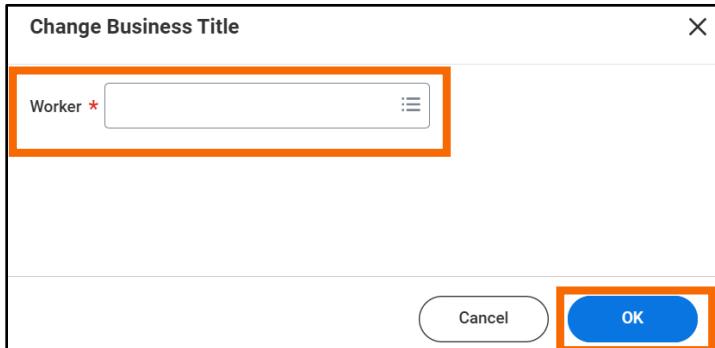


Change Business Title

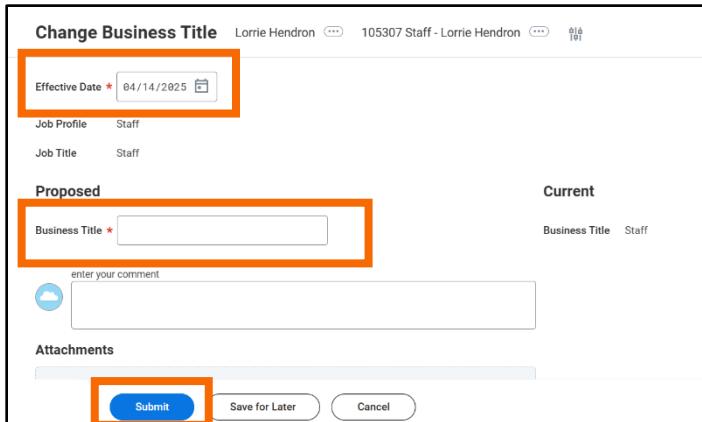
1. From the homepage search bar, type in *Change Business Title* and then select **Change Business Title** task.



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



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**.



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.