

## Promotions

Congratulations on your most recent promotion! Depending on the type of promotion you received, you may be eligible to enroll in benefits. Employees will have 31 days from the date of promotion or transfer to update their benefit enrollments.

Here are a few things to keep in mind:

- If you are manager or supervisor and have new employees reporting to you, please make sure to submit a Direct Report Request Form. If you work in PS, please submit the request to [ldoonan@columbuslibrary.org](mailto:ldoonan@columbuslibrary.org). Admin managers can submit directly to [gsheroock@columbuslibrary.org](mailto:gsheroock@columbuslibrary.org). The form is available on MyCML under Forms & Templates, then Forms.
- There is a one-week delay in updating promotions in ADP due to check processing. Your promotion will be processed in the second week of the payroll period.
- Refer to the Summary of Benefits Chart to see which plans you may be eligible for.
- If your promotion qualifies you to elect benefits you can do so through ADP:
  - o A window will open up when you log in through ADP and you can follow the prompts.
  - o You can also go Myself→Benefits→Enrollments to access the Work Event enrollment window.
- If you are going from part time to full time, ADP will prompt you to review and update your benefits through the ADP enrollment window. Please confirm these benefits within your qualifying window.
- If you need to update your tax information, you can do so by going to Myself→Pay→Tax Withholdings.
- If you are moving to a new location or department, you can view your work information and make changes to work phone number by going to Myself→My Information→Profile and clicking on View More under Work Info.

For a summary of benefits, please review the [Benefits Eligibility Chart](#).

