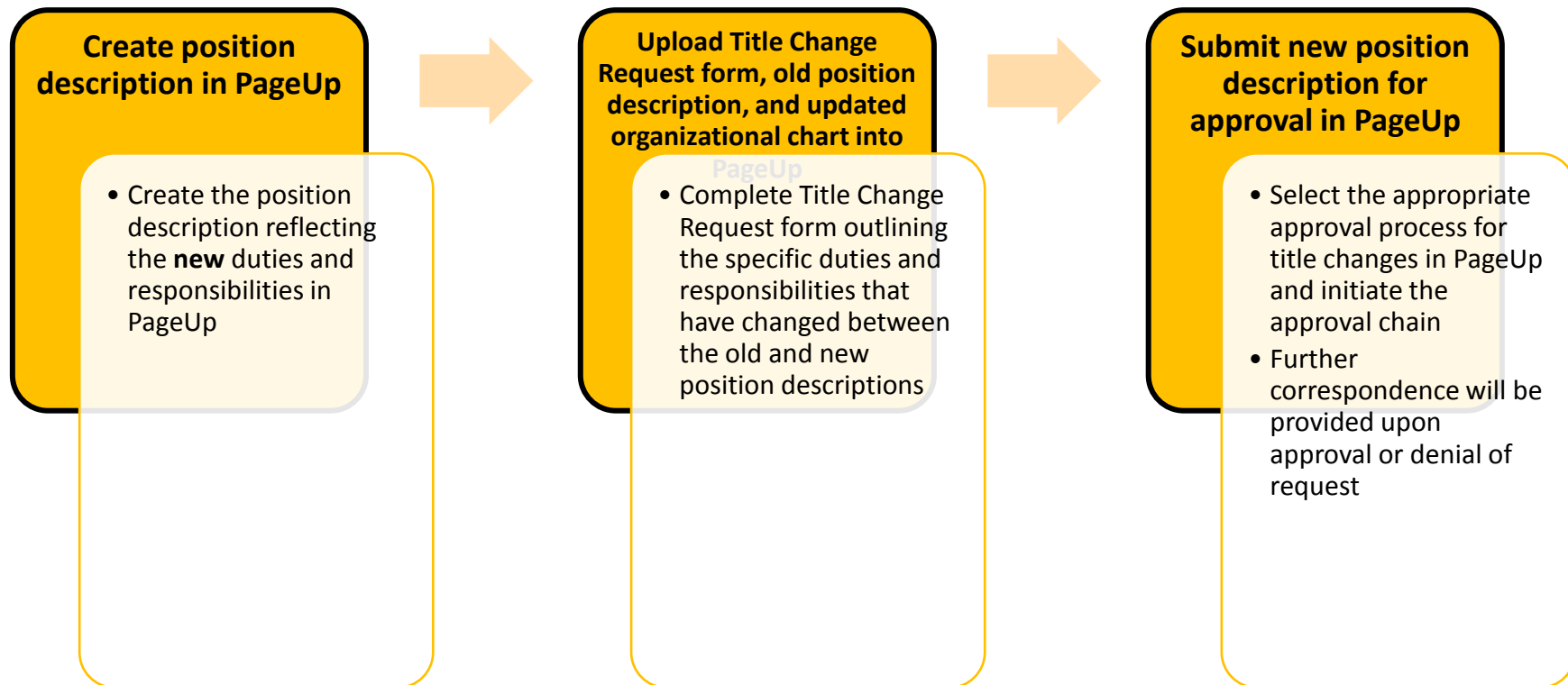


Titling Change Process

**University of Wisconsin
Oshkosh**



Title Change Request Process Flow



Log into PageUp

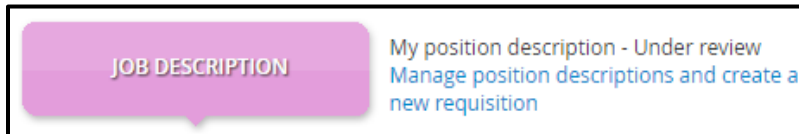
To log into the PageUp system, please paste the following web address into your browser:

Oshkosh.pageuppeople.com

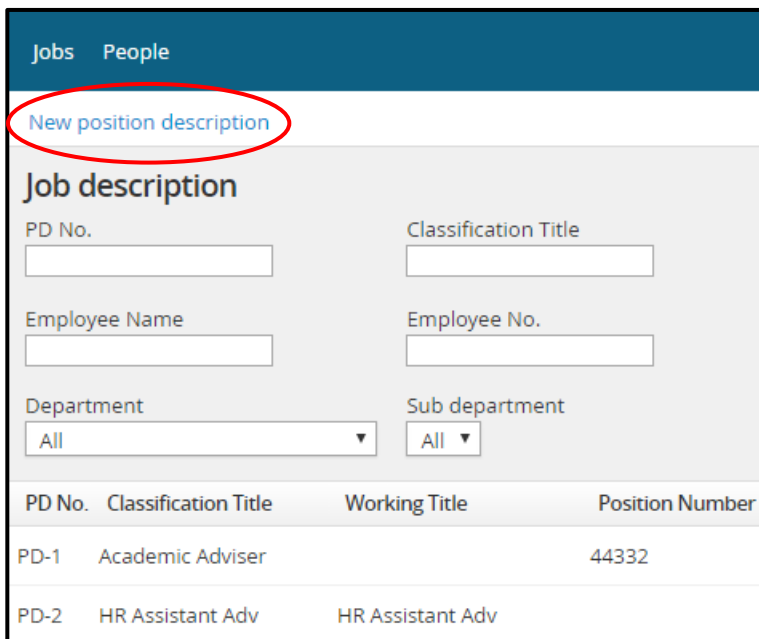
Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

Step 1: Create Position Description

Click **Manage position descriptions and create a new requisition** next to the Job Description bubble.



Click **New position description**.



A screenshot of a web application interface. At the top is a dark blue header with "Jobs" and "People" in white. Below the header is a white bar with "New position description" in blue, circled in red. The main content area is titled "Job description" and contains several input fields: "PD No.", "Classification Title", "Employee Name", "Employee No.", "Department" (with a dropdown menu showing "All"), and "Sub department" (with a dropdown menu showing "All"). Below these fields is a table with the following data:

PD No.	Classification Title	Working Title	Position Number
PD-1	Academic Adviser		44332
PD-2	HR Assistant Adv	HR Assistant Adv	

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

Position info | Notes | Documents

General Position Information (applicable to all positions)

Date Created/Updated: 5 Feb 2017

Position number:

No position selected.

Once the position number has been entered after consulting with department administrative directions below:

- 1) If the position is not changing in any way: reference the yellow box key above to complete
- 2) If you are making changes to the position: you may complete this section by entering in currently on file and in the yellow box key above.

Position Title:*

Position Title is the official UW system title

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

Look Up Clear

Position number:

No position selected.

Position number: Academic Dept Assoc

+ Position no: 1472924

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)

Position no: 1472924

Position: Academic Dept Assoc

Division: F03 - Academic Affairs

College/Unit: Social Work

EMPL Class: University Staff

Pay Scale: 11

FTE: 1.00

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.

Position Title:*	<input type="text"/>	Provide requested title.
	Position Title is the official UW system title	
Working Title (if applicable):	<input type="text"/>	Provided in blue box above.
	Working Title will be posted externally	
EMPL Class:	Select <input type="button" value="v"/>	Provided in blue box above.
Divison:*	Select <input type="button" value="v"/>	Select All positions .
Recruitment process:*	Select <input type="button" value="v"/>	Select Tile Change Request .
Type of action requested:	Select <input type="button" value="v"/>	
Current/Former Incumbent (if applicable):	<input type="text"/>	
FTE:	<input type="text"/>	Provided in blue box above.
FLSA status:	Select <input type="button" value="v"/>	
Supervisory Position:	<input type="radio"/> Yes <input type="radio"/> No	
Reports to:	<input type="text"/> <input type="button" value="Look Up"/> <input type="button" value="Clear"/>	Click the Look Up button (magnifying glass) to add the employee who this position will be reporting to.
	No user selected.	
Account Number:	<input type="text"/>	If you do not know the appropriate account number, please call the Budget Office in Administrative Services.
Was this position part of the Retirement Incentive Program?:	<input type="radio"/> Yes <input type="radio"/> No	

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.

Budgeting Information (completed by the Budget Office)

UW System Range:

CUPA Code:

Budget Approved Maximum:

Budget Approval Status:

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/>

Position Description

Faculty and Instructional Academic Staff positions only need to complete "Job Summary" field of the position description optional.

Job Summary:*

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<input type="button" value="New"/> Click 'New' to add job duties and responsibilities		

Please list the essential (core) duties of the position and the percentage of time devoted to each responsibility including supervisory responsibilities. Total combined should equal 100%.

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.

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<input type="button" value="New"/> Click 'New' to add job duties and responsibilities		
<input style="width: 50px;" type="text" value="% of time"/>	<input style="width: 350px; height: 40px;" type="text" value="Duties / Responsibilities"/>	<input style="width: 100px;" type="text" value="Essential"/> <input type="button" value="Add"/>

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.

Academic and University Staff Positions Only

University Staff:

OR

Academic Staff:

Terms of Appointment:

Contract Period:

If "Other" please specify:

Faculty Positions Only

Terms of Appointment:

If "Other" please specify:

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

Position info	Notes	Documents		
<input type="text" value="Select"/>				
Document	Size	Category		
Organizational Chart	111Kb	Additional advertising sources	View	Delete
Title Change request Form	181Kb	Position description	View	Delete
Old Position Description	37Kb	Position description	View	Delete

Step 3: Assign users and approvers to your position description

Warning: The Human Resources and 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 Dean/Director or equivalent field and validate their name so that the green plus sign appears.

Users and Approvals

Administrative Support/Search Assistant:* **User**

Approval process:* **Select Title Change Request**

1. Titling Committee: **Approvers**

2. Budget Office: **Do not change**

3. Dean/Director or equivalent: **User**

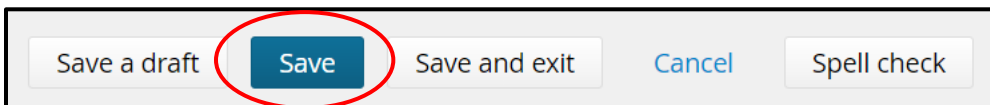
Hiring Supervisor:* **User**

An Approver is one who will receive a request to review and approve the position before moving onto the next approver.

A User is one who will be notified of the status of the PD and who will have access to view the job later on in the process.

Finalize and send position description through approval process

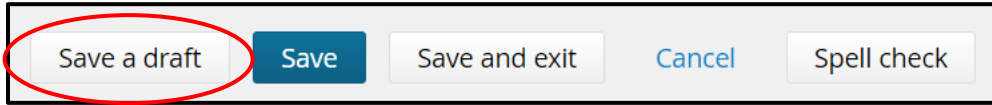
Once you've completed all fields of the position description, have assigned your Users and Approvers and have reviewed the position description, click **Save**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The creator of 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.



Additional position description tips:

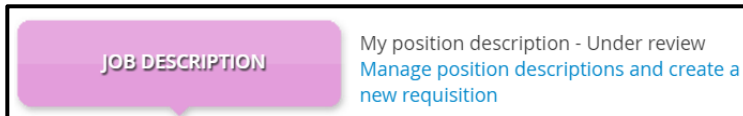
- **Saving your PD, uncompleted**

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**.

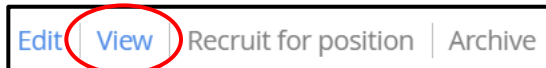


- **Viewing the status of your PD once sent through for approval**

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.

1. Human Resources:	Recruitment HR ✓ Approved 30 Nov 2016
2. Budget Office:	Budget Office ✓ Approved 30 Nov 2016
3. Dean/Director or equivalent:	Anita Carney ✓ Approved 30 Nov 2016