T&TC Title Appeal 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 the title appeal, click on the request form link on the UWGB Title & Total Compensation website.

To resume filling out a title appeal 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)
  New UW System Title (once *Employee Job Select* has been completed)
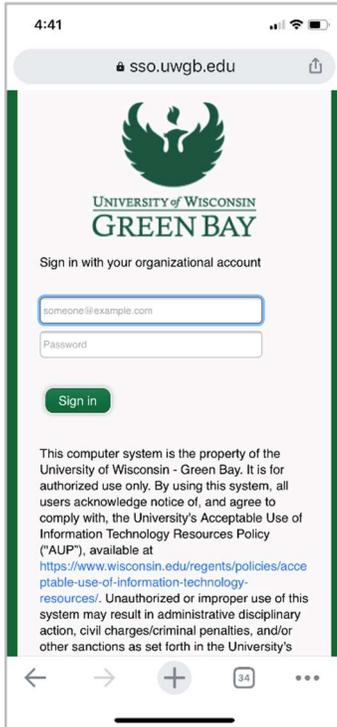
UNIVERSITY of WISCONSIN GREEN BAY

T&TC Title Appeal Request

Form Submit Date: 11/8/2021

Request Number:

Instructions

As part of the Title & Total Compensation Project (T&TC), all in-scope positions have been mapped to a title within the new structure. This Title Appeal Request Form is to be used if an employee disagrees with their mapped title and would like to formally appeal the decision. This form is aligned with the UW-Green Bay Title Appeal Guidelines (T&TC Application) and the UW-Green Bay Title Review Policy. Only UW System titles (Title of Record) can be appealed. Pay range, compensation, FLSA exemption status, business title, and language in the UW System Standard Job Descriptions cannot be appealed.

Employee Information

Employee Name:	Barb Stanley	Employee HRS ID	12345678
Employee Job Select:	--Select-- ▼		
Employee Department:			
New UW System Title (as a result of the T&TC project):			
Employee-Proposed T&TC Job Title:			

The Following Fields are Required:

Employee Job Select: Please select your current position's working title

*Employee-Proposed T&TC Job Title: Proposed remapped title.

*To see related job titles, type at least three letters of the job title name.

Names correspond to those listed in the Job Library found on the UW-System Human Resources website.

Employee to Complete: Supporting reason for the request.

Employee To Complete

Title Appeal Reasoning/Justification: (Attach supporting documents as needed in the section below.)	I believe my title should be changed because...

Employees should attach documentation that presents clear and convincing evidence that a different title and standard job description is a better fit for the position. Submitted documents can include original job posting, offer letter, position description, performance reviews, standard job description (current assigned and proposed), organizational chart, and any other relevant documentation.

Explanation of attached Supporting Documents:	1.) Latest Performance Review (from MM-DD-YYYY) 2.) Offer Letter 3.) Organizational Chart 4.) Original Job Posting (Last updated on MM-DD-YYYY) 5.) Standard Job Description - Proposed

Upload Documents						
	Latest Performance Review.docx	View	Download	Edit	Remove	11/5/2021 3:43 PM	Barb Stanley
	Offer Letter.docx	View	Download	Edit	Remove	11/5/2021 3:43 PM	Barb Stanley
	Organizational Chart.docx	View	Download	Edit	Remove	11/5/2021 3:43 PM	Barb Stanley
	Original Job Posting.docx	View	Download	Edit	Remove	11/5/2021 3:43 PM	Barb Stanley
	Standard Job Description - Proposed.docx	View	Download	Edit	Remove	11/5/2021 3:43 PM	Barb Stanley

Title Appeal Reasoning/Justification: Required written description for the request. If providing explanation only by means of attached documents, use this text box to refer to where the explanation can be found (i.e., the name of the attachment.)

Explanation of attached Supporting Documents (Optional): Text box to describe the attached document. If attaching documents, it recommended that you provide a numbered list with the names of the attached documents.

Upload Documents (Optional): Click this button to select documents for attachment.

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

Step 5: Submission

Click **Submit**

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

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.
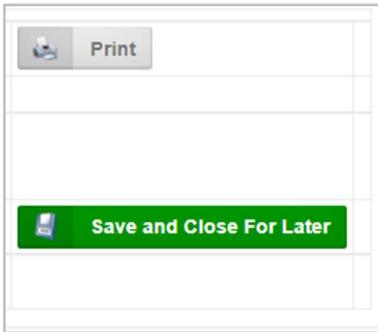
BP-Logix Dashboard:

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.
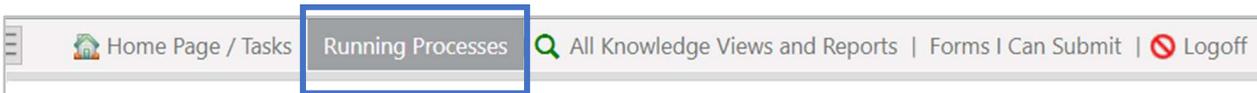
Dashboard Home Screen: This will show your Tasks List.
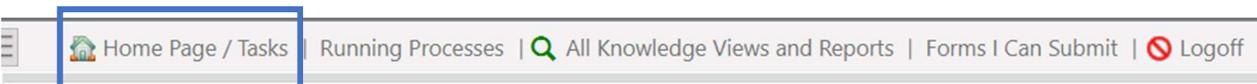
Forms I Can Submit Tab: Forms you have access to submit.

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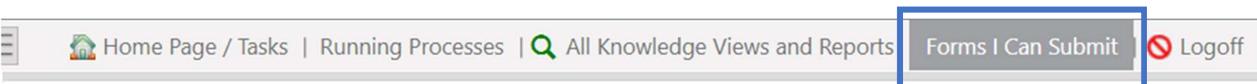
If you have technical questions, problems logging in or getting access to the form, please contact the Service Desk at (920)-465-2309 or helpdesk@uwgb.edu.

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