

Promotion Annual Review Update (UPRM)

General Instructions

1 - Secure-AIS (connect.psu.edu)

File Edit Transfer Fonts Options Tools View Window Help

ENTER 'CAN' IN THE 'NEXT EMPL ID' BLOCK TO CANCEL CHANGES.
03/02/09 HUMAN RESOURCES SYSTEM UPRM
10:46:43.0 PROMOTION ANNUAL REVIEW UPDATE HMM3

Empl Id: 914010137 Name: BROWN, CALVIN J. Status: ACT
Appt Type: STN P Class: ACAD H Admin Area: 031 Pos #: 02217-000 P
Date Hired: 08/01/2004 Rank: D30 HR Rep #: 040 H Bud: 04-032-54 UP
Acad Title: RES ASSOC RES ASSOC

Enter Recommended Rank to Update: _____
Academic \: 2008
Year /: 2009
Recommended Rank : D20 _____
Campus Committee : _____
Campus Chancellor : _____
Dept/Div/School Committee : _____
Dept/Div/School Head : _____
College Committee : _____
College Dean/Sr. VP Research : _____
University Committee : _____
University Final Decision : _____

Maint Trans: UPRM Date: 02/23/2009 Time: 19:18:16.5
Next Empl Id: 914010137 PF12-Update
NEXT FUNCTION: _____ (MENU, KEYS, END)

1 Sess-1 128.118.109.3 TCPS1359 9/39

To enter new **Tenure Review** information on an employee:

1. Current Year Promotion Information must be entered prior to July 1st.
For example: 2008-2009 Academic Year Review must be entered by June 30, 2009.
2. Select **UPRM** from the **IBIS Admin Menu (M1M1)** screen.
3. Enter the Penn State Employee ID where it asks for **Next Empl ID:** and press **Enter**.

4. Enter the appropriate rank code in **the Enter Recommended Rank to Update** field, and then press enter.

Rank codes appropriate for input are:

A10 Professor

A20 Associate Professor

D10 Senior Scientist

D20 Senior Research Associate

L10 Librarian

L20 Associate Librarian

5. Proceed with completing the data entry appropriate for each level of review. (Use the tab key to move to each decision entry field.)

6. **Valid codes** for each review level fields are:

N Negative

P Positive

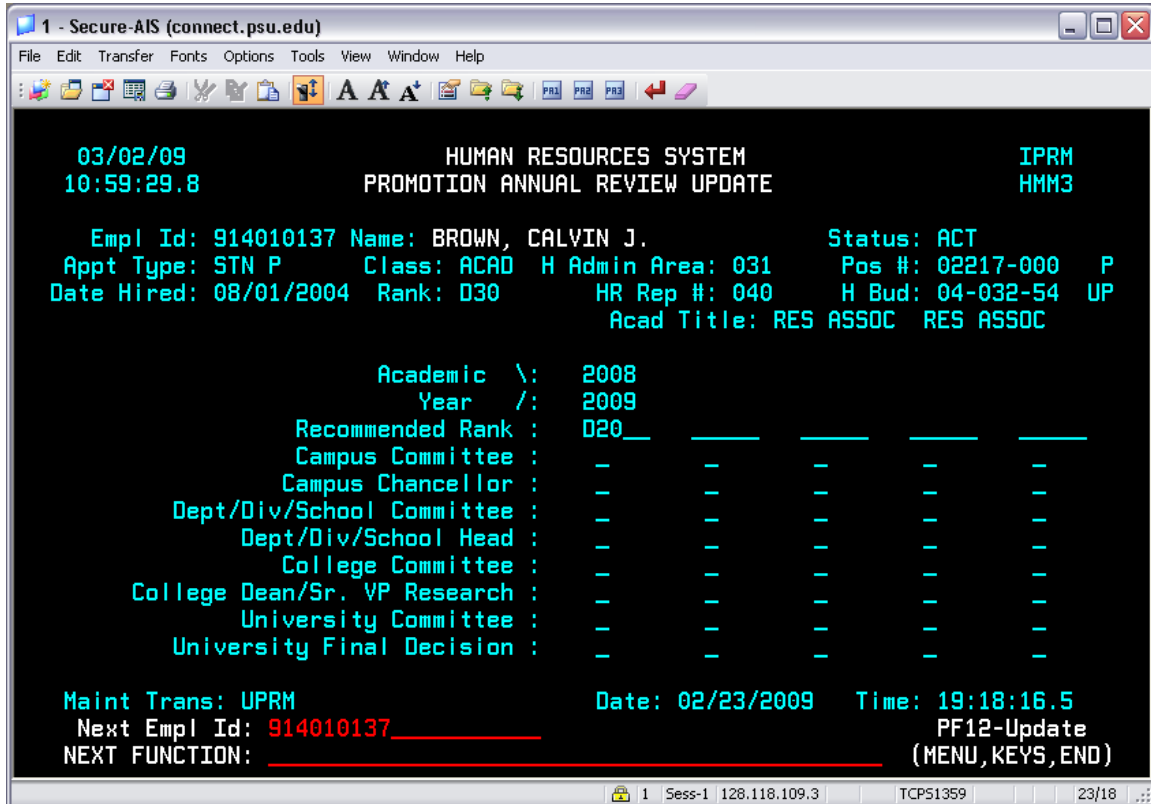
T Tie vote

X No Department Head

7. Once fields are completed, press enter.

8. A prompt that reads **Please check information then use F12 to update** will appear. If information is correct, press F12. If the information is incorrect, press F12. *Note – you may cancel your transaction at any time prior to pressing F12. To do this, enter **CAN** in the **Next Empl ID:** line and press enter.*

Promotion Inquiry (IPRM)



To do a **Promotion Inquiry** on an employee:

1. Select **IPRM** from the **IBIS Admin Menu (M1M1)** screen.
2. Enter the Penn State Employee ID where it asks for **Next Empl Id:** and press **Enter**.

Last Revised: 03/23/2011