TITLE & RATE CHANGE CHECKLIST

PROCEDURE DETAILS
FOR DETAILED INSTRUCTIONS, PLEASE SEE THE APPROPRIATE PROCEDURE FOUND AT:
HTTP://WWW4.UWM.EDU/HR/HRS/PRO/FORMS/INDEX.CFM

FORMS COMPLETED BY THE DIVISION

☐ Title Change Approval Documentation
☐ Non-merit Base Adjustment Form (for Unclassified positions)

HRS SPECIFIC FORMS COMPLETED BY THE DIVISION

☐ Staff Hire & Job Change Form
  o Position #
  o Effective Date
  o Reason (select the appropriate Title Change reason)
  o Job Code
  o Title Description
  o Employee Name
  o Empl ID
  o Empl Rcd #
  o Business Unit-UWMIL
  o Department
  o Effective Date
  o Action (select Pay Rate Change)
  o Reason (select appropriate reason)
  o Comp Rate
  o Pay Increase Amount
  o Full time OR Hourly Rate

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.