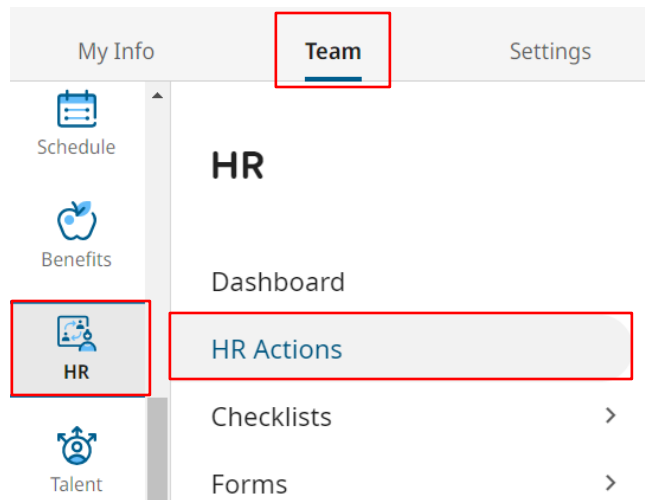


UPLOADING DOCUMENTS IN UKG

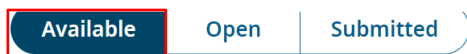
Manager's Guide

UKG Path: Team > HR > HR Actions



Select "Start" on the Upload Employee Documents option.

HR > HR Actions



Job Change Request Form - Manager

Reminder: The first step in this process is for the supervisor to open the appropriate checklist by following the path:
Team > HR > Checklists > Checklists
Click "Assign New".

[Start](#)

Schedule Change = Schedule Change only

Class Change = Class change (ex: Peak to Flex, Flex to FT); may or may not include a schedule change

Job Change = Job change (change in duties, title, etc.); may or may not include a class and/or schedule change

Upload Employee Documents

[Start](#)

Search for and select your intended employee. The "Effective From" date will be the date you are initiating this action.

A screenshot of the 'Upload Employee Documents' form. The form has a title bar with a close button (X). Below the title bar, there are two main sections. The first section is labeled 'Choose Employee *' and contains a text input field with the value 'Employee Test'. The second section is labeled 'Effective From *' and contains a date input field with the value '03/04/2024'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box.

The Upload Employee Documents page will appear.

Select “Upload Document” and

HR > HR Actions

← Upload Employee Documents

Employee



Employee Test

Effective From *

03/04/2024



Save

Submit

Upload Employee Documents

Manage Documents

[Upload Document](#)

▼ Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
▼ General (3)					

Upload Document(s)

A maximum of 5 files are allowed to be selected per upload.

[Upload Document](#)

Choose No file chosen

Close

Utilizing the “Choose” button, it will allow you to pull documents from your files for upload. You can upload up to 5 separate documents can be uploaded at a single time.

Upload Document(s)

File 1

[Uploading Documents In UKG.Docx](#)

Display Name

Uploading Documents in UKG.doc

Upload

Document Type

- Benefit Eligible Employees
- HR Team +
- Integration Hub
- Manager Specific**
- Name Change
- Open Visibility
- Protected
- Resume

Choose your document type. Open Visibility will allow the employee to see the document. Manager Specific will allow only yourself and the HR Team to see the document.

Note: Any Employee Improvement Plans should be emailed to the HR department at hr@newspring.org.

Remember to “Save” before hitting “Submit.”

Save

Submit