

# Functional Documentation - Promotions

## 1.0 Overview

Promotion  
Menu

HR plays a direct and crucial role in the promotion process of an employee. This query allows to monitors the impact of promotions on employee salaries.

### Application User Profile

HR

Managers

\*Compensation data is not available for Non-HR scope

### Target Users:

HR

Managers

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	03.11.2023	Emma Glasson	Initial draft

### Application Type

#### Data Product Type

- Dashboard
- Report
- Advanced analytics
- AI
- Others <specify which one>

#### Technologies

- BW
- Tableau
- QlikSense
- Talend
- Dataiku
- Others <specify which one>

#### Data Sources

*Note: list of all applications and various environment*

- SAP PF1 (Production environment)
- SAP WP1
- SAP PI1
- BW (versions)
- iCare CRM
- CORE CRM
- Others Success Factor

## 2.0 Business Process

Promotion is a moment in an employee's journey that requires changes in the expectations of what the employee needs to do and deliver - increase in the scope and complexity for which the employee should also be rewarded accordingly.

### THE ROLES & RESPONSIBILITIES IN THE PROCESS

- Site HR is responsible for initiating the promotion action in the tool for Non-Cadre roles or Transfers to another Team or country;
- People/Line Managers are responsible for initiating the promotion and pay rate change action in the tool for Cadre roles;
- Strategic Business Partners (SBPs) are responsible for initiating the promotion and pay rate change actions in the tool for Executive (S23+) roles;
- The Payroll team is responsible for checking & approving those requests at the last step of the workflow;
- Promotion / Pay rate change statements are available in the System (unless local legislation requires another document to be used - in this case document to be provided by the Site HR) and promotions / pay rate changes must be communicated by People/Line Managers.

## WHAT IS AND WHAT IS NOT CONSIDERED A PROMOTION CASE

The following scenarios **are considered as a promotion case**:

- Scope increase (no grade change) - tangible additional responsibility that is above the existing scope of the position, but below requirements of a higher grade according to Generic **Job Descriptions** (*increase in pay with no change in S grade or STI plan*);
- Same position with a higher S Grade - significant increase or change in the role as defined with Solvay Job grading methodology and Generic **Job Descriptions** that justifies increase of S grade (**by 1 or 2 levels**);
- New position within the same Team / Department - change in the scope, role & responsibility and remaining part of the same Team (reporting to the same manager);
- Internal move (or transfer) to another Team / Site / Entity - as part of internal recruitment or career development plan employee has been offered and the employee has accepted a new position in another Department / Entity.

The following scenarios are **not considered as a promotion case**:

- Change in the Job Title;
- Change in Compensation Information or Pay Rate (increase of salary during the year for any reason other than change of scope or job, for example off-cycle pay increase);
- Change in Department or Team; this type of career development is referred to as "Transfer."

A **Transfer** is an internal move of an employee to another position in another team/site/entity as a result of internal recruitment project or in the framework of a career development plan of the employee.

**Please note:** Ensure that prior to proceeding with the promotion action, a vacant position with new job grade information has been created first. Also, a vacant position is required only in cases of complete change in the employees role / job. A vacancy is not required in cases of increase of scope or increase of responsibilities of the employee.

## 3.0 Application Feature Overview

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name
<b>Promotions</b>	Monitoring the impact of promotions on salaries	Cal Year / Month ★ Functional roles ★ Employee Current Status ★ Workforce Type ★ ★ mandatory field	n.a	BW_QRY_CPHRPATRCKCH_0003

★ mandatory field

## 4.0 Functional Specification

### 4.1 General Data/Calculations

Please find below general dimension, common to all BW HR reports:

Dimension	Definition
<b>Company Code</b>	Company code to which an employee belongs on the time period selected in the report
<b>Country of the company</b>	Country of company where the employee has his employment contract
<b>Calendar</b>	Time dimensions available: Day, Month, Year, Year/Month
<b>Division (Entity)</b>	Division (former entity) to which an employee belongs on the time period selected in the report
<b>Employee NR (NS)</b>	Employee payroll number
<b>Employee PERN</b>	

<b>Employee status</b>	Active, Active Leave, Inactive Leave Dormant, reported No Show Terminated, Inactive
<b>Employment status</b>	Valid for historical data - the period before 1 November 2020. Equivalent to the current dimension Employee status
<b>Employee sub-group grouping (Gr)</b>	Identification of employee by: <ul style="list-style-type: none"> <li>• Cadre</li> <li>• Employee</li> <li>• Blue Collar</li> <li>• Sales Cadre</li> <li>• External</li> <li>• N.A.</li> </ul> <p>The employee sub-group grouping is a grouping definition of the employment type.</p>
<b>Location Grp (Site)</b>	Employee's site
<b>Person ID</b>	Unique identifier code for an employee. EC number. (person name available in the text option for this dimension)
<b>User Name</b>	User account name (to access system/tool)

## 4.2 Process Detail

### 4.2.1. Report/Process Definition

<b>Domain</b>	HR
<b>Application</b>	BW Promotion
<b>Provider</b>	CPHRPATRCKCH
<b>Existing Documentation</b>	<a href="#">HR Wiki</a>

### 4.2.2. KPI's/Calculations/Indicators

Promotion data:

<b>Indicators /KPI's</b>	<b>Definition</b>	<b>Calculation/Extraction of data</b>
Previous Salary (Local)	Salary before the promotion in Local Currency	n.a
New Salary (Local)	Salary after the promotion in Local Currency	n.a
Previous Salary (EUR)	Salary before the promotion in Euro	n.a
New Salary (EUR)	Salary after the promotion in Euro	n.a
Salary increase (%)	% of salary increase	

## 5.0 Non-functional Descriptions

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## 5.1 Usability

as per standards

## 5.2 Regulatory Compliance

*Reports that contain sensitive data: Salary with People names.*

*GDPR compliant.*

## 5.3 Security

- *Only authorised Users be able to access data.*
- *Data are not yet split between SCO or ECO. The report contains both companies data.*

## 5.4 Performance

as per standards

## 5.5 Reliability

as per standards

## 5.6 Scalability

as per standards

## 5.7 Compatibility

as per standards

## 5.8 Availability

as per standards

## 5.9 Refresh of the Data

Refresh Daily at 20.30pm CET