

Change Business Title

Definition:

- **Job Title** is the name of the original job the student was hired into; this cannot be changed.
- **Business Title** is the student current job title within a department, this will show up on the student's profile. If a student employee changes positions within your department, you will update the Business Title.

1. Search the **Employee** you wish to change the business title for
2. Select the **Actions** button hover over the **Job Change**
3. Select **Change Business Title**
 - a If the employee has multiple jobs, select the correct **Job**, and click **OK**.
4. Select an **Effective Date** and type in the new proposed **Business Title**
5. Click **Submit**