
Application for a Promotion

Department / Division:	
Date:	
Completed by:	

Background / Context

Motivation:

Promotion application

SU number	Name	New job level	Base remuneration level	New job title	New remuneration	Effective date

*Promotions cannot be backdated

Supervisor: Name

UT Number

Telephone number

Costing or Project Allocation

Costing:

Entity	Cost Centre	Account Number	Fund Type	Transaction ID (Old Project Number)	Percentage Allocation

Costing or Project Allocation

Project Allocation:

Project Number	Task Number	Expenditure Type	Project Organisation	Contract Number	Project Fund Source	Percentage Allocation

Recommendation:
CHAIRPERSON / DIVISION HEAD **Date**

Approval:
**DEAN / DIRECTOR /
 DEPUTY VICE CHANCELLOR** **Date**

Additional approval:
Signature **Date**

Designation **Title**

For office use:

Does the request affect employee's Leave Package?

Comments:

Approval:

.....
HR PRACTITIONER **Date**

.....
HR MANAGER **Date**

.....
CHIEF DIRECTOR: HUMAN RESOURCES **Date**