UKG – Job/Salary/Org Changes and Terminations Manager Tasks – Quick Reference Guide

This document covers how a manager will initiate associate actions for job, salary and/or org changes as well as terminations within the UKG platform. This includes Transfers, Promotion, Demotion, and Reclassification. Final approval for all changes will be completed by the appropriate HR representative.

Important *All associate job and/or salary changes and terminations should be initiated by the associate's current manager.*

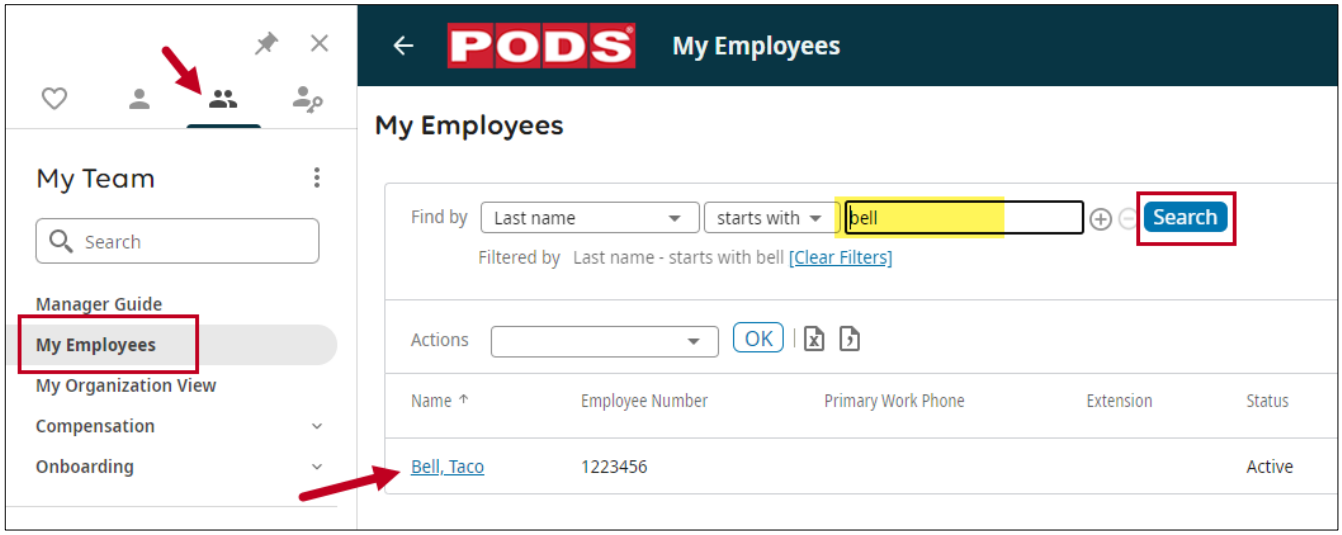
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Initiating Job and/or Salary Change – Use these processes for Promotions, Demotions, and Job Reclassifications

Navigation – Use the steps below to navigate to the manager's view of the associate's **Job Summary** page



1. **Click** the **My Team** icon at the top of the left menu, then **click My Employees** to open the My Employees screen
2. **Input** the **associate last name** in the text field and **click Search** to open the associate profile in a pop-up window
3. In the associate profile**, expand** the **Jobs** menu and **select Job Summary**
4. On the **Job Summary** page, **select** the appropriate action
   a. **Change Job** = Only change in job title
   b. **Change Job and Salary** = Change in BOTH pay and job title
   c. **Change Salary** = Only a change in pay
   d. **Change Organization** = Change in "reports to" but no job change



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Update Information – Depending on the type of change selected above, the necessary sections will be available for editing.

Important

All required fields are marked in the system (•) and must be completed to continue or save updates.
*Any information entered in the **Notes** fields throughout UKG become a permanent part of the associate file.*

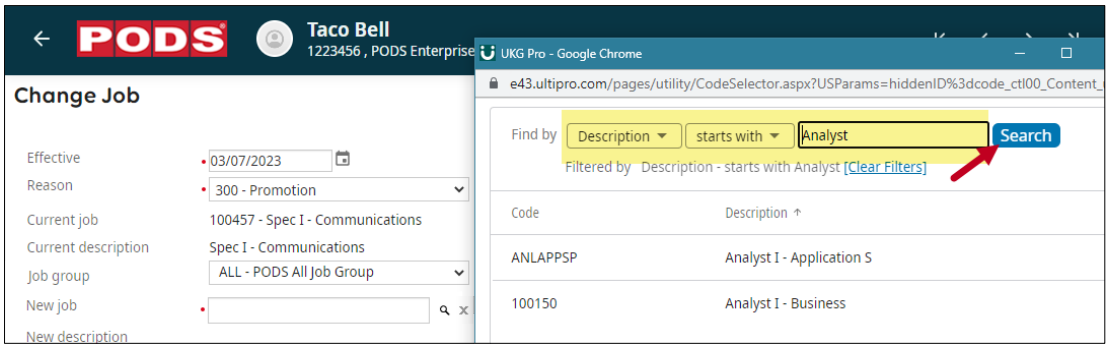
All Change Options

- **Effective Date** - **Click** the **calendar icon** to **select** the **effective date**
- **Reason** – **Select** the reason from the **dropdown menu**

***Tip:** Effective dates for salary changes MUST be equal to or greater than today's date. Contact the HRBP if a retroactive salary change is needed.*

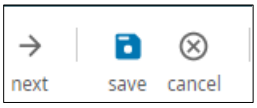
Change Job

- **New Job** – **Click** the **search icon** to open the **Job Code** window
  - **Input** search **criteria** and **click Search**
  - Use the scroll bar and **click** on the **new job title**
  - **Review** and update (if necessary) the **Supervisor, BusinessUnit, Department, and Site fields**
  - **Click Save** or **Next** (if completing job & salary change)



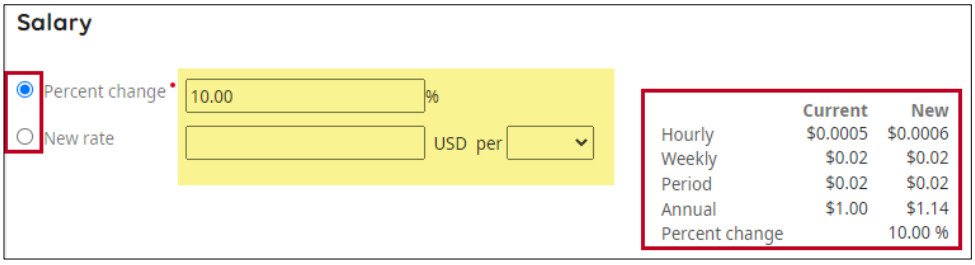
Tip:** Ensure the **Job Group** field is set as **All – PODS All Job Group

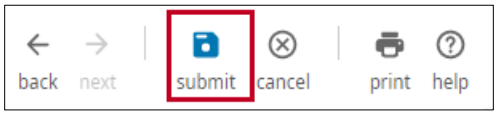




Change Salary

- **Salary – Select New Rate** or **Percent** and **input** the **updated salary** information
  - **Click Tab** on your keyboard to see the **Current/New comparison** and **click Next** to continue
  - **Click Next** on the **Change Review** screen to continue to the **Summary** screen
  - **Review** the Summary for accuracy then **click Submit** to submit salary changes for approval





***Tip:** The **Other Rates** and **Change Review** sections should not be updated when completing salary changes.*

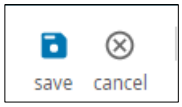
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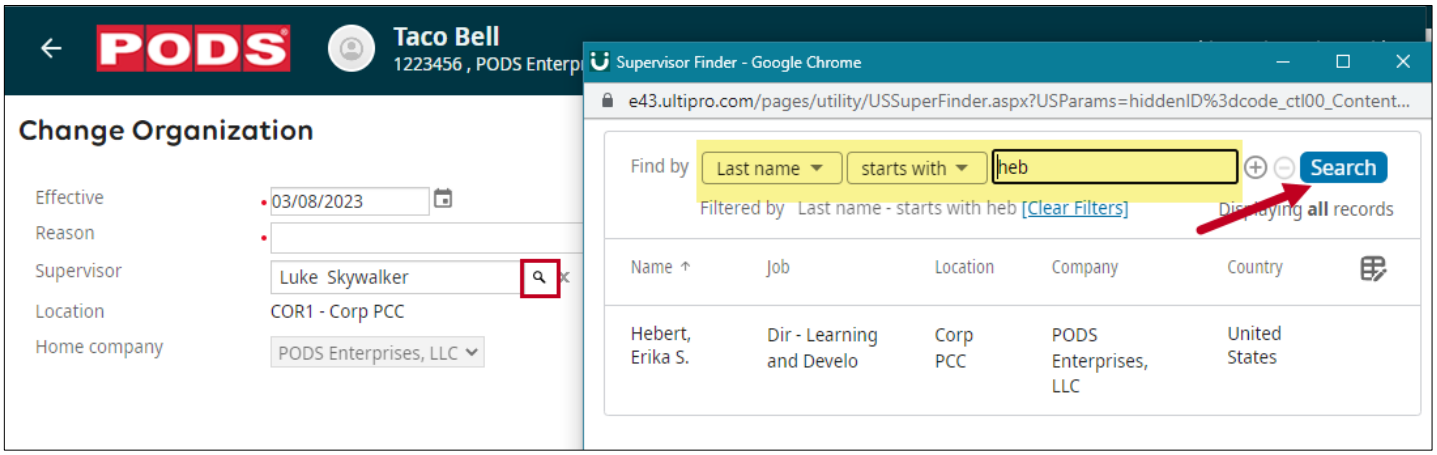
Initiating Organization Change – Use this process for Transfers or change in an associate's "reports to"

Update Supervisor

- **Effective Date – Click** the **calendar icon** to **select** the **effective date**
- **Reason – Select** the **reason** from the dropdown menu
- **Supervisor – Click** the **search icon** to open the **Supervisor Finder** window
  - **Input search criteria and click Search to display results**
  - **Click** the **new supervisor name** in the display list to select
  - **Click Save** to submit organization changes for approval

*Tip: Contact your HRBP if adjustments to **Time clock, Business Unit, Site,** and/or **Department** are needed because of an org change.*

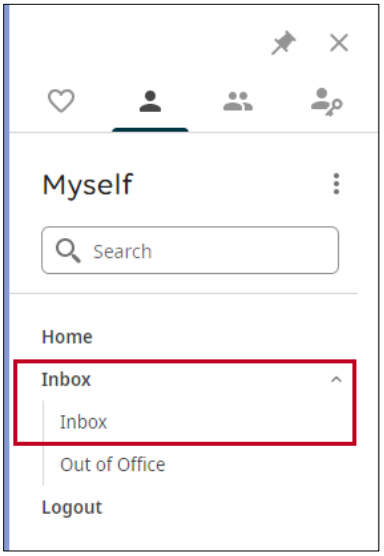




Approve/Deny – As a people leader you may be part of an approval workflow for Job/Salary/Organization changes and/or terminations. These items will appear in your homepage Inbox/To-Do list.

Access To-Do List

1. **Click** the **Inbox** tab at the bottom of the left menu OR **click** the **Notifications** indicator in the upper right corner
2. **Click** on the **item** in your inbox to select
3. **Verify** the **changes** submitted are accurate
4. In the drop down, select **approve** or **deny**.
5. **Click Save**





Important

If you have selected Deny, you MUST add a note in the comment section with the reason for the denial.

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Terminations

Complete Required Fields

1. From the **associate profile main screen**, **click** the **Termiate Employee** link in the **Things I Can Do** list on the right side of the page and complete the required fields



- **Termination Date** – Input the date or click the calendar icon to select the date the associate will be terminated
- **Paid Through** – Use the calendar icon to select the date the associate should be paid through if different than the termination date
- **Termination Reason** – Select the termination reason from the drop down menu and feed Termination type field
- Complete non-required fields as applicable
  a. **Notes –** include any notes you want as part of the permanent associate file
  b. **Eligible for rehire –** select if the associate is eligible for rehire
  c. **Inactivate autopay** – select to stop automatic payment
  d. **Eligible for severance** – select if the associate is eligible for severance pay
  e. **Reassing direct reports –** for associates with direct reports, select this option to automatcially reassign all direct reports of the terminated associate

