Title Change Request

When submitting a Position Change Request, you want to go through HCM. This portal is located by going to hcm.bgsu.edu

- enter your bgsu username and password (same as your login to your main computer):

![BGSU Single Sign On](image)

- Next, click on the search in menu and type: “Position Change” and the following four options will populate
  - Position Change Request
  - Position Change Approval
  - Position Change View
  - Position change Requests WF

![BGSU Menu](image)

- For this change you will click on Position Change Request
- change the As Of Date and use the refresh button. This should be used to look at future dated hires.

![Position Change](image)
Use the button next to employee who you wish to update position data

Enter a **Status Change Date** for the changes to take effect.
- The **Status Change Date** must be greater than or equal to the current date and it must be greater than the maximum effective date on Position Data.

You can use the next to fields for a search menu of valid values. Changes can be made to any of the highlighted fields:
- **Union Code**
- Department
- Location
- Full/Part-Time
- Reports To
- Position Title
- Position Short Title
- Standard Hours and FTE are linked so when one is changed the other will update to the appropriate value. Standard Hours must be a 1 or greater.
- Regular/Temp
- Comment field to further clarify change request.

(The Job Code is not editable.)

(Any new values will have with an orange bullet point next to the field.)

- Select the button once you have entered the new values for the position change.
  (Contact the Human Resources Department if any of this information is incorrect.)