

Updating the Levels List

Description The Levels List shows where store employees are on their career path, and lists who and how many employees are in each role at each store.

Regional office is responsible for updating the Levels List.

Apprentice Tech process Follow this process before adding an employee to the Levels List as an Apprentice Tech.

| | Who | What |
|---|-----------------|---|
| 1 | Employee | Completes the Apprentice Tech program in the LMS to become a certified Apprentice Tech and is actively selling. |
| 2 | Manager | Completes the Job Change Part Time Form request the Apprentice Tech promotion. |
| 3 | Regional office | Receives and verifies the request with the VP/AVP and it to HR for Workday. Adds the qualified employee to the Levels List. |

Updating the Levels List The regional office can edit and update the Levels List. Stores are only able to view the page, but not edit it.

Follow these steps to update the Levels List:

| Step | Action |
|------|---|
| 1 | In the KC, select Store Operations > Areas of Responsibility > Levels List Report to go to the Levels List page. |
| 2 | Click the Edit button next to the store you want to update. |
| 3 | <p>Add or edit the name next to the role for that person.</p> <p>Fill out boxes starting from the left side. Names can include letters, apostrophe (') and hyphen (-) only.</p> |
| 4 | Select Save . |

Contact If you have any questions or concerns, submit your feedback on the **AOR Assistant, Senior, Manager** page on the Knowledge Center.