



# Title Change Reasons

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## Overview

This document helps determine the correct Reason to use in Workday when an employee changes title. This could be through recruitment, or a change in title within the employee’s current position.

The reason selected in the Change Job business process should follow the change in salary grade. \*

- **Promotion:** Employee moves to a job title in a **higher** salary grade.
- **Lateral Move / Transfer:** Employee moves to a job title in the **same** salary grade.
- **Demotion – Voluntary:** Employee moves to a job title in a **lower** salary grade.
- **Demotion – Involuntary:** Employee moves to a job title in a **lower** salary grade by direction of the employer.
- **Add Additional Job:** Use when there is no break in service and Student Help is moving to a different, non-SH employee category.

The table below outlines what Action Reason or when to use Add Additional Job when the Employee Category changes.

Current Employee Category	New Employee Category	Action Reason
<ul style="list-style-type: none"> <li>• Academic Staff (AS)</li> <li>• Limited (LI)</li> <li>• University Staff (US)</li> <li>• Temporary Employee (TE)</li> </ul>	AS, LI, US, TE	Depends on <a href="#">salary grade</a> and/or title*
<ul style="list-style-type: none"> <li>• Employees-in-Training (ET)</li> <li>• Other (OT)</li> <li>• Student Assistant (SA)</li> </ul>	ET, OT, SA, SH	Demotion
<ul style="list-style-type: none"> <li>• Employees-in-Training (ET)</li> <li>• Other (OT)</li> <li>• Student Assistant (SA)</li> </ul>	AS, LI, US, TE	Promotion
<ul style="list-style-type: none"> <li>• Student Help (SH)</li> </ul>	ET, OT, SA	Lateral Move/Transfer
<ul style="list-style-type: none"> <li>• Student Help (SH)</li> </ul>	AS, LI, US, TE, ET, OT, SA	Add Additional Job
<ul style="list-style-type: none"> <li>• Student Help (SH)</li> </ul>	SH	Lateral Move/Transfer or Add Additional Job

\*When moving between Employee Categories for “out-of-scope” AS and LI titles in the Other Salary Ranges (salary grades 51-99), please consult with the [Compensation Center of Excellence \(CCoE\)](#) on the appropriate reason to use.

Please contact [CCoE](#) with questions about which Reason to choose when an employee moves titles.

