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.

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.
**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

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.
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: