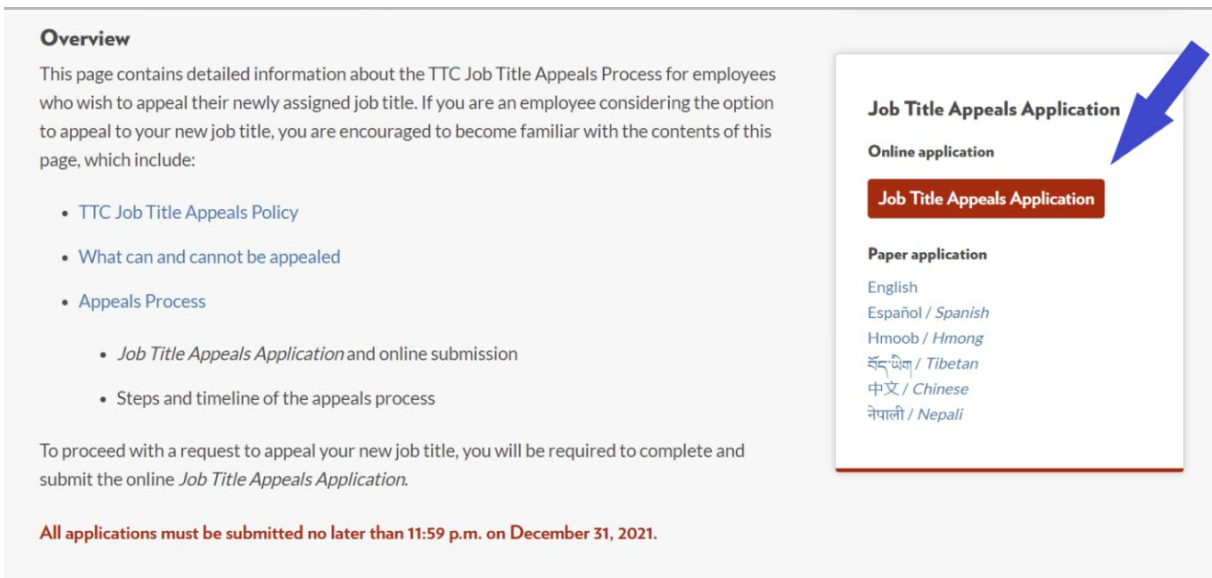


Employee Guide to Access and Navigate the Automated Title Appeals System

1. To initiate an appeal: Go to [Title and Total Compensation Project](#) > [Job Title Appeals](#)
2. Click on *Job Title Appeals Application* link under “Online application” located on the right side of the page.



Overview

This page contains detailed information about the TTC Job Title Appeals Process for employees who wish to appeal their newly assigned job title. If you are an employee considering the option to appeal to your new job title, you are encouraged to become familiar with the contents of this page, which include:

- [TTC Job Title Appeals Policy](#)
- [What can and cannot be appealed](#)
- [Appeals Process](#)
 - [Job Title Appeals Application](#) and online submission
 - Steps and timeline of the appeals process

To proceed with a request to appeal your new job title, you will be required to complete and submit the online *Job Title Appeals Application*.

All applications must be submitted no later than 11:59 p.m. on December 31, 2021.

Job Title Appeals Application

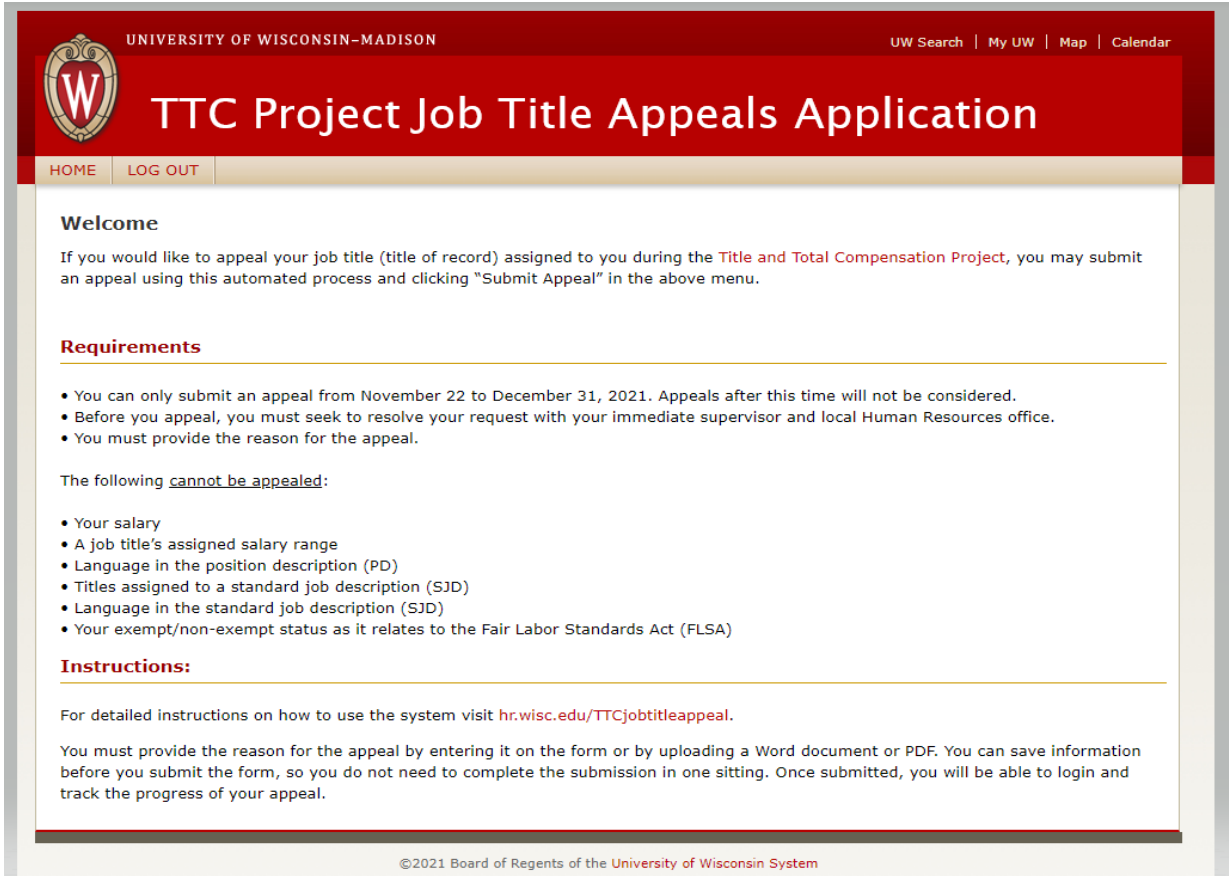
Online application

[Job Title Appeals Application](#)

Paper application

English
Español / Spanish
Hmoob / Hmong
བོད་ཡིག / Tibetan
中文 / Chinese
नेपाली / Nepali

3. Begin on the [Job Title Appeals Landing Page](#). Read and review the contents of this page to make certain you understand the requirements to proceed with a request to appeal your new job title.



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TTC Project Job Title Appeals Application

[HOME](#) | [LOG OUT](#)

Welcome

If you would like to appeal your job title (title of record) assigned to you during the [Title and Total Compensation Project](#), you may submit an appeal using this automated process and clicking “Submit Appeal” in the above menu.

Requirements

- You can only 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 Human Resources office.
- 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)

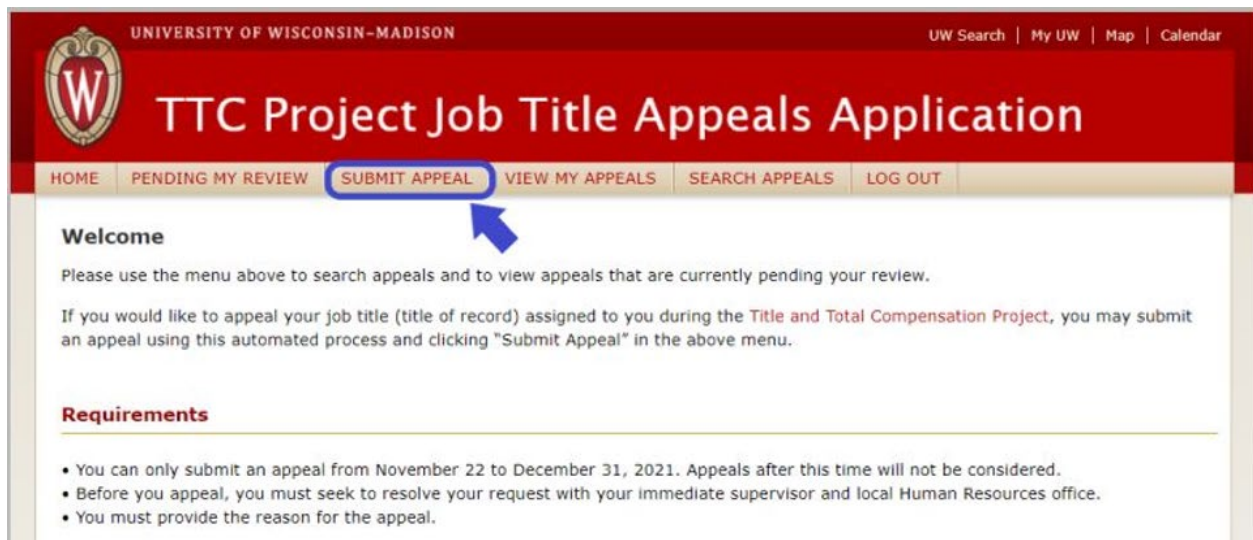
Instructions:

For detailed instructions on how to use the system visit hr.wisc.edu/TTCjobtitleappeal.

You must provide the reason for the appeal by entering it on the form or by uploading a Word document or PDF. You can save information before you submit the form, so you do not need to complete the submission in one sitting. Once submitted, you will be able to login and track the progress of your appeal.

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4. Once you confirm that your request to appeal meets the stated requirements, proceed to the application by clicking on Submit Appeal in the top menu bar. The *Job Title Appeals Application* will load on your screen.



5. After clicking Submit Appeal, the first part of the *Job Title Appeals Application* will appear with your personal information already filled in for you. After checking to make certain this information is correct, you may click Save for Later and exit the Automated Title Appeals System to return at a later time or you may click Save and Continue to Next Page if you wish to continue.



- Some employees have more than one job title. If you have more than one job title, in the Select Job Title to Appeal field, you will have to select the specific job title from the drop-down menu.

The screenshot shows the top of the application with a red header containing the University of Wisconsin-Madison logo and the title "TTC Project Job Title Appeals Application". Below the header is a navigation bar with links: HOME, PENDING MY REVIEW, SUBMIT APPEAL, VIEW MY APPEALS, SEARCH APPEALS, ADMIN OPTIONS, and LOG OUT. The main form area includes an "Employee ID:" field with a "Find" button. Below this is the "New Appeal for Appeal Submitter" section. A note states: "Note: You may upload portions of the appeal, save that work, and return at a later time/date to finalize and submit the appeal." There are input fields for "First Name:", "Last Name:", and "Employee ID:". A dropdown menu labeled "Select Job Title to appeal" is open, showing options: "Lecturer for A530360", "Lecturer for A530360", "Outreach Specialist for A279940", and "Lecturer for A489600". A blue arrow points to the second "Lecturer for A530360" option. There are also "Save for Later" and "Appeal" buttons.

- The Automated Title Appeals System provides the option to Submit an Appeal for Someone Else. Skip to Steps 10-12 on page 6 to learn more about this process.

The screenshot shows the top of the application with a red header containing the University of Wisconsin-Madison logo and the title "TTC Project Job Title Appeals Application". Below the header is a navigation bar with links: HOME, PENDING MY REVIEW, SUBMIT APPEAL, VIEW MY APPEALS, SEARCH APPEALS, and LOG OUT. The "Submit Appeal for Someone Else" link is circled in blue. Below the navigation bar, the text "New Appeal for" is followed by "Employee Name will show here" in blue. Below that is the "Appeal Submitter" field.


6. After clicking Save and Continue to Next Page, the second part of the *Job Title Appeals Application* will appear. This is where you will select a Proposed Job Title from the drop-down menu and include your Appeal Justification. Your Appeal Justification may be typed into the open text box on this page, or you may choose to upload this information as a supporting document.

The screenshot shows the 'TTC Project Job Title Appeals Application' form. At the top, there is a navigation bar with links for HOME, PENDING MY REVIEW, SUBMIT APPEAL, VIEW MY APPEALS, SEARCH APPEALS, and LOG OUT. The form fields include: 'Current Job Title' (pre-filled), 'Current Job Code' (pre-filled), 'Proposed Job Title' (a drop-down menu showing 'AV Technician I'), and 'Appeal Justification' (a large text area). A checkbox asks if the user is requesting a meeting with HR and a supervisor. Below this is a 'Supporting Documents' section with a warning about PDF format and three 'Supporting Document (optional)' fields with 'Select' buttons. At the bottom, another checkbox asks if concerns have been discussed with management, and there are 'Save for Later' and 'Submit Appeal for Review' buttons. Blue arrows point to the pre-filled fields, the drop-down menu, the appeal justification text area, and the meeting request checkbox.

7. There is an option for you to upload up to (3) Supporting Documents. These documents must be in PDF (.pdf) format. A successful upload of your document(s) will be indicated by a green dot next to the document file name. If a green dot does not appear, the file format is not valid and will not be saved.

Supporting Documents

All attached documents must be in PDF (.pdf) format! If a green dot doesn't appear next to the file name after you have selected your file. It's not a valid format for the system and will not be saved!

Supporting Document (optional): ● First Name Last Name Appeal Supporting Doc 1.pdf 
✕ Remove


Additional Supporting Document (optional):

Additional Supporting Document (optional):

I have discussed my concerns with my Current Job Title with my manager, supervisor and/or department/divisional human resources.

8. When you have entered or uploaded all of the required information and you are ready to submit your application for review, click Submit Appeal for Review.

Supporting Documents


 All attached documents must be in PDF (.pdf) format! If a green dot doesn't appear next to the file name after you have selected your file. It's not a valid format for the system and will not be saved!

Supporting Document (optional): ● First Name Last Name Appeal Supporting Doc 1.pdf
✕ Remove

Additional Supporting Document (optional):

Additional Supporting Document (optional):

I have discussed my concerns with my Current Job Title with my manager, supervisor and/or department/divisional human resources.



9. After you click Submit Appeal for Review, the screen below will appear to indicate the Pending Review status of your *Job Title Appeals Application*. You will also receive an email notification confirming that your Job Title Appeal was submitted to your division.

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TTC Project Job Title Appeals Application

HOME | PENDING MY REVIEW | SUBMIT APPEAL | VIEW MY APPEALS | SEARCH APPEALS | LOG OUT

Appeals Currently Pending My Review

Process	Submitter	Department	Status	Date Created	Actions
TTC Appeal	Employee and department name will appear here.		PENDING REVIEW	10/27/2021	Review PDF Export

Submitting an Appeal for Someone Else

10. If you are submitting an appeal on behalf of someone else, you must have their Employee ID number to complete this process. Enter the *Job Title Appeals Application* using your information and then click on Submit an Appeal for Someone Else.



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TTC Project Job Title Appeals Application

HOME | PENDING MY REVIEW | **Submit Appeal for Someone Else** | SUBMIT APPEAL | VIEW MY APPEALS | SEARCH APPEALS | LOG OUT

New Appeal for **Employee Name will show here**

Appeal Submitter

Note: You may upload portions of the appeal, save that work, and return at a later time/date to finalize and submit the appeal.

11. A new screen will appear with a place to enter the Employee ID. Enter the digits and click Find.



UNIVERSITY OF WISCONSIN-MADISON UW Search | My UW | Map | Calendar

TTC Project Job Title Appeals Application

HOME | PENDING MY REVIEW | SUBMIT APPEAL | VIEW MY APPEALS | SEARCH APPEALS | LOG OUT

Employee ID:


Find

New Appeal for **Employee Name will show here**

Appeal Submitter

Note: You may upload portions of the appeal, save that work, and return at a later time/date to finalize and submit the appeal.

12. A *Job Title Appeals Application* will appear on the screen for the employee you are assisting. Follow Steps 5 through 9 to complete and submit a Job Title Appeal on behalf of this employee. The employee will receive an email notification confirming their Job Title Appeal was submitted.



UNIVERSITY OF WISCONSIN-MADISON UW Search | My UW | Map | Calendar

TTC Project Job Title Appeals Application

HOME | PENDING MY REVIEW | SUBMIT APPEAL | VIEW MY APPEALS | SEARCH APPEALS | LOG OUT

Submit Appeal for Someone Else

New Appeal for **Employee Name will show here**

Appeal Submitter

Note: You may upload portions of the appeal, save that work, and return at a later time/date to finalize and submit the appeal.

First Name:

Last Name:

Employee ID:

Division:

UDDS:

Previous Job Title:

Current Job Title:

Save for Later | **Save and Continue to Next Page**

All of these fields will be pre-filled with the employee's information.

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