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| RECRUITMENT | |
| 5/4/2020 | New title codes/salary structure is available in JEMS-PVL.  Title codes used for new recruitments created in JEMS-PVL will be determined by Position Available Date:   * Position Available before 7/1/2020 will use old title codes/salary ranges   + Application deadlines will not be extended beyond 6/25/2020     - Divisions must cancel and repost using the new title/SJD/salary structure. * Position Available 7/1/2020 or later will use new title code/SJD/salary structure |
| 5/28/2020 | Last day a 4-week recruitment will be released to the employment website with old titles. Position Available Date must be 6/30/2020. |
| 6/11/2020 | Last day a 2-week recruitment will be released to the employment website with old titles. Position Available Date must be 6/30/2020. |
| 6/12/2020 | All new recruitments must use new title/salary structure. TRE will only release jobs to the employment website with new title/SJD/salary structure. |
| 7/1/2020 | Any recruitments using old titles MUST be offered with new title. Offered salary must at least match posted salary (if advertised), regardless of the new title’s minimum salary.   * Example: Minimum salary advertised with old title = $50,000 but new title minimum salary = $45,000   MUST offer at least $50,000  Unfilled positions in JEMS-PVL will be updated to reflect new title based on job mapping details previously entered. This update will not be reflected in TREMS or on the employment website. |

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| WAIVERS | |
| 6/30/2020 | Waivers with hire effective dates of 6/30/2020 or prior MUST be approved by Comp & Title and the hire MUST be pushed to HRS. |

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| PUSHING HIRES TO HRS | |
| 5/4/2020 | Divisions may begin pushing hires with effective dates of 7/1/2020 or later to HRS. These hires MUST use the new title codes. |
| 6/30/2020 | All hires with effective dates of 6/30/2020 or prior MUST be pushed to HRS (using old title codes).   * If not pushed to HRS by 6/30/2020, please contact your TRE Representative. |

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| APPOINTMENT LETTER LANGUAGE | |
| Ongoing | Divisions are encouraged to add language to appointment letters to inform new employees that their title may change as a result of TTC. Below is a suggestion of language to use:  The University of Wisconsin-Madison is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, your official job title, FLSA exemption status, and format of the position description for this position may change. The duties and expectations of this role will not change as a result of this project. More details will be shared with you as we near implementation. For more information please visit: <https://hr.wisc.edu/title-and-total-compensation-study/>. |