

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.

Change Business Title

1. Select your **My Team** Worklet
2. Select the employee you wish to change the business title for
3. Select the **Actions** button hover over the **Job Change**
4. Select **Change Business Title**
5. Select an **Effective Date** and type in the new proposed **Business Title**
6. Click **Submit**
7. Click **Done**