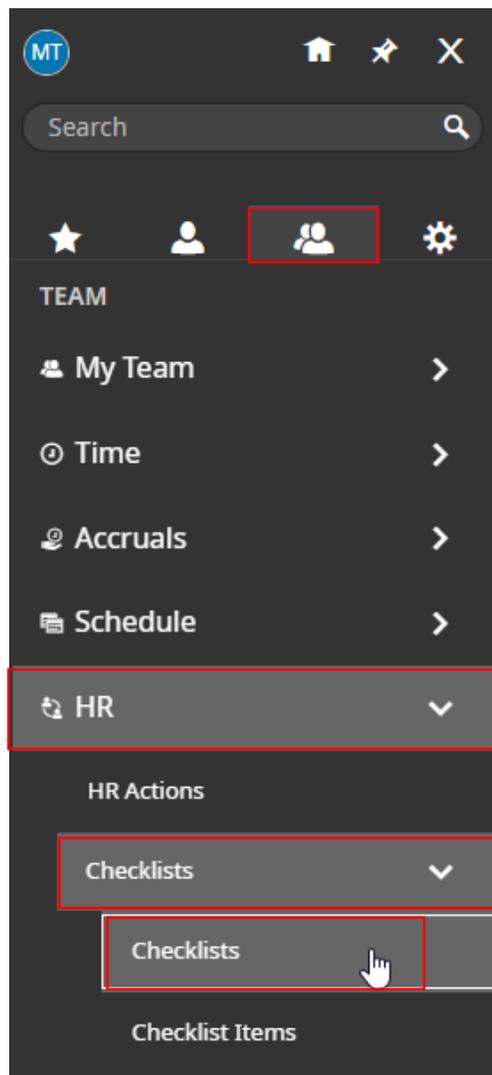
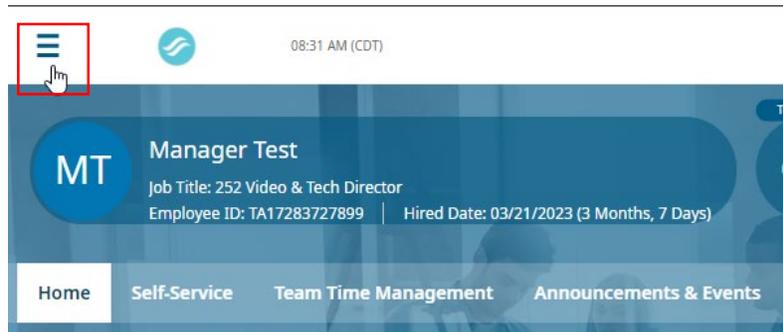


CLASSIFICATION CHANGE REQUESTS IN UKG

CLASSIFICATION CHANGE: peak to flex, flex to full-time, etc. within the same department.

UKG Path for Change Requests:

Dual Head Icon > HR > Checklists > Checklist



Next, click Assign New > Select the Employee > Select the Classification Change Checklist.



Select the employee and the effective from date. For the effective from date, use the date you are making the request.

Assign New Checklist

Please select checklist type to add

Employee(s) *

Employee Test

Checklist *

Classification Change Request

Cancel Save

The Classification Change checklist will open. Enter the information once again and then follow the prompts.

Start Classification Change Request - Manager

Choose Employee *

Search and select employee

Effective From *

06/28/2023

Cancel Continue

Next, complete the requested information on the form and submit it. Anything with an “*” is a required field.

Start Classification Change Request - Manager

Employee

ET Employee Test

Effective From *

06/28/2023



Save

Submit

Group #1

Classification Change Request Form - Managers

Image Form

Page 1 of 1

71%

Reset

newspring church
Classification Change Request

Employee Name
Employee Test

Department
[Dropdown]

Proposed Classification
[Dropdown]

Reason for Classification Change Request
[Text Area]

Comments
[Text Area]

Additional Items Needed:
• Upload Proposed Schedule Below
• If this classification change also includes a proposed Job Description Update, please make sure any changes are marked in red and that it is uploaded below.

Sign

Web Form

Page 1 of 1

Employees Name * Department * Proposed Classification *

Employee Test [Dropdown] [Dropdown]

Reason * Comment Ministry Director *

[Text Area] [Text Area] Sign

Upload Documents

Upload Document

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Save

Submit

Once complete, the form will then be sent to your Ministry Director for approval. Upon the Ministry Director's sign off, the request will route to HR for processing. HR will be in communication regarding effective dates of change.