

# Understanding The Title Notification Letter

Prior to the implementation of the Title and Total Compensation (TTC) Project on November 7, 2021, employees will receive a Title Notification Letter. The contents of this letter may vary based on individual employee situations, but every letter will include the standard information highlighted below. This resource will help you better understand the information included in the standard Title Notification Letter. Reach out to your local [Human Resources \(HR\) contact](#) with additional questions.

Dear (FIRST NAME):

Thank you for your continued commitment to the University of Wisconsin-Madison. As a result of the Title and Total Compensation (TTC) Project, the following becomes effective on November 7, 2021:

- A** • Your job code and job title are (NAME OF JOB TITLE).
- Your pay of \$ (HOURLY RATE OR ANNUAL SALARY), employment category, and benefits offerings as a State of Wisconsin employee are not affected by this change. **B**
- C** • Your proposed business title of (BUSINESS TITLE) will appear in the UW Directory and can be used in all areas that you deem applicable.
- Your job title is assigned to **salary grade (GRADE)** in the salary structure. The university's new salary structure is available on November 1, 2021 at [hr.wisc.edu/pay/salary-structure](http://hr.wisc.edu/pay/salary-structure). **D**
- E** • Your exemption status, in accordance with the U.S. Department of Labor and the Fair Labor Standards Act (FLSA) will be (EXEMPTION STATUS). For FLSA status questions contact your [local HR department](#).

If you believe the job title (title of record) assigned to you during the Title and Total Compensation Project is inaccurate, you may appeal your job title.

#### Job Title Appeal requirements: **F**

- You can submit an appeal from November 22 to December 31, 2021. Appeals after this time will not be considered.
- Before you appeal, you must seek to resolve your request with your immediate supervisor and local HR department.
- You must provide the reason for the appeal.

#### The following cannot be appealed:

- Your salary
- A job title's assigned salary range
- Language in the position description (PD)
- Titles assigned to a standard job description (SJD)
- Language in the standard job description (SJD)
- Your exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA)

To start the Job Title Appeals Process, visit [hr.wisc.edu/TTCjobtitleappeal](http://hr.wisc.edu/TTCjobtitleappeal).

To view the Standard Job Description Library and learn more about the Title and Total Compensation (TTC) Project, visit [go.wisc.edu/TTCProject](http://go.wisc.edu/TTCProject).

We appreciate all that you do and look forward to helping you achieve your career goals at the university.

Sincerely,

MARK WALTERS  
Chief Human Resources Officer  
Office of Human Resources  
UW-Madison

**A** The **job title** reflects your new TTC job title which was discussed during the employee conversation with your supervisor or HR contact. View UW-Madison job titles at [Title and Standard Job Description Library](#)

**B** The listed **pay** reflects your **current hourly rate or annual salary**, depending on whether you are paid hourly or salaried.

**C** Your proposed **business title** may provide more specific detail about your position or the type of work you do. Connect with your supervisor or HR contact for business title guidelines.

**D** Every job has been assigned to a **salary grade** in the salary structure. Salary grades 15 to 35 are part of the new salary structure resulting from the TTC Project. Salary grades 51 to 99 continue existing salary ranges. Review the fact sheet on [What Is a Salary Structure](#) to learn about the new TTC salary structure.

**E** In accordance with the [U.S. Department of Labor Fair Labor Standards Act \(FLSA\)](#), every job has an **exemption status**. Your exemption status is either exempt or nonexempt. If you are exempt, you are paid a salary. If you are nonexempt, you are paid hourly. More information about FLSA and exemption status can be found at [hr.wisc.edu/flsa](http://hr.wisc.edu/flsa).

**F** If you believe your new job title is not accurate, you may submit a **job title appeal**. To learn more about the process to submit a job title appeal, visit [hr.wisc.edu/TTCjobtitleappeal](http://hr.wisc.edu/TTCjobtitleappeal).