Employee Job Changes Workflow
Title Change

Notification
- Supervisor notifies HR Consultant (HRC) or HR Coordinator that an employee’s title is changing
- HRC confirms all info with all parties, including effective date

Processing
- HR Coordinator drafts letter confirming Employee (EE)’s new title
- HRC signs letter and HR Coordinator provides it to the Supervisor
- Supervisor provides signed letter to EE
- HR Coordinator sends letter and relevant information to Payroll

Change Effective
- Within 3-5 business days of change request or on effective date, if it is in the future, title appears in PeopleSoft
- 24 hours after title is changed in PeopleSoft, it will appear in the Outlook Directory

Please Note: Title Changes often occur as part of a larger organizational change or in addition to a manager or salary change. This process remains the same, regardless of any other changes that take effect simultaneously.