

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).

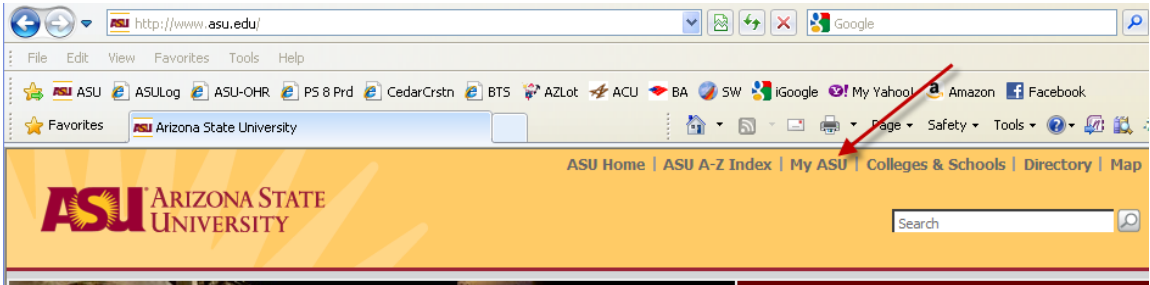
General Guidelines

- 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.

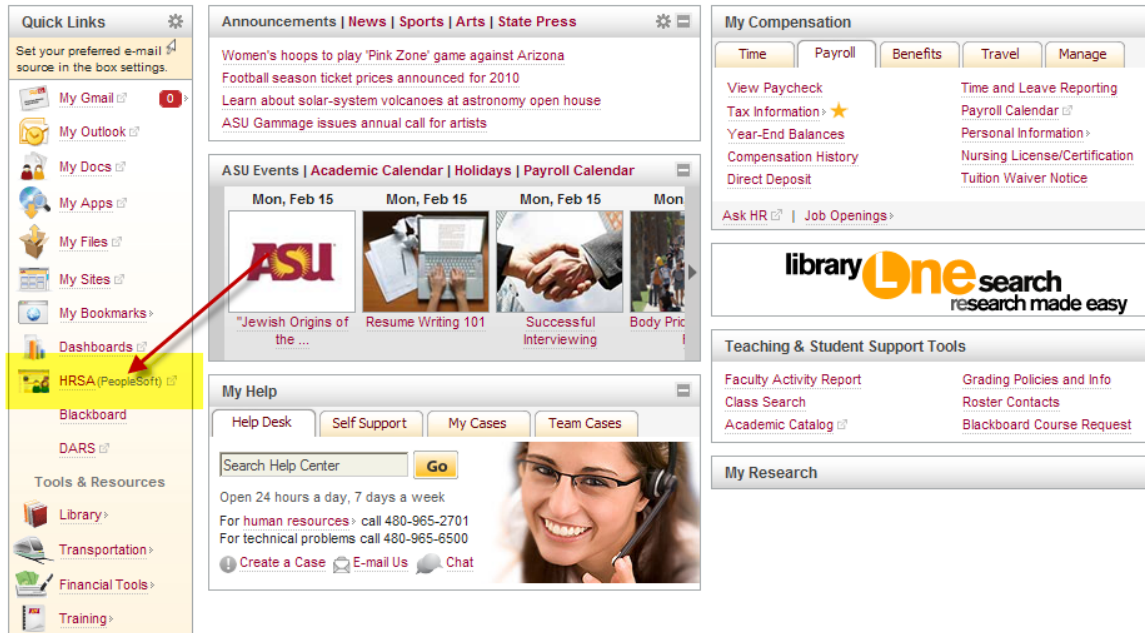
Step by Step

Step 1 – Sign on to PeopleSoft.

1. Go to the main [ASU](http://www.asu.edu/) 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.

User ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Sign In"/>	Select a Language: English Español Dansk Deutsch Français Français du Canada Italiano Magyar Nederlands Norsk Polski Português Suomi Svenska Čeština 日本語 한국어 Русский ไทย 简体中文 繁體中文 العربية
To set trace flags, click here	

Step 2 – Go to Create/Modify Positions.

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

ASU ARIZONA STATE UNIVERSITY mknicely on ASUSASUP 06/01/2010

Home | Add to Favorites | Sign out

Favorites | Main Menu > ASU Customizations > ASU HCM Custom > ASU Position Management

Main Menu > ASU Customizations > ASU HCM Custom >

ASU Position Management

Maintain position data

- Create/Modify Positions**
Add new positions or modify existing positions
- Maintain Position Accounting
Assign position accounting
- Delete Future Funding Dist
Delete future funding distribution rows by effective date per position.
- Position Cross-Reference
Cross reference between position data and incumbents
- Create Redistribution Entry
Enter transaction to retroactively redistribute payroll earnings
- Edit/Resubmit Redist Trans
Edit the comments/rationale for the redistribution transaction and resubmit for approval. Available for transactions awaiting approval or returned to the user.

Step 3 – Select Modify Existing Position.

Create/Modify Positions User:

Create New or Modify Existing Position

Create New Position
 Modify Existing Position

Step 4 - Enter the position number to be modified.

Create/Modify Positions User: Ishupe

Create New or Modify Existing Position

Create New Position Modify Existing Position

Enter Position to Modify

Position Number:

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**.

Create/Modify Positions User: Ishupe

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):

Job Code: Professor

Effective Date: Effective Status:

Action Reason:

Detailed Title: Professor **Defaults from official job code title.**

- The Detailed Title (Working Title) will default to the official job code title. Update the field with details specific to the individual position.

Create/Modify Positions User: Ishupe

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: 02/08/2010 Effective Status: Active

Action Reason: Position Status Change

Detailed Title: Professor, Liberal Arts

Update field with more detail specific to the individual position. Must be within 35 total characters (including spaces and punctuation).

Step 7 – Save and Submit.

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

Funding/Distribution Links

[Fiscal Year Distribution](#)

Save for Later Save and Submit Cancel / Reset

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.