

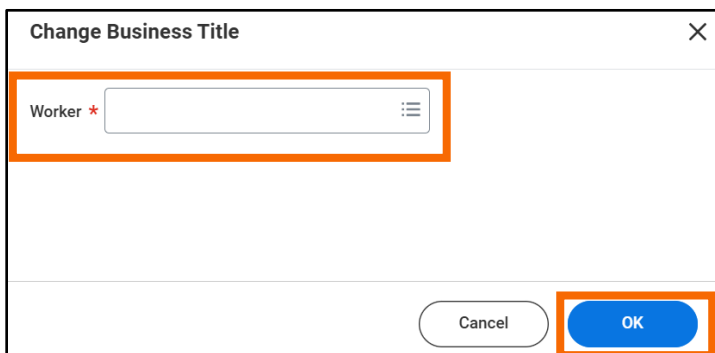
# Change Business Title

1. From the homepage search bar, type in *Change Business Title* and then select **Change Business Title** task.



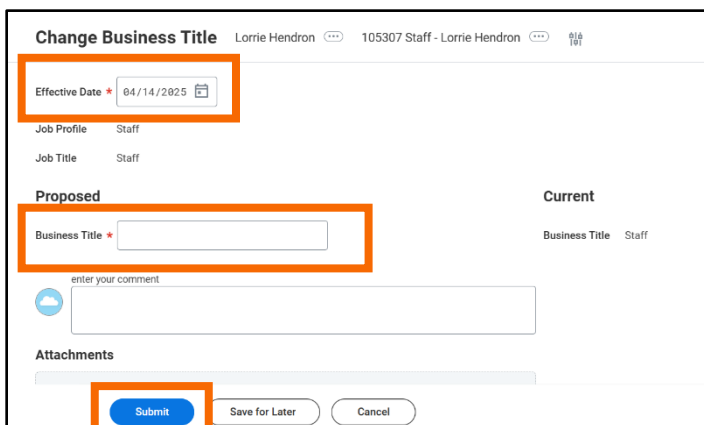
A search bar with the text 'Change Business Title' and a magnifying glass icon on the left and a close button on the right. Below the search bar, a result is shown with a document icon, the text 'Change Business Title', and 'Task' below it. A blue link 'View More' is at the bottom right.

2. Select **Worker** and then select **OK**.



A modal form titled 'Change Business Title' with a close button in the top right. It contains a 'Worker' field with a red asterisk and a dropdown menu icon. At the bottom, there are 'Cancel' and 'OK' buttons.

3. In the **Effective Date** field, enter the date you want the change to take place. The date defaults to today.
4. In the **Proposed** section, enter the new employee's title in the **Business Title** field.
5. Select **Submit**.



A detailed view of the 'Change Business Title' form. The 'Effective Date' field is highlighted with an orange box and contains '04/14/2025'. Below it are 'Job Profile' and 'Job Title' fields, both with 'Staff' selected. The 'Proposed' section has a 'Business Title' field highlighted with an orange box. The 'Current' section shows 'Business Title' and 'Staff'. There is a comment field with a cloud icon and the text 'enter your comment'. At the bottom are 'Attachments', a 'Submit' button (highlighted with an orange box), 'Save for Later', and 'Cancel' buttons.

6. Navigate to the employee's Worker Profile to view the title change. Additional approvals may be necessary by Human Resources or the Student Employment Office.