

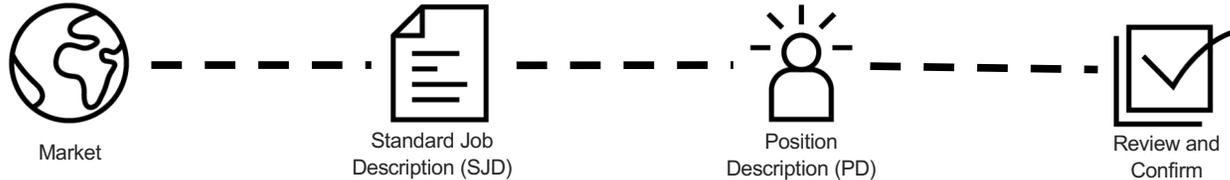


TITLE AND TOTAL COMPENSATION PROJECT (TTC)

University of Wisconsin-Madison

FACTSHEET

How to Prepare for TTC Employee and Supervisor Engagement



The Steps in Creating a New Position Description

A Standard Job Description connects UW jobs to similar jobs in the market. An employee's Position Description is created by their supervisor and builds on the Standard Job Description. The purpose of employee and supervisor engagement is to review and confirm job title, the Standard Job Description and Position Description that go into effect on March 1. Employee and supervisor engagement begins Dec. 1 and ends Feb. 15.

How Employees Can Prepare

October – November

- ✓ Review your current position description
- ✓ View learning resources on the TTC website
- ✓ View the new UW Standard Job Description Library on the TTC website in November
- ✓ Attend a November All-Campus Forum

December 1 – February 15

- ✓ Engage in Manager/Supervisor conversation to review and confirm your job titles, the Standard Job Descriptions and Position Descriptions

How Supervisors Can Prepare

October – November

- ✓ Review your employee's current position description
- ✓ Talk with employees about the TTC Project
- ✓ Take manager training starting in November
- ✓ View the new UW Standard Job Description Library on the TTC website in November
- ✓ Attend a November All-Campus Forum

December 1- February 15

- ✓ Confirm employee Standard Job Descriptions
- ✓ Create employee Position Descriptions
- ✓ Engage with employees to review and confirm job titles, the Standard Job Descriptions and Position Descriptions