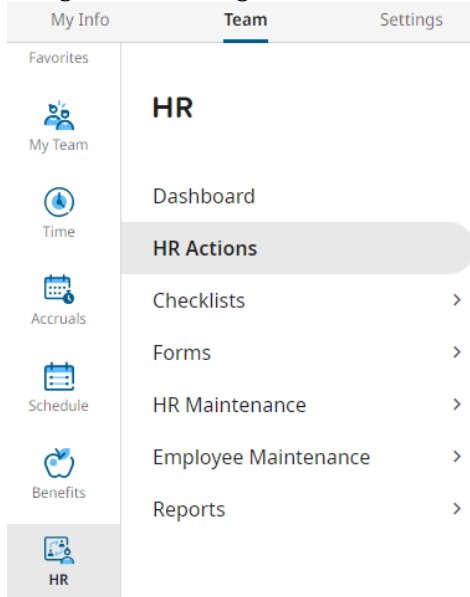




UKG – PAF Guide-Managers

Pay Change

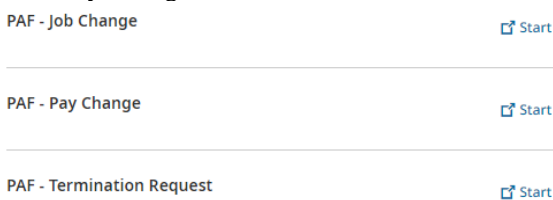
1. Navigate to Hamburger Menu – Team – HR – HR Actions



2. Click on the “Available” tab under HR Actions
← HR Actions



3. You will be shown the HR Actions available to you. To submit a Pay Change, click on the blue “Start” link to the right of PAF – Pay Change



4. A box will pop up to allow you to choose the Employee affected. Click on the paper with the magnifying glass.



PAF - Pay Change [X]

Choose Employee *

Search and select employee [Search icon]

Effective From *

08/28/2024 [Calendar icon]

[Cancel] [Continue]

5. Click the radio button next to the employee to select them.
6. Confirm the correct employee is listed in the pop-up box, then click the blue “Continue” button.

PAF - Pay Change [X]

Choose Employee *

Test Employee [Close icon] [Search icon]

Effective From *

08/28/2024 [Calendar icon]

[Cancel] [Continue]

7. A new screen will show you the following options to update regarding the pay change. Complete the appropriate fields and then scroll down to the Image Form.

Manager Items to Update:

Base Compensation *

Annual \$0.00 / 2080.00hrs Pay Period \$0.00 / 80.00hrs Hourly \$0.00

Annual ▾ [Add]

Effective From	Annual \$	Amount \$	Hours	PP	Amount Earning Autopay	Autopay Type	Notes	Actions
12/31/1900	\$0.00	\$0.00 / Hour	2080.00hrs / Year	26		AMOUNT	[Message icon]	[More icon]

Autopay Schedule

[Info icon] Used for Prorating Autopay Earnings. [Close icon]

[Add]

Effective From	Type	Actions
12/31/1900		[More icon]

8. The image form includes one Yes/No question and five text box questions that you must complete before moving on.



PAF - Pay Change

Image Form

Page 1 of 1

Question #1

Is this increase outside the time frame of the Annual Performance Evaluation merit increase?

Yes No

Question #2

What is the employee's last three pay increases and their effective dates? (Please reach out to your HRBP if you don't not have this information)

Question #3

What is the business reason for the proposed increase?

Question #4

If we were to hire an outside candidate for this role, what would the initial pay rate be? (i.e. market rate)

Question #5

Is the proposed pay change effective at the start of a pay period? If not, do you have concerns with HR adjusting to the start of the next pay period?

Question #6

Does the proposed pay change include a change in Job Title? If yes, please list new Job Title below.

9. Next, scroll down to the Upload Documents section and upload any pertinent documents regarding this pay change by clicking the blue "Upload Document" link.

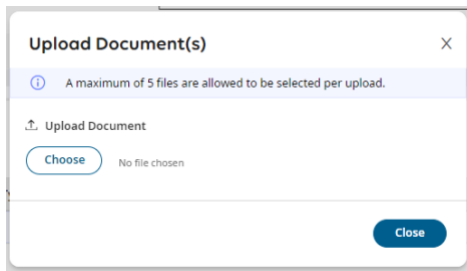
Upload Documents

[Upload Document](#)

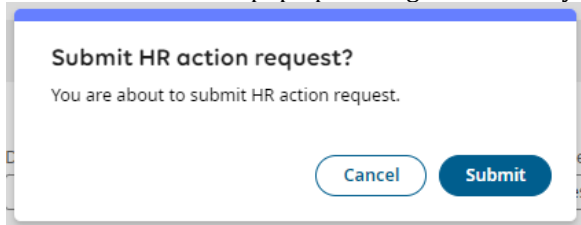
Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Save

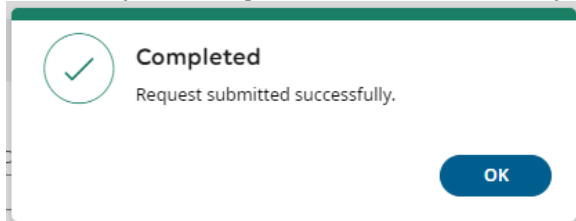
Continue



10. Once you have uploaded any pertinent documents, click on the blue “Close” button and then on the blue “Continue” button.
11. Next you will be shown the HRBP Items to Review section which will be completed by your HRBP only. On this screen, click the blue “Submit” button.
12. You will be asked via pop up message to confirm your submission of this HR Action. Click the blue “Submit” button.



13. After the system has processed the information, you will receive a green confirmation box message.



PAF Pay Change Workflow

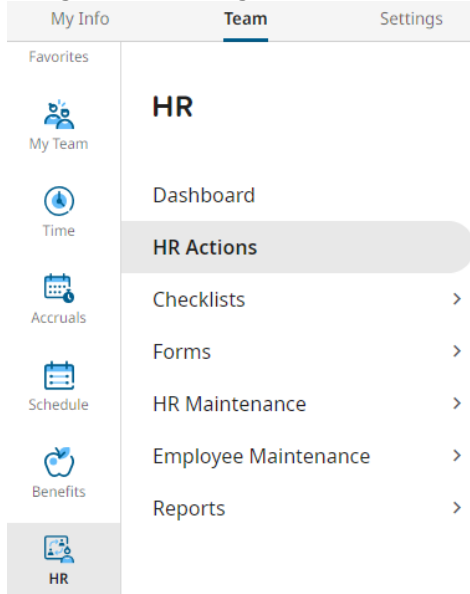
Once submitted, it will be sent to a variety of people to approve/modify/reject.

1. HRBP is notified to complete their portion and submit.
2. Next it goes to the General Manager to Approve/Reject.
3. Next it goes to the Regional Vice President to Approve/Reject.
4. Last, it goes to the Executive Leadership for final Approve/Reject.
5. If any step is rejected, a notification is sent with a note to the Direct Supervisor.



Termination Request

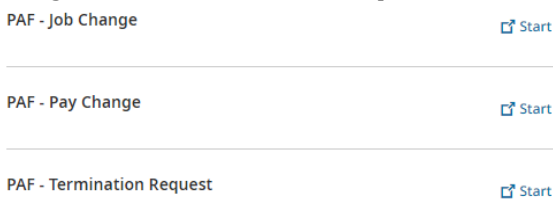
1. Navigate to Hamburger Menu – Team – HR – HR Actions



2. Click on the “Available” tab under HR Actions
← HR Actions



3. You will be shown the HR Actions available to you. To submit a Termination Request, click on the blue “Start” link to the right of PAF – Termination Request



4. A box will pop up to allow you to choose the Employee affected. Click on the paper with the magnifying glass.

PAF - Termination Request [X]

Choose Employee *

Search and select employee [Magnifying Glass Icon]

Effective From *

08/28/2024 [Calendar Icon]

[Cancel] [Continue]



- Click the radio button next to the employee to select them.
- Confirm the correct employee is listed in the pop-up box, then click the blue “Continue” button.

PAF - Termination Request

Choose Employee *

Effective From *

- A new screen will show items you need to update. Complete all required fields, upload any necessary documentation and click the blue “Continue” button.

Items to Update:

Account Status * Terminated * Termination Reason *

Rehireable

Termination Notice Days No Notice

Termination Notes *

Upload Documents Upload Document

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

- Once you have updated the applicable options, click on the blue “Continue” button.
- Next you will be shown End Dates HR Only section which will be completed by your HRBP only. On this screen, click the blue “Submit” button.

End Dates (HR Only):

Benefit Coverage End Date

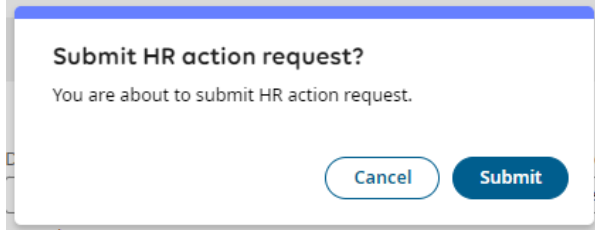
Benefits Deduction/Earnings End Date Deduction End Date Direct Deposit End Date

Earning End Date Primary Email * Secondary Email

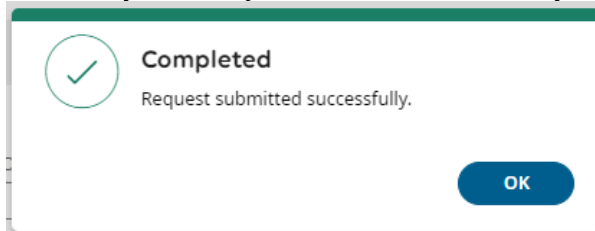
Personal Email



10. You will be asked via pop up message to confirm your submission of this HR Action. Click the blue “Submit” button.



11. After the system has processed the information, you will receive a green confirmation box message.



PAF Termination Request Workflow

Once submitted, it will be sent to a variety of people to approve/modify/reject.

1. The Department Lead is notified to Approve/Reject.
2. Next it goes to the General Manager to Approve/Reject.
3. Next it goes to the HRBP to complete their section and then to Approve/Reject.
4. If Approved by the HRBP, it will process the termination automatically for the affected employee.
5. If any step is rejected, a notification is sent with a note to the Direct Supervisor.