

University Staff & Classified Guide

HRBP Guide

Smartsheet: Transaction Center Entries – Salary Adjustment or Promotion Guide

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This guide will provide step-by-step instructions on how to accurately enter a salary adjustment or promotions request using the new Smartsheet Transaction Center.

Additional guidance and support resources, including how to track your requests using Smartsheet: Dynamic View and/or how to interpret the status of your request based on the “Current Status” field can be found on the [Smartsheet Resources: University Staff & State Classified](#) landing page.

If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant or the technical support Smartsheet Support Team below:

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Step-by-Step: Salary Adjustment or Promotion

Step #1 – What Transaction Do You Wish to Perform?: Select the Salary Adjustment or Promotion option.

Quick Tip! Once a Transaction Type has been identified, additional fields will populate in the form. Please complete **all** additional fields before submitting your request. **Incomplete requests or requests submitted for a faculty, PRA or temporary position will be denied.**

Step #2 – Employee Name: Enter the employee's first and last name.

Step #3 – EID: Enter the employee's current Employee ID Number.

Step #4 - Position Number: Enter the employee's current position number in this field. Please make sure to include all leading zeros.

Step #5 – HRBP Contact Email: Enter the email address(es) of the relevant HR Business Partner contact for this search. A (,) coma must separate multiple email addresses.

Ex: john.doe@cuanschutz.edu, jane.doe@cuanschutz.edu

Step #6 – Effective Date: Enter the desired effective date of the salary adjustment or promotion.

Step #7 – Dept ID: Select the appropriate Dept ID using the drop-down menu provided. Please contact your classification consultant if you do not see your Dept ID listed.

Step #8 – Salary Adjustment Type: Using the drop-down menu, please identify what type of promotion is desired:

Update w/ Increase: Change in job code and pay

Update w/ In-Range Adjustment: No change in job code, change in pay

Quick Tip! If the request is for an Update w/ Increase, (1) an additional field will populate to capture the position's current job code. No additional fields will populate if In-Range Adjustment is selected.

Step #9 - Job Code Fields: For **Updates w/ Increase**, the Department will enter the Current Job Code and Proposed Job Code desired for the promotion. This drop-down includes both Classified and University Staff codes; please make sure the appropriate code is selected.

Salary Adjustment Type Update w/ Increase
Current Job Code Select
Proposed Job Code *If open rank position please select highest Job Code Select

For **In-Range Adjustments**, the Department will enter the current Job Code for the position. This drop-down includes both Classified and University Staff codes; please make sure the appropriate code is selected.

Salary Adjustment Type Update w/ In-Range Adjustment
Current Job Code Select

Step #10 – Proposed UCC: For **Updates w/ Increase**, the Department should use the drop-down menu to select the desired unique compensation code.

Ex: If you are promoting a position from a Research Services Clinical Sciences Intermediate Professional to a Research Services Clinical Sciences Senior Professional, a Research Services (RS) Clinical Sciences (CR) Senior Professional (2487) UCC should be used – RSCR2487.

For **In-Range Adjustments**, the Department should use the drop-down menu to select the position's current unique compensation code.

For example, if you are requesting an in-range adjustment for a Communication Branding Director, a Communication (CM) Branding (DM) Director (2280) UCC should be used – CMDM2280.

Step #11 – Current Annual Salary: Enter the employee's current annual salary.

Step #12 – Proposed Annual Salary: Enter the proposed annual salary for this employee.

Step #13 – Does the position have 610, 611, or 636 Funding: Using the drop-down menu,

please confirm whether this role will be funded by state funds (610/611 speedtype) or a 636 speedtype.

Quick Tip! If even 1% of your position is funded by one of these speedtypes, please select “Yes”. Prior to entering a request, please make sure 2LA Budget Approval has been secured and can be attached to the request.

Step #14 – Employment Group: Using the drop-down menu, please select University Staff or Classified. Your classification consultant can be contacted if you have any questions about the employment group for your position.

Step #15 – Attachments: Using the checkboxes, please indicate which attachments have been included in this request. The following documents must be included for all Promotions, for the transaction to be completed. Incomplete information could result in the transaction being canceled.

University Staff: Red-lined JD and employee’s resume

Classified: Red-Lined PDQ

Quick Tip! Given Classified Promotions (*also referred to as Classified Reallocations) follow a formal process outlined by the State of Colorado, your Classification Consultant will provide additional guidance and support on these requests.

Have you attached the Resume?



Have you attached the Red Line Description?



Have you attached the Org Chart?



Have you attached the Budget Approval?



For positions that require 610/611 (state) or 636 funds, a budget approval must also be attached to the request.

2LA Instructions: <https://www.cuanschutz.edu/offices/bpcs/budget/second-level-approval>

Step #16 – Summary/Justification: Please provide a short summary/justification for this promotion request. The information in this section can speak to the desired classification or compensation for this promotion.