The Title and Total Compensation (TTC) Project aims to establish meaningful and market-relevant job titles and job descriptions for employees at UW-System. As part of this process, you as an employee will receive an updated official job title and job description.

You will meet individually or in groups with your manager, supervisor, or Human Resources representative to review and talk about your new title and position description. You can share your input and questions about your title and position description during the conversation.

**GOAL OF THE CONVERSATION:**
Confirm that the new title and standard job description accurately describe the work you do

**WHAT STAYS THE SAME**
- Your job
  The way your job is described is changing, but your responsibilities are not changing
- Your pay
  A new salary structure will be recommended to UW System executive leadership and the Board of Regents; your pay will remain the same
- Your supervisor
- Your employee category (i.e., Academic Staff, University Staff, Limited Appointee)
- Your statutory benefits

**YOU WILL TALK ABOUT**
- Your new official job title
  A title from the Standard Job Description Library
- Your new business title
  A title you can use in place of your official job title for business purposes that must follow the Business Title Guidelines
- Your job description
  The new way of describing the work you currently do
- Next steps
  What to do if you have concerns and when the new title and job description will go into effect

**YOU WILL NOT TALK ABOUT**
- Pay range associated with the new title
  The work to build a market-informed salary structure is in progress. The goal of the conversation is to ensure that employees’ work is accurately described. This ensures that each employee will be matched to an appropriate pay range once the salary structure is complete.
- Changes to benefits
  The TTC Project will provide recommendations for enhancements to UW’s benefits package. However, at the time of the conversation, information about benefits enhancements will not yet be available.