Employee How To:

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

**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)
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.
**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.

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 button](image1)

![Save and Close For Later button](image2)

BP-Logix Dashboard:

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

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.

![Running Processes tab](image3)

Dashboard Home Screen: This will show your Tasks List.

![Dashboard Home Screen](image4)

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

![Forms I Can Submit tab](image5)

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](mailto:helpdesk@uwgb.edu).

Questions or concerns regarding the form please contact [hr@uwgb.edu](mailto:hr@uwgb.edu) or call 920-465-2390.