

How to Perform a Promotion in My HR Services - Cadre Employees

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INTRODUCTION

In Syensqo, the promotions process is owned and initiated by the Leader/Manager who observes a business need or a customer challenge that can be addressed by an employee. Here is a step by step user guide on how to record a promotion in the System - "My HR Services."

note:

- For promotion processes for non-Cadre and from non-Cadre to Cadre employees, please speak to your Site HR;
- Strategic Business Partners (SBPs) are responsible for initiating the promotion and pay rate change actions in the tool for Executive (S23+) roles.

SUMMARY OF THE PROCESS

1. Before you request a promotion in the system, make sure you have reviewed and completed the **"Manager checklist"**
2. Find the employee you want to promote or change salary in **My HR Services** (type their name in the Search bar or in the Org Chart - for promotion processes for non-Cadre and from non-Cadre to Cadre employees, needs to be performed by the Site HR).
3. Open employee Profile and click "Actions" on top right corner.
4. Select option "Change Job and Compensation Information".
5. Select type of the change (Job information (Position) or Compensation or Both).
6. Select the Change date (first date of the month in the future).
7. Adjust position (if applicable); adjust S grade and Pay grade; adjust Bonus plan; record proposed salary after the change / promotion.
8. Click "Save".
9. **In the "Comments" box record justification for the change and how it adds value to the organization or any other information that might be important for the Approvers to know before they make a decision.**
10. Click "Confirm" - notification will be sent to the Approvers according to the Business rules as explained in the **promotions guidelines** document.
 - You can review the status of your request in "View my pending requests" (use *Search bar* on top right corner to find it).
11. You will receive an email notification once your request has been approved or rejected.

approved - you can generate the Promotion statement and communicate the change to employee. [Click here to find out how to do that!](#)

Work for Expatriate employees on assignment

Promotion should be initiated in the host profile of the assignee, following the steps mentioned above. In the comments section, there should be an indication of the Annual Base Salary in the home country's currency. The approval workflow will go to the Global Mobility team and they will request a new remuneration package calculation from the tax provider. When the package is available, the promotion is approved in My HR Services. The remuneration package is shared with the assignee.

If an expatriate employee does not have a host profile, please follow the standard promotion process and inform the Global Mobility team of this change (global.mobility.syensqo@solvay.com).

STEP-BY-STEP INSTRUCTIONS TO PERFORM A PROMOTION IN MY HR SERVICES

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

For the instructions [click here](#).

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- [Rewards and Promotion Process at Syensqo](#)
- [How to Perform a Pay Rate Change or Off-cycle Salary Increase in My HR Services](#)
- [Compensation Statements for Promotions and Pay Rate Changes](#)
- [Fixed Compensation & Annual Salary Review](#)
- [Variable Compensation](#)
- [Employee Mobility](#)

rt Material

- [More information on the Salary and Promotion Processes at Syensqo](#)
- [Key Principles & Guidelines Related to Promotions](#)
- [How to determine market aligned salary increase in case of a Promotion?](#)

orting Tools

- [Promotions Dashboard - summary of statistics on promotions in Syensqo](#)