Business Process Guide

Position Management : Working Titles
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General Overview
UTO and 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 in 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., the Administrative Assistant job code title cannot be Chief of Staff working title).

Roles You Will Need
Required:
  - HCM Dept Position Manager

How to Apply for Security Roles in PeopleSoft
HCM Dept Position Manager: This role must be requested in PeopleSoft. Training is required for the HCM Department Position Mgr role. This class is available online in Blackboard.
  - Click on the "courses" tab
  - Search for "Department Position". Click on the "enroll" button
  - Click "submit"
  - Click "OK"

Access These Roles Will Provide
The HCM Dept Position Manager role grants view/add/update access to ASU Position Management to execute HR position (i.e., job title, department, Reports To) transactions plus view only access to position funding (commitment accounting).
General Guidelines

- Working Titles cannot be more than 35 characters. If they are more than that, 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 that are determined to change the scope, breadth and organizational authority will be revised accordingly.
Step by Step

Step 1 – Sign on to PeopleSoft.
1. Go to the main ASU webpage.
2. Click on the My ASU link.
3. Sign on using your ASURITE ID and password.
4. In the Quick Links column on the left, click on HRSA.
5. Enter your User ID (ASURITE) and Password.
Step 2 – Go to Create/Modify Positions.
Navigate to: ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Positions

Step 3 – Select Modify Existing Position.
Step 4 – Enter the position number to be modified.

Enter in the position number to be modified and then click on the Continue button.

Step 5 – The Three fields You Must Enter
1. The Effective Date will default to the current pay period begin date. For positions that are filled, please use a current pay period begin date or a pay period begin date within 30 days in the future. Vacant positions should be updated using the current effective date. It also is OK to backdate when modifying a vacant position number.
2. The action reason to select is Position Status Change.
3. The Detailed Title (Working Title) will default to the official job code title. Update the field with details specific to the individual position.

Step 7 – Save and Submit.
Scroll to the bottom of the screen and click the Save and Submit button.

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 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.