

WORKING TITLE REQUEST FORM

Leaders are encouraged to read the Working Title Guidelines (www.wichita.edu/WorkingTitles) prior to submitting a Working Title Request. All requests for a Working Title will be reviewed and evaluated for compliance with the Working Title Guidelines. The Leader may consult with the Human Resources Business Partner (HRBP) for guidance, as needed. Completed forms should be emailed to MarketBasedComp@wichita.edu for review.

Working Title Requests are reviewed by HR. Working Title Requests not supported by HR will require additional review by the Divisional Officer or designee.

Description of Request

Employee Name _____ Employee WSU ID _____
Org # _____ Department Name _____
Job Title* _____ Position Number _____
Requested Working Title _____

*This is the job title on the job description in the job catalog

Business need as outlined in the Working Title Guidelines for requested working title:

Signatures/Approvals

Leader: _____ Date: _____

Leader (printed name): _____

Send by email to MarketBasedComp@wichita.edu for review by HR Compensation Team.

Human Resources Use Only

Supported?	Yes	No	Date Reviewed: _____
Reviewer Name: _____	Reviewer Signature: _____		

Reason Requested Working Title is not Supported by HR:

HR Comments:

Divisional Officer/Designee Use Only

Approved?	Yes	No	Date Reviewed: _____
Reviewer Name: _____	Reviewer Signature: _____		

Divisional Officer/Designee Comments: