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