

### How to: CHANGE AN EMPLOYEE'S 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 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 the program specifics are identified
  - h. Department: Select the appropriate department in the drop-down list
  - i. Program: Select the appropriate program in the drop-down list
  - j. Division: Select the appropriate division in the drop-down list
  - k. Hour Status: Select the appropriate status in the drop-down list
10. Select and enter the appropriate 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 the appropriate status in the drop-down list
  - e. Full/Part Time: Select the appropriate status in the drop-down list
  - f. Time Clock: do not change this field
  - g. Pay Automatically: Do not check the box for the hourly employees or exempt, hours entry employees
  - h. Send with Current New Hire File: Do not check box
11. Click "Next" in top right
12. Select and enter appropriate information into fields under the Change Salary Section
  - a. Percent Change: Leave Blank
  - b. New Rate: Enter the new rate of pay and select "Hour" in the "per" from the drop down menu
13. Click "Next" in the top right

14. Leave "Change Review" section blank.
15. Click "Next" in top right
16. First level approver should be your People Ops Generalist (You may have to change this)
17. Second level approver should be your PeopleOps Business Partner (You may have to change this)
18. Third level approver should be your Ops leader
19. Fourth level approver should be the Payroll Specialist (Defaults to the correct person)
20. Click Submit
21. You will receive a notification that this has been submitted to the approval workflow

