# How to: Change an employees Job and salary

1. Log into UKGPro
2. Menu – My Team – My Employees
3. Search for employee’s name
4. Click on employee’s name
5. Click on the Side Navigation menu (three lines in top left-hand corner)
6. Navigate to the “Jobs” section
7. Choose “Job Summary”
8. On the right-hand side of the screen, in the “Things I Can Do” grey column, select “Change Job and Salary”
9. Select & enter appropriate information into fields under the General Section
   1. EFFECTIVE DATE: Enter Effective Date
   2. REASON: Choose the closest related reason in the drop-down list
   3. JOB GROUP: Should be “ALL – ALL JOBS”
   4. NEW JOB: Select the new job title in the drop-down list
   5. SUPERVISOR: If supervisor needs to be changed, search for new supervisor by clicking on the magnify glass
   6. HIRE SOURCE: Should be “None”
   7. PROJECT: Should be “None” unless program specifics are identified
   8. DEPARTMENT: Select the appropriate department in drop-down list
   9. PROGRAM: Select the appropriate program in drop-down list
   10. DIVISION: Select the appropriate division in drop-down list
   11. HOURS STATUS: Select the appropriate status in drop-down list
10. Select & enter appropriate information into fields under the Payroll Section
    1. PAY GROUP: Should be “HTOP – Hilltop Community Res”
    2. SCHEDULED HOURS: Enter 80.00 if full time, 58.00 if part time
    3. EMPLOYEE TYPE: Should be “REG - REGULAR”
    4. HOURLY/SALARIED: Select appropriate status in drop-down list
    5. FULL/PART TIME: Select appropriate status in drop-down list
    6. TIME CLOCK: do not change this field.
    7. PAY AUTOMATICALLY: Do not check the box for hourly employees or exempt, hours entry employees
    8. SEND WITH CURRENT NEW HIRE FILE: Do not check the box
11. Click “Next” in top right
12. Select & enter appropriate information into fields under the Change Salary Section
    1. PERCENT CHANGE: Leave blank
    2. NEW RATE: Enter the new rate of pay & select “Hour” in the “per” from drop down menu
13. Click “Next” in top right

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1. Select and enter appropriate information into fields under the Change Review Section
   1. CURRENT REVIEW: Enter the effective date of salary change
   2. RATING: Choose the appropriate rating –
      1. “Exceeds Expectations” = Wage Adjustment Request was granted.
      2. “Met Expectations” = Met minimum job requirements and was brought in at base wage of new role.
   3. TYPE: Choose the closest related reason in drop-down list
   4. NEXT REVIEW: Enter the current effective date of salary change (this should not change from the “current review” date listed above)
   5. NOTES: Leave blank
   6. Leave all of the “Performance” section blank
2. Click “Next” in top right
3. First level approver should be your Ops Director (You may have to change this)
4. Second level approver should be your PeopleOps Business Partner (You may have to change this)
5. Third level approver should be the Payroll Coordinator (Defaults to correct person)
6. Add comments on when the wage increase was approved
7. Click Submit
8. You will receive a notification that this has been submitted to the approval workflow