# **Internal Promotion and Transfer Comment Template**

**INSTRUCTIONS:** This template is to be followed when submitting a “Change Job” business process in Workday that is designed to implement an Internal Promotion and Transfer of an employee, so that the Classification and Compensation Office can be certain that all eligibility criteria have been examined and met. **NOTE:** When processing a “Change Job” and using Promotion as the reason, the action will automatically route to Executive Approver. However, in the event of a lateral transfer or even a Demotion, these actions will not route, so Classification and Compensation will reach out to the appropriate approver via email to acquire the final approval needed to process.

Please remember that the Internal Promotion and Transfer process is done in lieu of the regular hiring process, but a Criminal Background Check (if none exists in the past year) and Degree Verification (if applicable) are still required.

*Starting below the line, please copy and paste the following information into the comments box of Workday when submitting a “Change Job” process intended to be an Internal Promotion or Transfer.*

[INSERT DEPARTMENT NAME HERE] asserts that the following eligibility criteria has been met for Internal Promotion and Transfer under rule 31.01.01.M7.03:

-The employee is currently employed by Texas A&M University in a budgeted position.

-The employee currently meets the required education, experience, and other qualifications for the proposed internal promotion or transfer.

-The employee has been employed in the current position for at least three months.

-The employee has a satisfactory record of performance (Applies to Internal Promotion only).

Additional justification for Internal Promotion and Transfer: