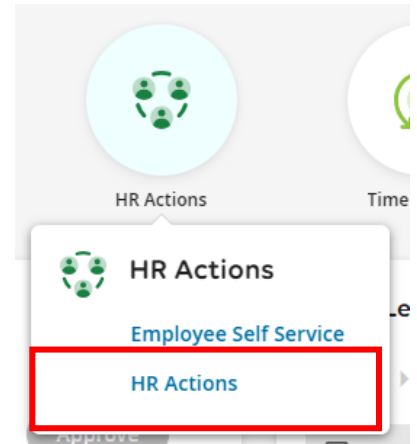


Ending a Position Assignment:

This training document is intended to provide instruction on how to submit an HR Action to End a Position Assignment for an employee who is leaving a position, BUT remaining employed at the University:

1. Login to UKG by accessing the UKG Ready button located under the staff tab in Portal.
2. From your home dashboard, click on the **HR Action Forms** icon and select “HR Actions.”



3. Go to **End Position Assignment** and click on **Start** in the far right.

HR > HR Actions

← HR Actions

Available Open (2) Submitted

End Position Assignment

Use this HR Action to end the position of an employee who currently holds multiple University positions and will continue to work in those other positions.

Start

4. Search for the employee in the **Choose Employee** field (use the magnify glass/paper icon to pull up a list to search from). Then click **Continue**.

End Position Assignment


Choose Employee *

Effective From *

VERY IMPORTANT: The **Effective From** date does not pertain to the date the payment goes into effect. It is a system date related to when the HR Action is created.

5. Complete the following fields:
 - a. **Employee ID**
 - b. **Employee Name**
 - c. **Position Number**
 - d. **Position Title**
 - e. **Position End Reason**
 - f. **Last Day of Work in Position**

Ending Position Assignment

A	Employee UID*	<input type="text" value="U000000"/>
B	Employee Name*	<input type="text" value="Test Employee"/>
C	Position Number*	<input type="text" value="12345"/>
D	Position Title*	<input type="text" value="Test Position"/>
E	Position End Reason*	<input type="text" value="Transfer"/>
F	Last Day of Work in Position*	<input type="text" value="12/15/2023"/> 

6. Click the **Submit** button to submit your request into workflow.
7. To view the status of your request, click on the **Submitted** tab on the **HR Actions** page and refer to the Workflow State column.

← HR Actions

Available Open **Submitted** Search Actions

All Statuses | This year | All Employees

<input type="checkbox"/>	Employee	Created On	Effective Date	Status	Workflow State	Notes	Actions
<input type="checkbox"/>	Payment Action (Stipend) (1)						
<input type="checkbox"/>	Nina Test2	12/07/2023	12/07/2023	Submitted	Created		...

As your action moves through the workflow it will show a message for each approver who has approved it. Once it has completed workflow it will show with a **Completed** status:

<input type="checkbox"/>	Payment Action (Stipend) (2)						
<input type="checkbox"/>	Rudolph Reindeer	12/04/2023	12/04/2023	Submitted	Approved by Dean/VP		...
<input type="checkbox"/>	Coco Melon	12/04/2023	12/04/2023	Completed	Completed		...