

UNIVERSITY *of* MISSOURI

HUMAN RESOURCE SERVICES

Guidelines for the Use of Working Titles

The working title field in PeopleSoft is a text box that can be used to more specifically or accurately describe your job at the University. You may use your working title instead of your assigned global title on your business cards, in correspondence and in organization charts. If you elect to use a working title it will appear in the Outlook employee directory instead of your global title. Following are guidelines for the use of working titles:

- cannot be used to suggest a title that is at a higher level than the assigned global title (e.g., using a director working title if the assigned global title is coordinator, specialist, etc.)
- may contain words that more specifically describe your job duties and role in the department (e.g., Coordinator of A&S Alumni Activities)
- can be your previous job title before the conversion to the global titles
- may contain a maximum of 50 characters to allow for its accurate display in Outlook

Questions regarding the use of working titles can be directed to Human Resource Services at 573-882-4256 or by emailing your departments Human Resource Professional.

