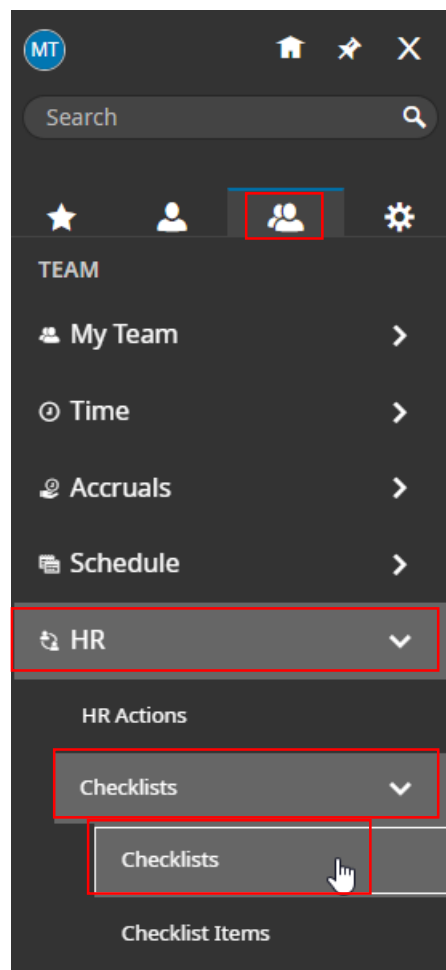
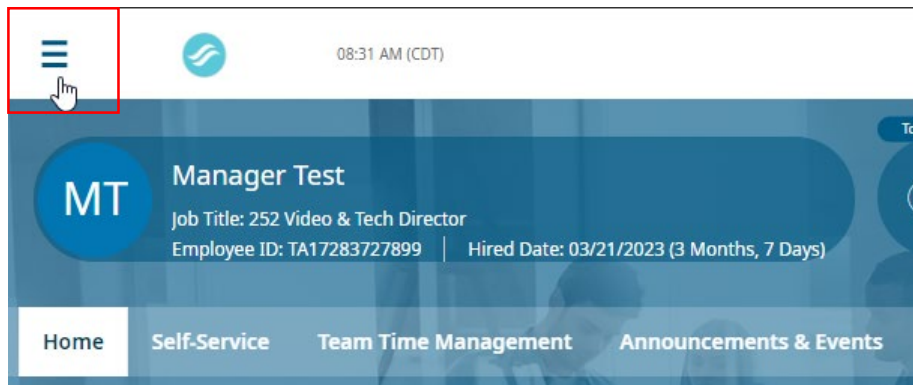


JOB CHANGE REQUESTS IN UKG

JOB CHANGE - Title and/or Job Description change within the same department.

UKG Path for Change Requests:

Dual Head Icon > HR > Checklists > Checklist

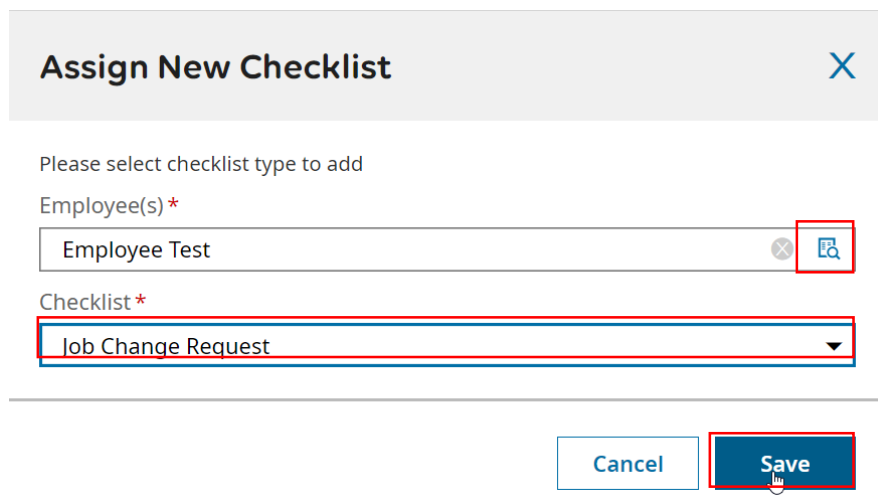


Next, click Assign New > Select the Employee > Select the Job Change Checklist



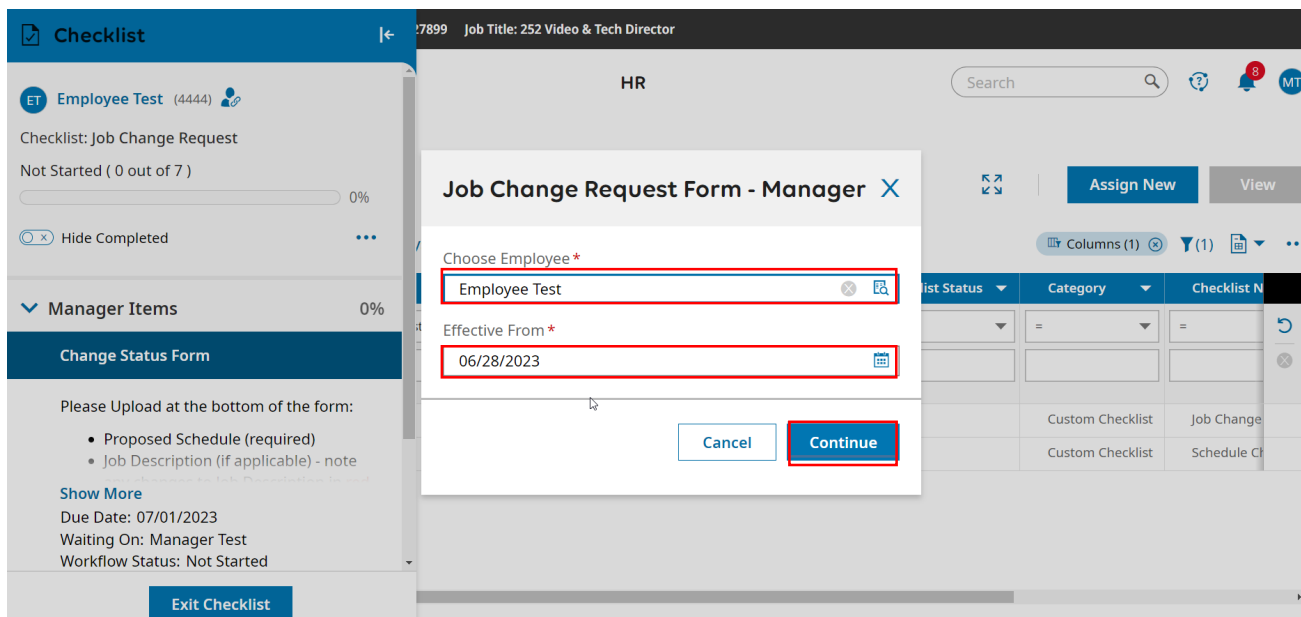
The screenshot shows the HR Checklists page. At the top, there is a navigation bar with a menu icon, a logo, the time '08:34 AM (CDT)', the text 'HR', a search bar, and a help icon. Below the navigation bar, the breadcrumb 'HR > Checklists > Checklists' is visible. The main heading is 'Checklists'. On the right side, there is a button labeled 'Assign New' which is highlighted with a red box. Below the heading, there is a pagination bar showing 'Page 1 of 1' and '1 - 1 of 1 Rows'. To the right of the pagination bar, there is a 'Columns (1)' dropdown and a filter icon. Below the pagination bar, there is a table header with columns: 'Employee Id', 'First Name', 'Last Name', 'Employee Status', 'Checklist Status', 'Category', and 'Checklist'.

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



The screenshot shows the 'Assign New Checklist' modal. It has a title bar with the text 'Assign New Checklist' and a close button. The main content area contains the text 'Please select checklist type to add'. Below this, there is a label 'Employee(s) *' followed by a text input field containing 'Employee Test'. To the right of the input field is a search icon, which is highlighted with a red box. Below the input field, there is a label 'Checklist *' followed by a dropdown menu showing 'Job Change Request', which is also highlighted with a red box. At the bottom of the modal, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red box.

The Job Change Checklist will open. Enter in the information once again and then follow prompts.



The screenshot shows the 'Job Change Request Form - Manager' modal. It has a title bar with the text 'Job Change Request Form - Manager' and a close button. The main content area contains the text 'Choose Employee *' followed by a text input field containing 'Employee Test'. To the right of the input field is a search icon. Below the input field, there is a label 'Effective From *' followed by a date input field containing '06/28/2023'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Continue', with the 'Continue' button highlighted by a red box. In the background, there is a sidebar with a 'Checklist' section showing 'Employee Test (4444)' and 'Checklist: Job Change Request'. The sidebar also shows 'Not Started (0 out of 7)' and '0%'. Below this, there is a 'Manager Items' section showing '0%'. At the bottom of the sidebar, there is a 'Change Status Form' section with a list of items: 'Proposed Schedule (required)' and 'Job Description (if applicable) - note'. Below the list, there is a 'Show More' link. At the bottom of the sidebar, there is a 'Due Date: 07/01/2023', 'Waiting On: Manager Test', and 'Workflow Status: Not Started'. At the bottom of the sidebar, there is a button labeled 'Exit Checklist'.

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.