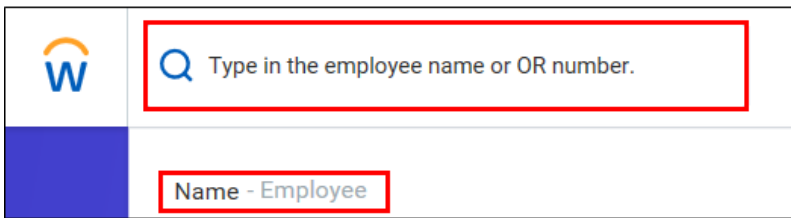


Job Title and Business Title Change

This job aid will provide Managers, HR Assistants, and HR Partners step by step instructions on how to change a Job Title and Business Title (Working title) for an employee.

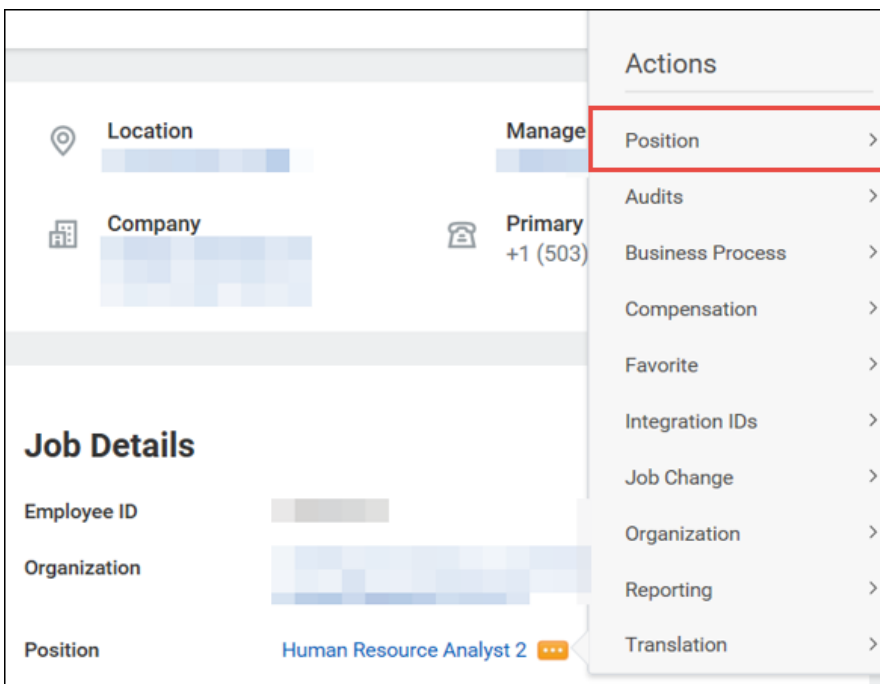
Step 1: In the search field, **type** the employee’s name or OR# number, then click enter.



Step 2: From the employee’s profile page, on the Job Details pane, click on the *Related Action* icon off of the position.



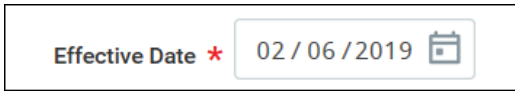
Step 3: From the *Actions* menu, hover over **Position**.



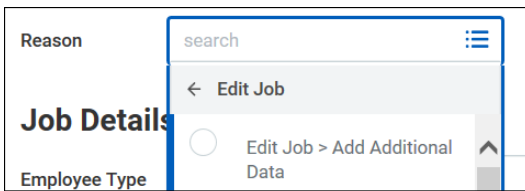
Step 4: From the *Position* menu, click on **Edit Position**.




Step 5: On the *Edit Position* page in the Effective Date, type in the effective date of the change.

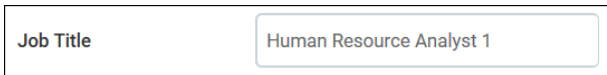


Step 6: In the *Reason* field select **Edit Job, Edit Job > Add Additional Data**.



 Do not change or remove the Job Profile.

Step 7: In the **Job Title** box, remove the current working title and update as needed.



Before



After

Step 8: Click in the **Business Title** box, remove the current title and update as needed. Hint: you can copy and paste from the Job Title field.



Before



After

Step 9: Click **Submit** and **Done**.