

Initiating a TOPPS Promotion



TOPPS promotions will be completed through Workday. Managers will initiate the request in Workday and the promotion will go through approvals.

You can only initiate a TOPPS promotion for an employee on your team. Below are three ways to view employees that are part of your team. Choose the way that works best for you and then continue to follow the steps to initiate a TOPPS promotion.

1. go to your **Worker Profile** and select **Team** .
2. Search and select the employees name in the search bar.
3. navigate to the **My Team Management**  application.

Initiate a TOPPS Promotion


From the Employees profile:

1. Select **Actions** > **Job Change** > **Transfer, Promote or Change Job**
2. Fill in the information for start details by clicking the edit  –
 - a. When do you want this change to take effect?: enter the date that the employee met all requirements to be promoted (this should be within the same pay period as the date you are initiating the promotion)
 - b. Why are you making this change?: **Promotion** > **TOPPS Promotion**
3. Click **Start**
4. Fill in the information for Position by clicking edit  -
 - a. Check the box for do you want to create a new position?
 - b. Check the box for close the current position?

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Position

Position 

- New Position was Terminal Operator II

Do you want to create a new position?

- Yes added

Job Requisition

- (empty) added

Close the current position?


- Yes added

Is the current position available for overlap?

- No added

5. Fill in the information for Job Profile by clicking edit –

Job Profile

Job Profile * 

- Terminal Operator III added
- × Terminal Operator II removed

Job Title

- Terminal Operator III was Terminal Operator II

6. Click **Next**
7. Just verify that the location is correct. Nothing else is needed on this screen unless this is for Texas City and the work shift changes. **Please do not do anything with the Work Shift unless it is for Texas City.**
8. Click **Next**
9. Nothing is needed for Details. Click **Next**.
10. For attachments, click **Add** and upload the necessary TOPPS documents (matrix and certifications).
11. For Organizations, verify that company is LE080 BWC Terminal Holdings LLC and the cost center is your terminal.
12. Click **Next**

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13. Leave compensation how it is. This will be reviewed and entered by HR during the approval and implementation process after you have finished initiating this TOPPS Promotion.
14. Click **Next**
15. Review the details.
16. Add a comment.
 - a. Example "Employee has completed all required training to be promoted to Terminal Operator III"
17. Click **Submit**. This task will now go to HR for review and approval.