

**BUSINESS PROCESS GUIDE**  
**WORKING TITLE**

**HR Contacts**

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|-------------------------------|----------------------------------|
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## GENERAL INFORMATION

The University Technology Office (UTO) and the Office of Human Resources (OHR) can now support more specific titles for employees. In other words, someone who is a **Director** can now have their title updated to be **Director, Human Resources**.

This will be handled through Position Management and at the College/Department administrative level. The **Working Title IS NOT** the **Compensation Title**. The **Compensation Title will remain the Job Code Title** that is on the Position number and shown on PeopleSoft Job Data.

The **Working Title** should be a relevant title viewable on the Directory and in Outlook. There will be auditing to make sure that this remains valid (i.e., **Administrative Assistant** job code title *cannot* be **Chief of Staff** working title).

## GENERAL GUIDELINES

- Working Titles cannot be more than **35 characters**.  
If they are, only the first 35 characters will be shown on Outlook or the Directory.  
They should be in Title Case (i.e.: Specialist and not SPECIALIST or specialist)
- Working Titles should be an enhancement to the Job Code Title:  
**Specialist I** could be **Specialist I, Computer Services**.
- Working Title Structure should be structured with the original Job Code title, specific information (i.e., "Job Code Title, college of XX" = "Admin Assistant, OHR"). All Student Worker titles should be formatted as "SWI, working title," "SWII, Working Title," etc.
- Working Titles cannot be the actual job title of different job code.
- Ideally, each college would have a standard of how to represent their school and/or department through a business process within their Position Management teams
- Working Titles that do not follow the general guidelines will be reviewed by OHR. OHR, through Compensation, will periodically review and audit Working Titles for adherence with the spirit and intent of this endeavor. Working titles determined to change the scope, breadth and organizational authority will be revised accordingly.

## PROCESS STEPS FOR ENTERING WORKING TITLE

### STEP 1 CREATE NEW POSITION OR MODIFY AND EXISTING ONE

Log into PeopleSoft and go to the appropriate Position Number. You can either create if it's a new position or you can modify the existing position.

Navigate to:  
**ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Positions**



**STEP 2**  
**ENTER THE DATA**

The field that will host the Working Title is called **Detailed Title** on the Position Mgmt screen. **Please limit your text to 35 characters**, including punctuation and spaces.

**NOTE:** The field allows for up to 254 characters but the database *can only take 35 characters*.

**Create/Modify Positions** User: PS\_KMICE

Create New or Modify Existing Position  
 Create New Position  Modify Existing Position

Enter Position to Modify  
 Position Number: 100004 Professor

Proposed Position Data  
 Position Number: 100004 Status: Not Saved  
 Empl Class (BOR): Faculty  
 Job Code: 897999 Professor  
 Effective Date: 03/09/2009  
 Action Reason:  
 Detailed Title: Professor (254 char)

Position-Only Attributes  
 Standard Hours: 40.00 FTE per Head: 1.000000  Budgeted Position?  
 Max Head Count: 1 Budgeted FTE: 1.000  Fingerprint required?

**Create/Modify Positions** User: PS\_KMICE

Create New or Modify Existing Position  
 Create New Position  Modify Existing Position

Enter Position to Modify  
 Position Number: 100004 Professor

Proposed Position Data  
 Position Number: 100004  
 Empl Class (BOR): Faculty  
 Job Code: 897999 Professor  
 Effective Date: 02/23/2009 Effective Status: Active  
 Action Reason:  
 Detailed Title: Professor, Liberal Arts (254 char)

Position-Only Attributes

**STEP 3****SAVE AND SUBMIT THE POSITION AS PART OF A REGULAR WORK PROCESS.**

Data Management reviews requested changes and refers title enhancements to Compensation if needed to verify appropriateness of modified title. If modification is accepted, the change will be finalized; if Compensation determines that the modification results in a change in the authority or organizational representation of the position, Data Management will deny the request.

The initiating department should contact OHR Compensation if it is determined that the enhanced title is more representative of actual duties so that a classification review can be completed.