

HUMAN RESOURCES

SUPERVISOR QUICK REFERENCE GUIDE

JOB TITLE CHANGE REQUESTS



Log into ERP/SIS

- Go to the entrypoint **MY ORGANIZATION**
- Click the down arrow to display the menu
- Select **Positions** from the menu
- Review your positions and their job titles
- Click the 3 dots on the row of the position needing a job title change, then select **Job Title Change Request**
- Complete the Job Title Change Request form.

Job Title Change Requests

Job Title Change ID:	1010
Organization:	Human Resources and Operations
PCN:	1102
Role Name:	Administrative Assistant - Human Resources
Current Job Title:	Administrative Assistant - Human Resources
Eff Date of Job Title Change:	★ <input type="text"/>
New Job Title:	★ <input type="text"/>
Requester Per ID:	★ <input type="text"/>
Justification:	★ <input type="text"/> Characters remaining: 512 (512 max)

Job Title Change Request Attachment(s)

Upload

Drop files here

or use the Upload button to attach, up to 50 MB per file.

File Name	Description	Delete
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Continue Cancel

Complete all required fields On the Job Title Change Request Form.

If the new job title is not found in the drop down menu, contact Human Resources.

Requestor Per ID = Your Employee ID number

Complete the Justification field with an explanation of what changes you are making and why.

No attachment is needed