



Official Title Change Request Form



Revision History

Date	Revision
June 28, 2022	Guide Creation

Introduction

The Office of Human Resources has implemented this system in order to automate the Official Title Change Request process. This training guide focuses on the following actions in BP Logix:

1. How to create and submit an Official Title Change Request form
2. How to view and check on the status of the form

Access within the System

Each user on campus has been categorized into a particular user group, which provides them certain permissions in the BP Logix system. Please see below for a brief overview of access granted to different types of users:

Role	Access Level
Requestor	Allowed to enter an Official Title Change Request form and view forms they have submitted
Approver	Allowed to review and approve Official Title Change Request forms assigned to them

Modes of Training

The recruitment team in the Office of Human Resources understands that every individual has a different learning style. Please see below for the various modes of training offered on this piece of the BP Logix system:



If you would like to have an in-person or Microsoft Teams meeting with a member of the recruitment team to walk you through creating an Official Title Change Request form, please contact the [college/department recruitment and hiring contact](#) for your area or call the Office of Human Resources at 920-424-1166 and schedule a time for this meeting.



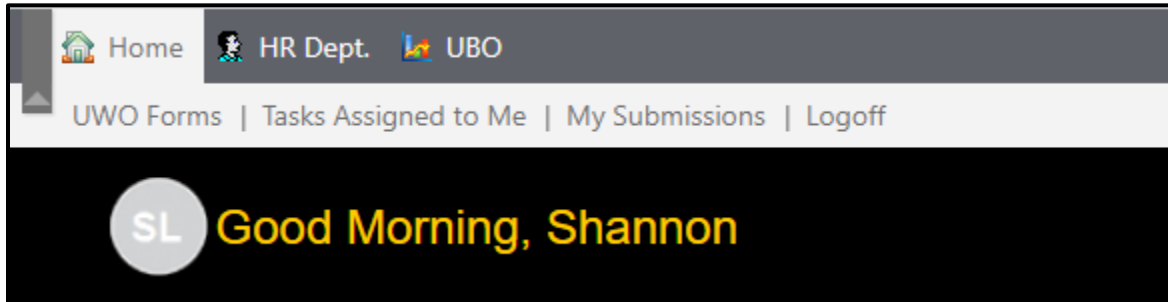
If you would like to have a member of the recruitment team walk you through creating an Official Title Change Request form over the phone, please contact the [college/department recruitment and hiring contact](#) for your area or call the Office of Human Resources at 920-424-1166.



If you feel comfortable solely using this training guide to create your Official Title Change Request form, this is acceptable. Please know that a member of the recruitment team may reach out to you if there are any follow up items up for discussion.

Homepage Tips

When you log in to BP Logix, you should see a homepage similar to this one. Please familiarize yourself with the options on this page.



1. UWO forms - The BP Logix system will be used for multiple forms across campus. This tab lists all the forms you have access to submit.
2. Tasks assigned to me - Requests listed here require your review and approval.
3. My submissions - All active and complete requests you have made can be viewed here.
4. Logoff - Use this link to ensure you securely log out of the system.

Step 1: Log into BP Logix

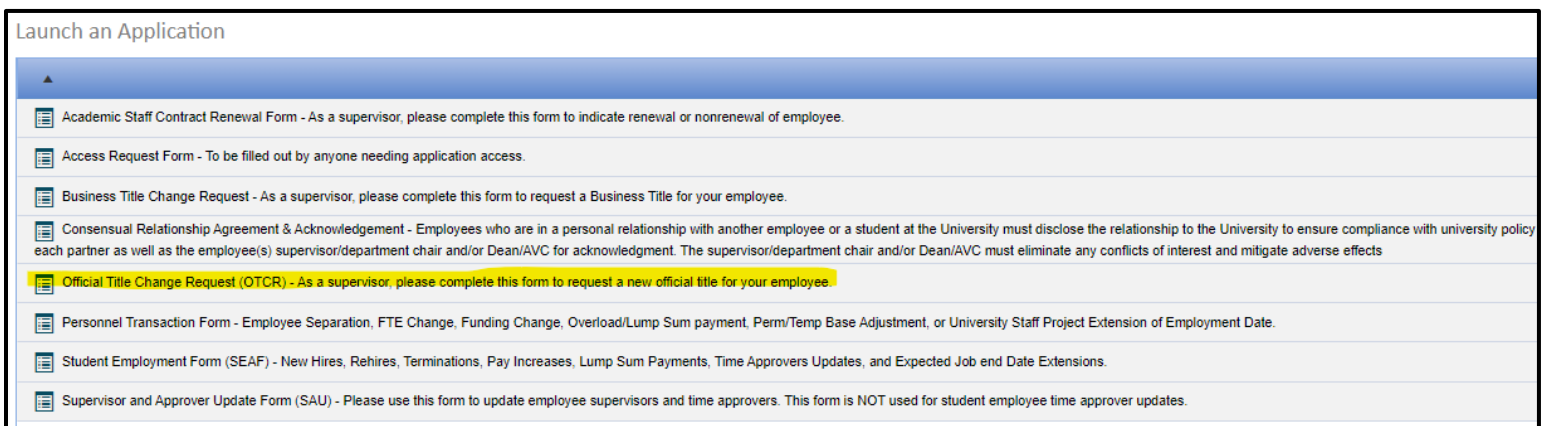
To log into the BP Logix system, you may follow the link below:

uwosh.bplogix.net

Your username and password is pre-set as your **NetID**.

Step 2: Navigate to the Official Title Change Request form

From your home page, click on “UWO Forms”. This will display all the forms you have access to. Click on Official Title Change Request form. **Please note, this form should be submitted by the supervisor.**



Step 3: Fill in form

Fill in all the required information on the form for your request.

Employee Name:

HRS ID:

HRS Record Number:

Email:

Current Title on File:

Proposed Title:

Proposed Job Code:

Campus:

College or Department Name: ()

Employee's Supervisor or Chair

Please document the justification for this request:

Source | ABC | | | | | | | |

B *I* U | | | Font | Size

Helpful tips

Anything marked in red is a required field and must be filled in. The system will not push forward the request until all required fields are complete.

All titles and job codes can be found in the standard job description (SJD) library located [HERE](#).

Step 4: Submit for approval

Complete all required fields on the form and click “Submit” to submit your request. You will receive an automatic email from the system acknowledging the request you have submitted.

Campus: [Select One] ▼

College or Department Name: [Select One] ▼ ()

Employee's Supervisor or Chair [Search for user]

[Upload Updated Organizational Chart]

[Upload Additional Documents]

Please document the justification for this request:

Source | ABC | [Table Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon]

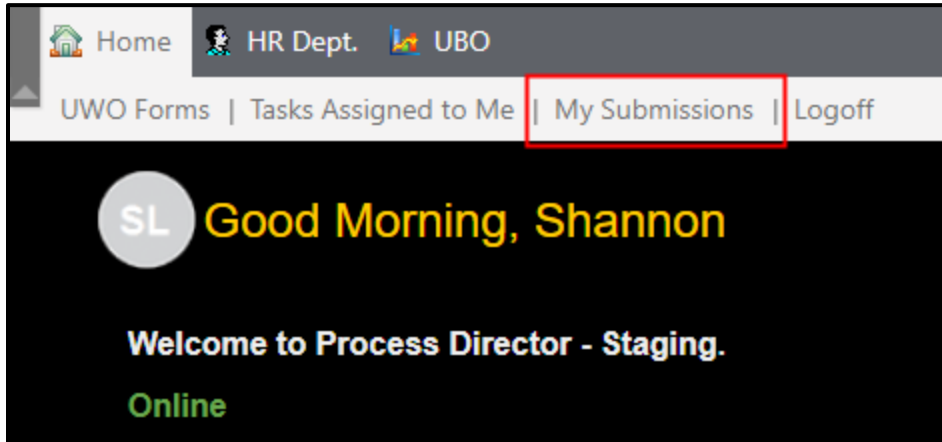
B *I* U | A | **A** | Font | Size

[Empty text area with scroll bar]

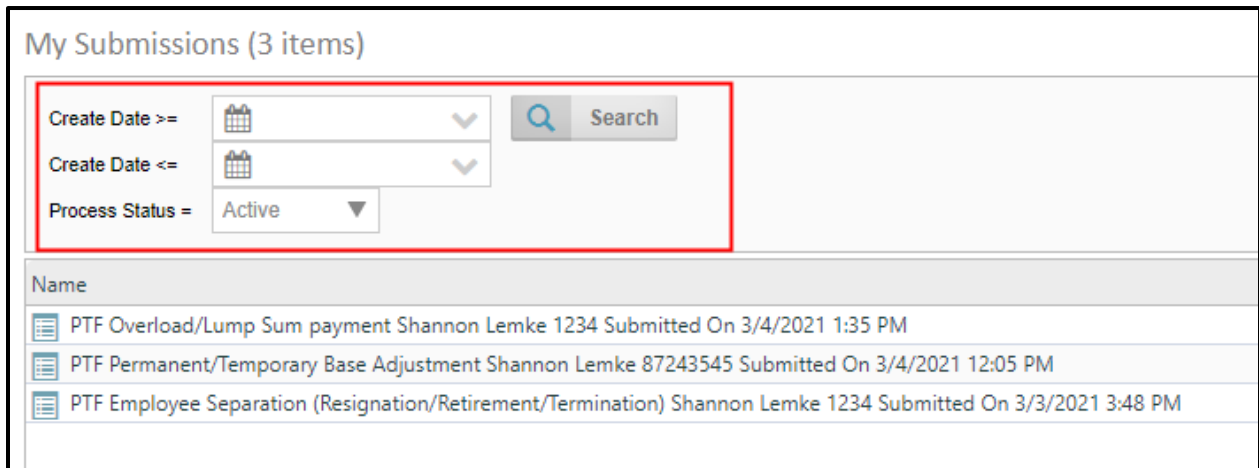
[Submit] [Cancel Changes]

How to view active and/or completed submissions

You can view your requests at any time by clicking on the “My Submissions” link from your home page:



You can use the following search fields and drop down menus to filter your requests:



You can also quickly view what approval step your request is on and when it was last updated from this screen:

Running Task	Assigned to	Author	Last Updated
College, College Dean, College Dean Review, College Dean Review and Approval	Maggie Gorzek	Shannon Lemke	3/5/2021
College, College Dean, College Dean Review, College Dean Review and Approval	Jenna Kaufman	Shannon Lemke	3/4/2021
		Shannon Lemke	3/3/2021

If you would like to see all the details of your request, including the approval history and any comments, click on the name of your request:

My Submissions (69 items)

Create Date >=

Create Date <=

Process Status =

Name ▲

- Access Request Form Submitted On 7/23/2020 2:31 PM
- ASCR2021-000132 - Mickey Mouse, 12121212, 6/29/2021**

And then scroll to the bottom of the form:

Participants	Signature	Completed	Status	Result	Comments
▼ Initiator					
Shannon Lemke		6/29/2021	Completed		
▼ Notification to Requestor 6/29/2021 8:28 PM					
Shannon Lemke		6/29/2021	Notified		
▼ Supervisor Notification 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Notified		
▼ Supervisor Approval 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Completed	✓ Submit	
▼ Director or AVC Approval 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Complete Condition Met	✓ Submit	
▼ Vice Chancellor Notification 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Notified		
▼ Vice Chancellor Approval 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Completed	✓ Submit	
▼ HRS Entries - Recruitment Team 6/29/2021 8:28 PM					
Shannon Lemke Impersonated By: Andrew Schultz		6/29/2021	Completed	✗ Cancel this Request	

An approver may ask for more information regarding your request. Once you receive that email, you may log into the system, and click on the “Tasks Assigned to Me” Link and click on the name of the request this pertains to:

Home HR Dept. UBO

UWO Forms **Tasks Assigned to Me** My Submissions | Logoff

My Open Tasks (1 items)

Name ▲

- PTF Permanent/Temporary Base Adjustment Margaret Cosmutto 1234567 Effective 3/16/2021**

Provide the additional information the approver is requesting in the text box and click the “Submit New Information” button. This information will be shared with the approver and they will complete their review.

Additional comments or for requesting more information:

✓
Submit New Information

✗
Cancel Request

✗
Cancel Form Changes

Email notifications

The BP Logix system will send out automatic emails throughout the process. Here is a breakdown of when and who receives those communications:

Email Recipient	Communication
Notification to Requester	Request has been received
Notification to Requester	Request has been approved/declined
Notification to Requester	Approver needs more information; requestor resubmittal
Notification to Approver	Request needs review and approval