Titling Change
Process

University of Wisconsin
Oshkosh

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<th>Date</th>
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<tr>
<td>July 28, 2017</td>
<td>Creation of training manual</td>
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Title Change Request Process Flow

Create position description in PageUp

- Create the position description reflecting the **new** duties and responsibilities in PageUp

Upload Title Change Request form, old position description, updated organizational chart, and PAR form into PageUp

- Complete Title Change Request form outlining the specific duties and responsibilities that have changed between the old and new position descriptions

Submit new position description for approval in PageUp

- Select the appropriate approval process for title changes in PageUp and initiate the approval chain
- Further correspondence will be provided upon approval or denial of request
Log into PageUp
To log into the PageUp system, please paste the following web address into your browser:

Oshkosh.pageuppeople.com

Your username and password is pre-set as your NetID, which you use to log into multiple systems on campus.

Step 1: Create Position Description

Click Manage position descriptions and create a new requisition:

Click New position description.
A blank position description will appear and is ready to be completed.

You may access the position number by consulting your department administrative support or by calling Human Resources at 920-424-1166.

Once you've properly loaded your position number, the title of the position will populate and a green plus sign should appear underneath the position number field. Expand this plus sign by clicking on it. Current information recorded for this position is loaded into PageUp from HRS and should appear in a small blue box below the position number after expanding the green plus sign. (see example below)
Refer to the directions provided on the position description (*also seen below*) to complete the remainder of the General Position Information section.

Continue completing the remainder of the General Position Information section of the position description.

Provide requested title.

Select All positions.

Input NA

Provide requested new pay.

Click the Look Up button (magnifying glass) to add the employee who this position will be reporting to.

If you do not know the appropriate account number, please call the Budget Office in Administrative Services.
The Budgeting Information section will be completed by the Budget Office in Administrative Services and the Office of Human Resources. This information will be visible to you once your position description has been approved. When approving the position, the Budget Office will be providing the maximum wage allotted in the department budget for the position.

Starting with the job summary, you may add in each section of job duties for the position by clicking **New**. **Note:** in this section you must add the updated/new duties for this position. This is considered the incumbent’s new position. For assistance in writing a position description, reference the PD Guide located here: [http://hr.uwosh.edu/recruitment/](http://hr.uwosh.edu/recruitment/)

Enter in the percentage of time the incumbent will spend on this section of duties, followed by details about the duties. **Please disregard** the “Essential/Marginal” drop down menu.

Once complete, click **Add**. You may continue adding multiple job duties by clicking **New**. Complete the remainder of this section.
Notice the two breakout sections that pertain to either Academic and University Staff positions, and Faculty positions. Complete only the section corresponding to the position you are requesting a title change for.

**Step 2: Upload documentation to position description**

Three documents must be attached to the documents tab in order to complete your request:

1. Updated organizational chart
2. Title change request form (can be found in our forms library under general forms: [here](#))
3. Old position description
4. Completed IPAR form
Step 3: Assign users and approvers to your position description

**Warning:** The Proposal Review Committee, Vice Chancellor Review Group, Human Resources, and the Budget office approval fields will auto populate once you select the appropriate approval process. Do **NOT** change the approvers in these fields. Simply add the appropriate name into the Vice Chancellor validate their name so that the green plus sign appears.

### Users and Approvals

**Administrative Support/Search Assistant:**
- Title Change Request
- No user selected

**Approval process:**
1. Proposal Review Committee: **Do not change**
   - Recruitment HR
   - recruitment@uwosh.edu
2. Vice Chancellor:
   - No user selected.
3. Vice Chancellor Review Group: **Do not change**
   - Vice Chancellors Review Group
   - vcrg@uwosh.edu

**Hiring Supervisor:**
- No user selected.

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**Finalize and send position description through approval process**

Once you’ve completed all fields of the position description, have assigned your Users and Approvers and have reviewed the position description, click **Save**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The creator of the title change request will be notified by email once all approvers have approved the request. If an approver declines the title change request, the creator will be notified, including a justification as to why it was declined.

![Select Save button]
Additional position description tips:

- **Saving your PD, uncompleted**

  If you need to leave your position description at any time and would like to save your work to return later, click **Save a draft**.

- **Viewing the status of your PD once sent through for approval**

  Click **Manage position descriptions and create a new requisition**.

  Find the position you would like to check the status of and click **View** from the options available on the right side of the row.

  When you scroll to the Users and Approvers section of the PD, you will see where your position is sitting within the approval process.