

Payroll Titles and Working Titles Guideline

Payroll Titles

Washington State University's *Payroll Titles* for employee classifications are often referred to as the "official title/title code".

Classification/Salary

Accurate payroll titles (official titles) are critical for a meaningful classification system and for salary comparisons when determining the appropriate level of compensation.

Official Titles and title codes are used within WSU systems including HEPPS, DEPPS, Institutional Research and the Online Position Description System.

Working Titles

WSU will continue the established practice of using working titles. A working title may be necessary to clearly communicate the role of the faculty or staff member to students, clients, colleagues, peers and the general public. The use of a working title is appropriate on business cards, letters, directories and other forms of communication.

Employees may continue to utilize working titles with the approval of the Appointing Authority for their area. Exceptions include:

- Executive working titles require prior authorization from the President or Provost and Executive Vice President
 - Examples include: Assistant Vice President, Associate Vice President, Executive Director, Chief of Staff
- Faculty working titles are not appropriate for non-faculty staff members. Faculty working titles may only be used with prior authorization from the Provost and Executive Vice President.
 - Examples include: Vice Chancellor, Associate Chair, Vice Provost, Assistant Vice Provost
- An Appointing Authority may request the use of an executive or faculty working title by submitting the request to HRS. After review, HRS will submit the request to the President or Provost and Executive Vice President for approval. HRS will then notify the Appointing Authority if the working title is approved or not.