. Please see the below scenarios to determine your path moving forward. For additional guidance, please see this table listing different promotional scenarios.

Position modification resulted in new classification; salary remains the same.

- Submit an Oracle action assignment change to transition the incumbent into the new position.version number.

Position modification did not result in new classification; salary remains the same.

- All actions are now complete

Position modification resulted in new classification; salary is changing.

- Submit an Oracle action assignment change to transition the incumbent into the new position.version number and update their salary.

- No Off-Cycle Salary Adjustment Form is needed when a salary change is related to additional duties/responsibilities. Please see HRs website for additional details.

Modification did not result in new classification; salary is changing

- Submit an Oracle action to update the incumbent's salary.

- No Off-Cycle Salary Adjustment Form is needed when a salary change is related to additional duties/responsibilities. Please see HRs website for additional details.

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Need further help?

Please visit the Talent Acquisition website for more resources on the CSU Talent Management System (TMS) at:
www.oeo.colostate.edu/talent-management-system-tms

For additional help, contact
the Talent Acquisition at:
(970) 491-5836
or
email TA at hr_ta@colostate.edu

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