

Employee How To:

Business Title Request

Filling out forms in BP Logix is like completing most online forms and should be possible on desktop and mobile devices. For best user experience please use Chrome, IE, Edge, Safari. Firefox is not recommended.

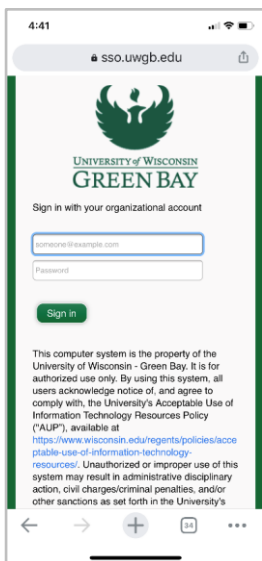
Remember to also turn off Pop-up Blockers on your browsers.

Step 1: To create a new request for a Business Title (formerly “Working Title”), click on the request form link on the UWGB Human Resources webpage.

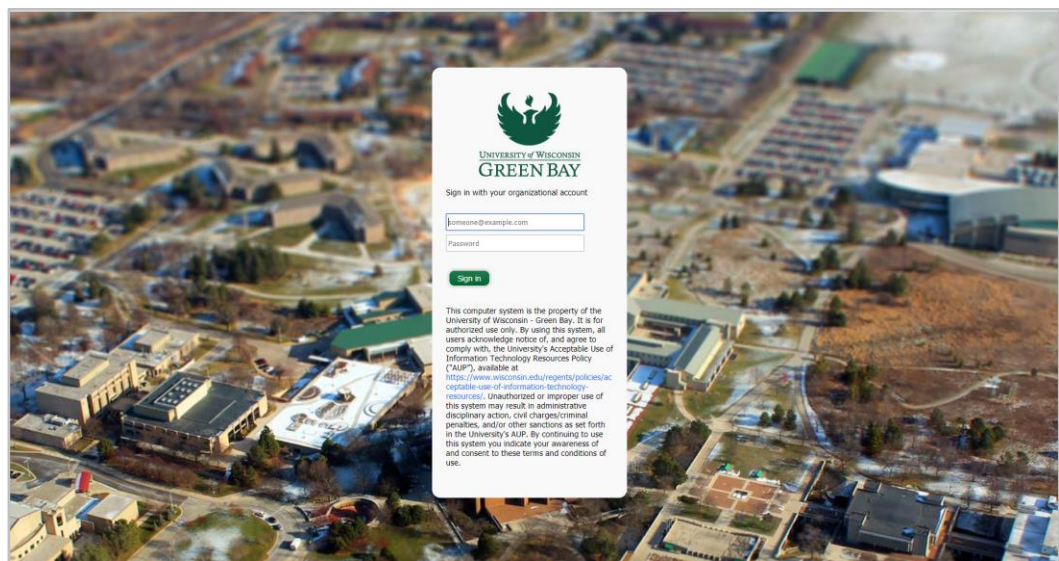
To resume filling out a request that you have previously saved: When you log in to BP Logix, you will see a Task List where you can open your application and continue working where you left off.

Step 2: Login using your employee credentials

Mobile View:



Desktop:



Step 3: Fill out the Form

Employee Information Section:

**Please make sure to have your current contact information updated in Student Information Systems (SIS)

- Following information will be automatically populated in the form:

Employee Name

Employee HRS ID

Employee Department (once *Employee Job Select* has been completed)

Title of Record (UW System Title) (once *Employee Job Select* has been completed)

Business Title Request

Form Submit Date: 12/13/2021

Request Number:

Instructions

Please utilize this form to request a business title in accordance with the UW-Green Bay Title Guidelines.

Employee To Complete

Employee Name:	Barb Stanley	Employee HRS ID 12345678
Employee Job Select:	--Select-- ▼	
Employee Department:		
Title of Record (UW System Title):		
Proposed Business Title:	<input type="text"/>	

Reasoning/Justification for Business Title: (Justification must align with the UW-Green Bay Title Guidelines.)	<input style="width: 100%; height: 100%;" type="text"/>
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Employee Job Select (Required): Please select the position for which you are seeking a Business Title from the dropdown box.

Proposed Business Title (Required): Type the Business Title that you would like to propose for approval.





Reasoning/Justification for Business Title (Required): Type why you feel the proposed Business Title is appropriate.

Step 4: Select your Supervisor from the Userpicker element in the Routing Order section. Begin typing a name to see options.

Routing Order	
Initiator:	Barb Stanley
Employee's Supervisor/Chair:	<input type="text" value="Search for user"/>
Human Resources	
Dean/Division Leader:	
Area Leader:	
Chancellor:	

Step 5: Submission

Click **Submit**

Controls	
	 Print
By submitting this form I confirm that the information provided herein is accurate, correct and complete.	
	 Save and Close For Later
 Submit	 Cancel Changes



After you submit your request, you should see this screen.


Your form has been successfully submitted. Explore UWGB Home Page

Other Buttons/Screens:

Print: If you would like to print the form for offline use, use this option.

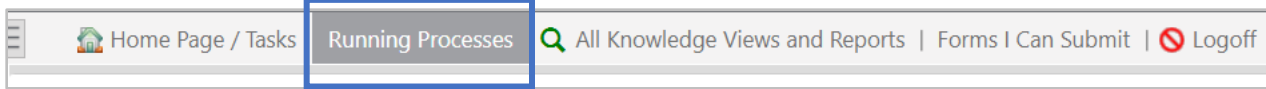
Save and Close for Later: If you need to pause your actions and resume later, this will allow you to save and resume your submission at a later time. Note: These tasks will still show under your Task list pending your response.

 Print
 Save and Close For Later

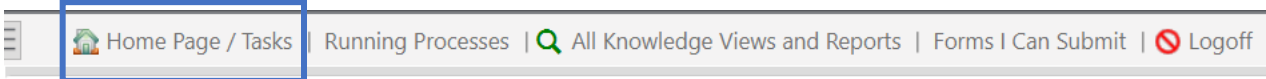
BP-Logix Dashboard:

Log directly into [BP Logix dashboard click here.](#)

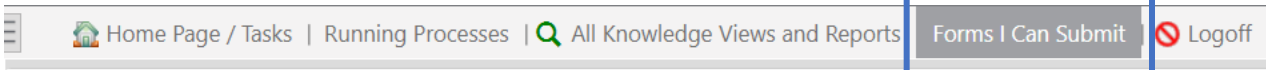
Running Processes – Look for this tab on your BP Logix Dashboard. If you are involved in the process, you will be able to see which step it is at in the process and the current users or group name.



Dashboard Home Screen: This will show your Tasks List.



Forms I Can Submit Tab: Forms you have access to submit.



If you have technical questions, problems logging in or getting access to the form, please contact the Service Desk at (920)-465-2309 or helpdesk@uwgb.edu.

Questions or concerns regarding the form please contact hr@uwgb.edu or call 920-465-2390.