UKG – PAR to UKG Crosswalk Job Aid

Use this document in conjunction with the **UKG Change Job/Salary/Org Changes and Terminations Quick Reference Guide** to understand how actions previously performed with the Personnel Action Request (PAR) equate to the new business processes housed within the UKG platform.
The UKG Business Process outlined below should be completed by people leaders unless otherwise stated. Business Processes started within the platform will auto trigger appropriate workflows and approvals as required.

PAR Action	PAR Description	UKG Business Process	UKG Description
New Hire, Rehire, or Rehire within 30 days of Termination	Hiring or Rehiring of PODS associates - Contains known required fields for ADP	**Add Employee & Process Hire** – **New Hire and Rehire handled by Recruiting & Onboarding)** – **Rehire within 30 days handled by HRBP**	UKG Business Process utilized when Payroll completes the new hire intake in the **Process Hires** screen of UKG
Termination	Termination of PODS associates - Contains known required fields for ADP	**Termination**[1,2]	UKG Business Process utilized when an associate is terminated
Transfer	Changes to an associate's Work Location, Department, Reports To (Supervisor)	**Change Organization**	UKG Business Process utilized when there only needs to be a change to an associate's Organizational Levels or Reports To
Promotion	n/a	**Change Job/Position & Salary**	UKG Business Process utilized when there is a job change with a salary change (e.g., Promotion/Demotion)
Demotion	n/a	**Change Job/Position & Salary**	UKG Business Process utilized when there is a job change (e.g., job title change) but no salary is being adjusted
Reclassification	Changes to an associate's Job Title (not a promotion or demotion), Work Location, Department, Incentive Plans, etc…)	**Change Job/Position or Change Salary**	UKG Business Process utilized when there only needs to be a salary adjustment and no other change
LOA	Changes to an associate's job status (e.g., Leave of Absence)	**Change Status**	UKG Business Process utilized when an associate is either moved into Leave status or returns from Leave to Active status

[1] PAR Termination process captures severance information. UKG Termination Business Process does not have fields that capture Severance information. Customized fields can be added to the Termination page in UKG but, doing so removes the ability to process a termination via the UKG Pro mobile app and custom fields would not initiate any actions within the tool. The UKG mobile app does not support custom fields created by UKG customers.

[2] PAR Termination process provides, based on state of employee terminated, a notification of state and/or local laws pertaining to payout requirements of terminated employees. This is not a functionality within the UKG Termination Business Process.