

Changing Working Title of an Existing Employee's Job (Empl Record)

- For current employee that already has a job with the department
- You are only *updating* the working title for a current job

NOTE: If employee termed in a department and is now coming back to work for same department but in a different title (work responsibilities), you can rehire the same job and change the working title, job classification, and pay rate if applicable. You do not need to add another employment instance.

Change Working Title of an Existing Employee's Job (Empl Record)	
Login to HRS	hrs.wisconsin.edu or via the UW-System Portal
Click	Workforce Administration
Click	Job Information
Click	Job Data – Student Help Only
Enter Empl ID #	EmplID Box
Enter Empl Rcd Nbr	Empl Rcd Nbr Box
Click	Search
Work Location Tab	
Click	 Plus sign in upper right on Work Location Tab; this will allow you to make a change to the job record
Change Effective Date	Change to the beginning of the pay period Do not exceed the current listed Expected Job End Date <i>If do not input the beginning of pay period, employee may need to view the timesheet by day to enter hours</i>
Sequence	If the effective date is to stay the same as the previous row, then change the sequence number to the next number If effective date is different than previous row, then leave sequence number as zero
Action	Choose "Data Change"
Reason	Choose "Change to Working Title"
Click	UW Custom Tab (found at top next to Compensation Tab)
UW Custom Tab	
Working Title	Fill in working title so student will know which job is for your department
Click	Save

Click on UW Custom Tab after changing Action and Reason
↓

Employee [] Empl ID []
Empl Record 1

Work Location ? Find First 1 of 2 Last

*Effective Date 07/13/2017 Go To Row + -

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Data Change

*Reason Change to Working Title

*Job Indicator Primary Job

Position Number [] Override Position Data

Position Entry Date []

Position Management Record

*Regulatory Region USA United States

Company UWS University of Wisconsin System

*Business Unit UWOSH UW Oshkosh

*Department F301600 HUMAN RESOURCES

Department Entry Date 06/19/2017

*Location F0002 DEMPSEY HALL

Establishment ID UWOSH UW Oshkosh Date Created 07/13/2017

Last Start Date 06/19/2017

Expected Job End Date 08/31/2017

← Click + to Add a Row

↑ Action: Data Change
Reason: Change to Working Title

Employee [] Empl ID []
Empl Record 1

UW Custom Data Find 1 of 2 Last

Effective Date 07/13/2017 Go To Row
Effective Sequence 0 Action Data Change
HR Status Active Reason Change to Working Title
Payroll Status Active Job Indicator Primary Job

Continuity Status Information *Continuity N Job Security Guaranteed Length	Probation Probation Type Not Required Probation End Date
Rate Exceptions Under Min: <input type="checkbox"/> Over Max: <input type="checkbox"/>	Additional Working Title HR STUDENT ASSISTANT Reset FLSA Threshold Exemption
External Systems Source System Number	Encumbrances Business Unit UWOSH Fiscal Year Begin Date Session End Date
Non-Resident Alien Info Income Code (for 1042-S)	Position of Trust Position of Trust No Last Date Checked

↑ Update working title to be specific so student will be able to identify it