

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:

BOWLING GREEN STATE UNIVERSITY

BGSU Single Sign On

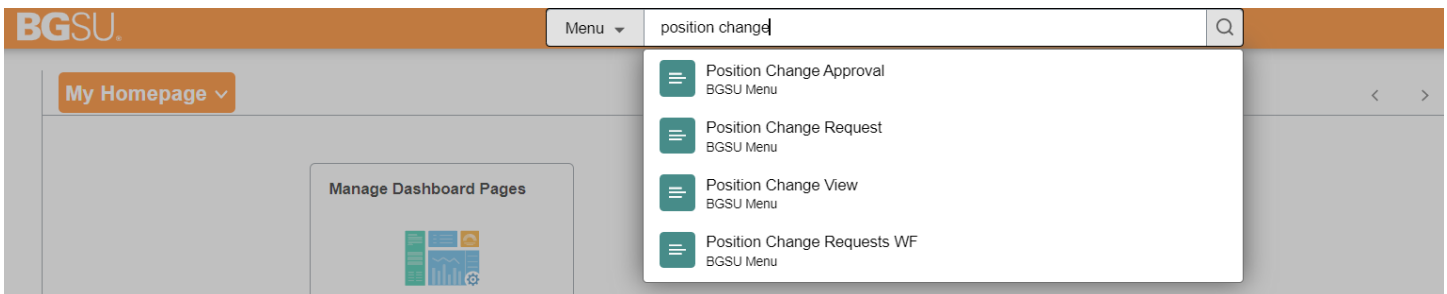
USERNAME: username

PASSWORD:

Sign In

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- 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



- 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

Employee Selection Criteria

Select the employee to be changed. You will be able to process only those employees that are associated with departments you have access to.

As Of Date: 09/22/2015 Refresh Employees

Faith Olson's employees

Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	Dept ID	Department
Select	Michelle C. Olson	000000000	0	Active	Part-Time	Active	00008039	69620T	Intermittent Tutor	115400	School of Teaching & Learning
Select	Michelle C. Olson	000000000	0	Active	Full-Time	Active	00004673	900011	Assistant Professor	115100	School of HMSLS
Select	Michelle C. Olson	000000000	0	Active	Full-Time	Active	00003332	900010	Associate Professor	115100	School of HMSLS
Select	Michelle C. Olson	000000000	0	Active	Full-Time	Active	00003565	900012	Lecturer	115400	School of Teaching & Learning

- Use the button next to employee who you wish to update position data

Position Change

Employee Selection Criteria
Select the employee to be changed. You will be able to process only those employees that are associated with departments you have access to.

As Of Date

Faith Olson's employees

Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	Dept ID	Department
<input type="button" value="Select"/>	0	Active	Part-Time	Active	00008039	69620T	Intermittent Tutor	115400	School of Teaching & Learning
<input type="button" value="Select"/>	0	Active	Full-Time	Active	00004673	900011	Assistant Professor	115100	School of HMSLS
<input type="button" value="Select"/>	0	Active	Full-Time	Active	00003332	900010	Associate Professor	115100	School of HMSLS
<input type="button" value="Select"/>	0	Active	Full-Time	Active	00003565	900012	Lecturer	115400	School of Teaching & Learning

- 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.

Position Change

Instructions

Position Data Change

	New Information	Current Information
Position Number	00008039	00008039
Current Head Count	1	1
*Status Change Date	<input type="text" value="05/02/2013"/> About the Date	05/02/2013
Job Code	Intermittent Tutor	Intermittent Tutor
Union Code		
*Department	School of Teaching & Learning 115400	School of Teaching & Learning 115400
*Location	Educ & Human Development Dean 167000444	Educ & Human Development Dean 167000444
*Full/Part-Time	Part-Time	Part-Time
*Reports To	00000701	00000701
*Position Title	Intermittent Tutor	Intermittent Tutor
Position Short Title	Int. Tutor	Int. Tutor
*Standard Hours	15.00	15.00
*FTE	0.375000	0.375000
*Reg/Temp	Temporary	Temporary
Comments	<input type="text"/>	

Changes Made

* Required Field

[Return to Select Employees](#)

- 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.)

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Position Change

[Instructions](#)

Position Data Change

	New Information	Position Number	00008039	Current Head Count	1
		Current Information			
*Status Change Date	09/23/2015  About the Date	05/02/2013			
Job Code	Intermittent Tutor 69620T	Intermittent Tutor 69620T			
Union Code	<input type="text"/>				
*Department	School of Teaching & Learning  115400	School of Teaching & Learning 115400			
*Location	Educ & Human Development D  167000444	Educ & Human Development Dean 167000444			
*Full/Part-Time	Part-Time 	Part-Time			
*Reports To	<input type="text"/>  00000701	<input type="text"/> 00000701			
*Position Title	Intermittent Tutor	Intermittent Tutor			
Position Short Title	Int. Tutor	Int. Tutor			
*Standard Hours	15.00	15.00			
*FTE	0.375000	0.375000			
*Reg/Temp	Temporary 	Temporary			
Comments	<input type="text"/>				

 Changes Made
 * Required Field
[Return to Select Employees](#)

(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.)