How to: CHANGE AN EMPLOYEE'S JOB (NO SALARY CHANGE)

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 the 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"
9. Select and enter appropriate information into fields under the General Section
   a. Effective Date: Enter Effective Date
   b. Reason: Choose the closest related reason in the drop-down list
   c. Job Group: Should be "ALL – ALL JOBS"
   d. New Job: Select the new job title in the drop-down list
   e. Supervisor: If supervisor needs to be changed, search for new supervisor by clicking on the magnifying glass
   f. Hire Source: Should be "None"
   g. Project: Should be "None" unless program specifics are identified
   h. Department: Select the appropriate department in drop-down list
   i. Program: Select the appropriate in drop-down list
   j. Division: Select the appropriate division in drop-down list
   k. Hours Status: Select the appropriate status in drop-down list
10. Select and enter the apprpriate information into fields under the Payroll Section
    a. Pay Group: Should be "HTOP – Hilltop Community Res"
    b. Scheduled Hours: Enter 80.00 if full-time, 58.00 if part-time
    c. Employee Type: Should be "REG – REGULAR"
    d. Hourly/Salaried: Select appropriate status in drop-down list
    e. Full/Part Time: Select the appropriate status in drop-down list
    f. Time clock: Do not change this field.
    g. Pay Automatically: Do not check the box for hourly employees or exempt, hours entry employees
    h. Send with Current New Hire File: Do not check the box
11. Once you have completed the changes, select save
12. First level approver should be your People Ops Generalist (You may have to change this)
13. Second level approver should be the People Ops Business Partner (You may have to change this)
14. Third level approver should be your Ops Leader (you may have to change this)
15. Fourth level approval should be the Payroll Specialist (should default to the correct person)
16. Click Submit
17. You will receive a notification that this has been submitted to the approval workflow