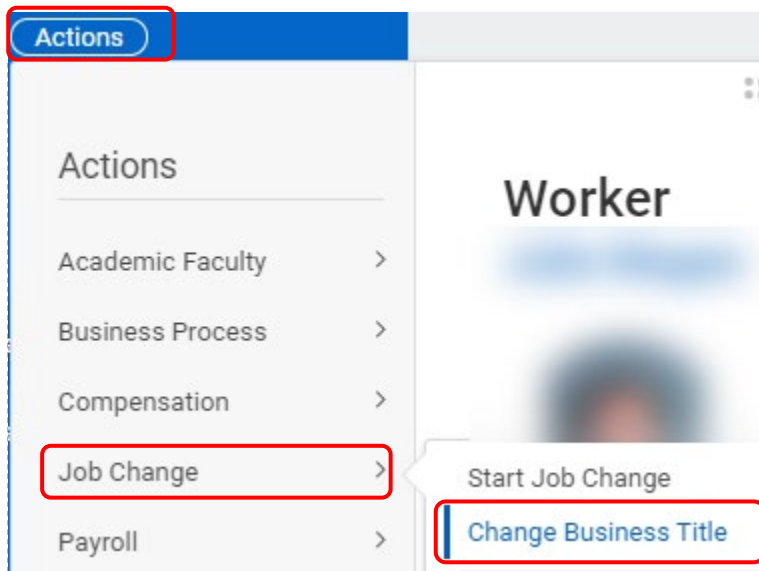


As a Supervisor you are able to initiate a change to a staff members business title. To complete the change, follow the below steps.

1. Open the staff member's profile who will receive the business title change. Select *Actions*, *Job Change* and *Change Business Title*



2. Enter the *Effective Date*

Effective Date * 24 / 06 / 2020 

3. Under *Proposed* enter the new *Business Title*

Proposed

Business Title *

4. Enter any relevant comments and add any supporting documents.

enter your comment

Attachments

Drop files here

or

Select files

5. Click *Submit*

Submit Save for Later Cancel

The *You have submitted* screen will appear. Your People and Culture Business Partner will receive an approval task. Once approved you will receive a notification advising you of the change approval or denial.

You have submitted
Title Change: [redacted] [Actions](#)

Up Next

HR Partner (Supervisory)
Approval by HR Partner (Supervisory)
Due Date 25/06/2020

> **Details and Process**