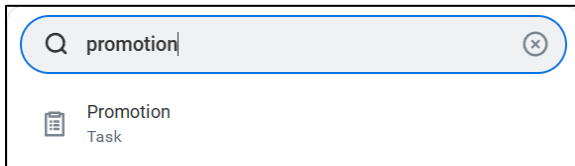


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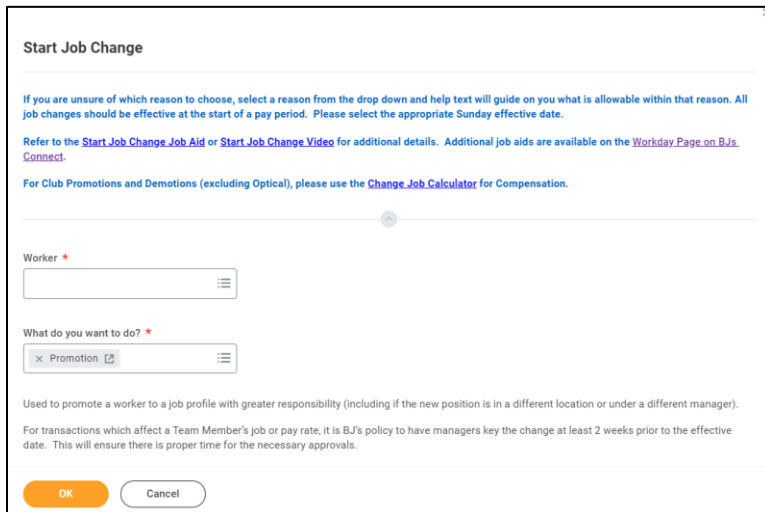
Use this job aid to initiate a Promotion for your Team Members.

Job Change

1. Navigate to the search bar > type **Promotion**. Select **Promotion** from Tasks and Reports.

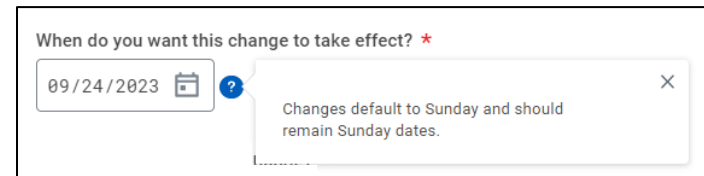
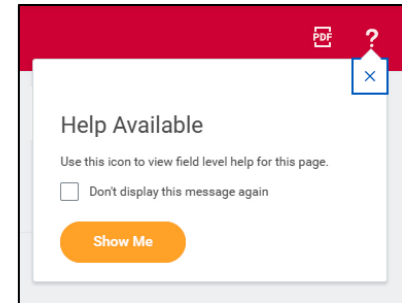



2. This will open the **Start Job Change** page. In the **Worker** field enter the **Team Member's** name. The **What do you want to do** will default as Promotion. **Click** the **OK** button. This will move to the **Start** page.

A screenshot of the 'Start Job Change' form. The form has a title 'Start Job Change' and a blue header. Below the header, there is a paragraph of text: 'If you are unsure of which reason to choose, select a reason from the drop down and help text will guide on you what is allowable within that reason. All job changes should be effective at the start of a pay period. Please select the appropriate Sunday effective date.' Below this, there are two links: 'Refer to the Start Job Change Job Aid or Start Job Change Video for additional details. Additional job aids are available on the Workday Page on B.J.s Connect.' and 'For Club Promotions and Demotions (excluding Optical), please use the Change Job Calculator for Compensation.' The form has a 'Worker *' field with a dropdown menu. Below it is a 'What do you want to do? *' field with a dropdown menu showing 'Promotion'. At the bottom, there are 'OK' and 'Cancel' buttons.

Note: A red asterisk * indicates the field must be completed.

In the top right corner, a **Help Available** message appears. Click **Show Me** to display question mark icons next to selected fields throughout the process. Clicking the question mark displays additional instruction/guidance for that field.



3. In the **Start Details** section, the questions will be pre-populated with the below. Click the pencil icon  to edit information.
 - a. **When do you want the change to take effect** when the Promotion will take effect. All job changes are required to start on a Sunday. Choose the appropriate Sunday date.
 - b. **Why are you making this change** defaults to **Promotion** from the previous page.
 - c. **Who will be the manager after this change?** This is the team member's new manager after the Promotion. This will default once the team is selected in the next field.
 - d. **Which team will this person be on after this change?** For clubs, enter the club number and search for the correct team. For CSC or DC, enter the manager's name to select the team. For teams

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with a vacant manager, the team will display with 'inherited' at the end. Ensure the correct team is selected.

e. **Where will this person be located after this change?**

If the team member is changing locations, ensure the correct location is entered.

4. **Click the Start button to continue. Note:** The Job Change screen will refresh.

5. In the **Move** section, indicate what to do with the position the team member is currently in.

- a. **What do you want to do with the opening left on your team? I plan to backfill this headcount** defaults automatically. This should not be changed for the clubs or DCs.
- b. **Is this position available for overlap?** This defaults to **Yes** and should not be changed. This allows for

another team member to move into the position once the Promotion has been processed.

6. If the team member is moving to a new manager with this Promotion, no other sections are required. **Click the Submit button** to send the promotion to the receiving manager.

If the team member is not moving to a new manager, **continue with the remaining steps** below.

7. In the **Job** section review the **Position** information.
- a. **Select** the available position the team member is moving into. Positions with a Job Requisition cannot be used in this transaction and will result in an error message. Select a position without a job requisition or a filled position available for overlap.

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- b. Ensure the position and job profile are correct. The job profile defaults from the selected position. The job profile cannot be edited within this transaction. If the job profile is incorrect, select another position or if the position needs to be created, use the Create Position job aid.

The screenshot shows a 'Job' configuration screen. Under the 'Position' section, there is a dropdown menu with 'P135220 Meat Clerk' selected and 'was P157901 Meat Cutter - Apprentice' shown below it. There are two radio buttons: 'Close the current position?' with 'No' selected, and 'Is the current position available for overlap?' with 'Yes' selected. The 'Job Profile' section shows 'Meat Cutter - Apprentice' for both 'Job Profile' and 'Job Title'.

8. In the **Location** section, the hours and shift the team member will be working are selected.

a. **Scheduled Weekly Hours**

are the hours the team member is scheduled to work each week.

b. **Work Shift** is

the shift the team member will be working.

The screenshot shows a 'Location' configuration screen. Under 'Location Details', 'Location' is set to 'Oneonta, NY #0303'. 'Scheduled Weekly Hours' is set to '37.5'. 'Work Shift' is set to 'Club (United States of America)'.

9. **Administrative Details** populate based on the position.

a. **Employee Type** Choose Regular or Temporary

b. **Time Type**

Choose Full-Time or Part-Time

c. **Default Weekly Hours** - The

Default Weekly hours should be equal to the scheduled weekly hours if

the Team Member is Full Time (36 hours or more per week), or the Default Weekly Hours should be 40 if the Team Member is Part Time.

The screenshot shows an 'Administrative' configuration screen. 'Employee Type' is set to 'Regular'. 'Time Type' is set to 'Part time'. 'Pay Rate Type' is set to 'Hourly'. 'Default Weekly Hours' is set to '40'.

10. **Organizations and Cost Center** populates based on the position details.

a. **Company** – Defaults from the supervisory

organization. PDCs use the company of BJ's Logistics, LLC if needed.

Otherwise, no change is needed.

b. **Cost Center** –

Defaults from the supervisory organization. Ensure the correct cost center is entered.

The screenshot shows an 'Organizations' configuration screen. Under 'Company', it is set to 'BJ's Wholesale Club, Inc.'. Under 'Cost Center', it is set to '000145 Meat'.

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11. Compensation

- a. For Clubs only, use the **Change Job Calculator** to determine the new pay amount after the job change. To access the Change Job Calculator, click on the link in the help text at the top of the screen.
- b. Edit the **Salary** or **Hourly** section depending on if the Team Member will be paid hourly or salaried after the job change.
- c. Enter the new amount in the **Amount** field or the percent change in the **Percent Change** field.
- d. **Currency** populates USD. Do not change.
- e. **Frequency** populates **Annual** or **Hourly** depending on if the Team Member will be paid salary or hourly. Do not change.

The screenshot shows a form titled "Hourly" for a "Compensation Plan". The form includes the following fields and values:

- Compensation Plan:** Hourly Plan
- Total Base Pay Range:** 16.00 - 19.20 - 22.40 USD Hourly
- Amount *:** 17.25
- Amount Change:** 0.75
- Percent Change:** 4.55
- Currency *:** USD
- Frequency *:** Hourly

12. Click the **Submit (current manager)** or **Approve (receiving manager)** button. This submits the transaction to the next approver. The review and approval process varies based on the reason and compensation details of the job change. The Current Manager, Receiving Manager, HR Partner, and Compensation Partner are commonly involved in job change processes.