

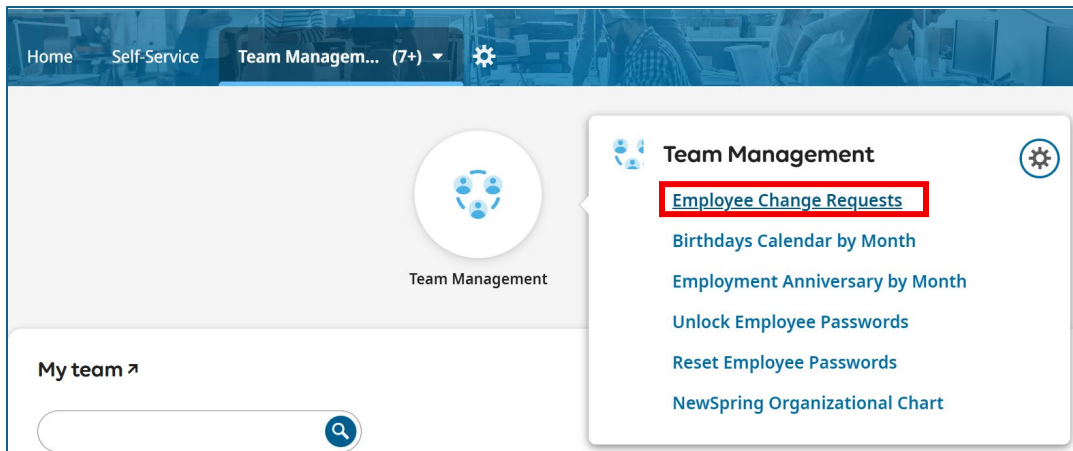
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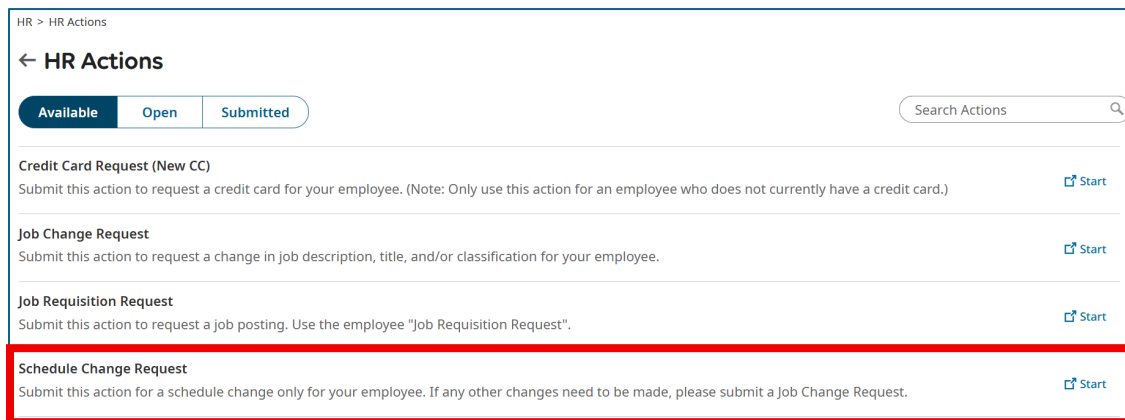
SCHEDULE CHANGE

Managers submit official schedule change requests through UKG either by going to their **Team Management Tab > Team Management Icon > Employee Change Requests** and then selecting *Schedule Change Request*



Or by utilizing the menu through the following path:

Team > HR > Actions > Schedule Change Request

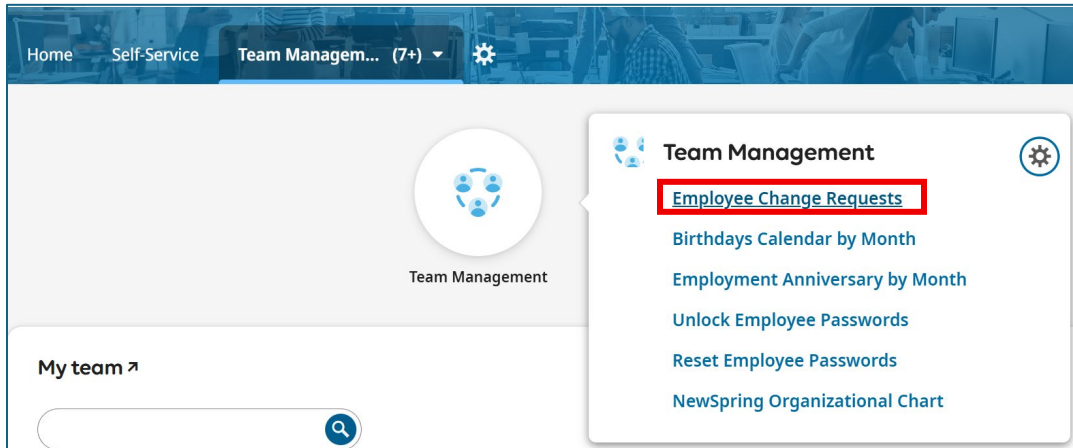


Once you have submitted the request, HR will be automatically notified. Changes will be processed within 2 business days (M-F) and effective the Sunday indicated on the change form. Once processed, both managers and employees will receive a notification confirming the change.

Managers and employees should review any previously submitted time off requests to ensure that the times reflected match the new schedule on file.

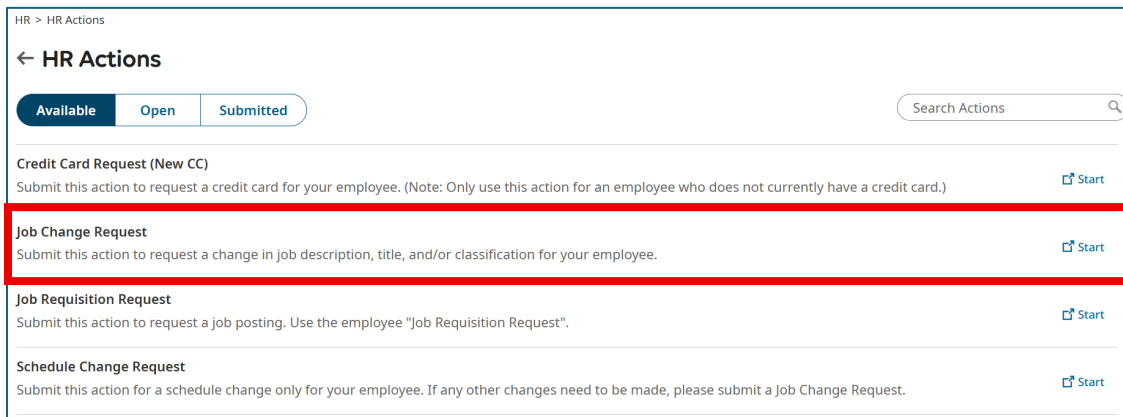
JOB CHANGE

Managers can submit a change in job description, title change, or classification type for leadership consideration in UKG either by going to their **Team Management Tab > Team Management Icon > Employee Change Requests** and then selecting **Job Change Request**



Or by utilizing the menu through the following path:

Team > HR > Actions > Job Change Request.



Managers will then be able to complete the Change Request Form. Please complete all necessary fields. Note: in the tasks and duties field, please list the task and HR will compose and word a Job Description that aligns with existing standards. You are requested to upload a document (such as a schedule, existing JD, email chain, etc.). When selecting the document type for your upload, please select Manager +.

The request will then travel along the following route for necessary approvals:

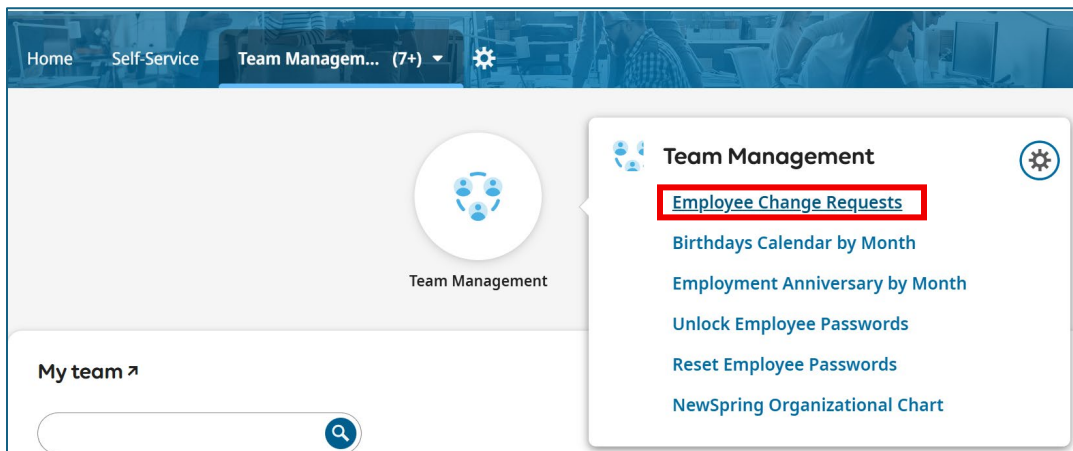
Your Ministry Director > Senior Leadership

Once the HR department receives notification of approval, they will begin working on the change. Managers will be contacted with questions. Changes can take approximately 7 business days (M-F) depending on department and senior leadership availability. Once

approved, both managers and employees will receive a notification confirming the change. In some instances, employees may need to accept/sign for the change.

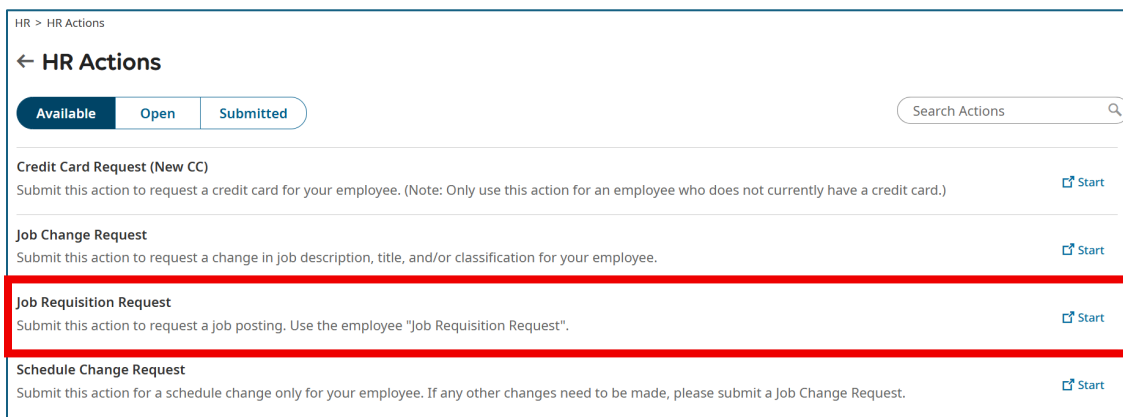
JOB REQUISITION

Prior to submitting a job requisition request, managers should have discussed position needs of his/her area of ministry with their Ministry Director and received approval to make a job requisition request. Following Ministry Director approval, managers can submit a job posting request for leadership consideration in UKG either by going to their **Team Management Tab > Team Management Icon >** and selecting **Employee Change Requests** and selecting **Job Requisition Request**



Or by utilizing the menu through the following path:

Team > HR > HR Actions > Job Requisition Request



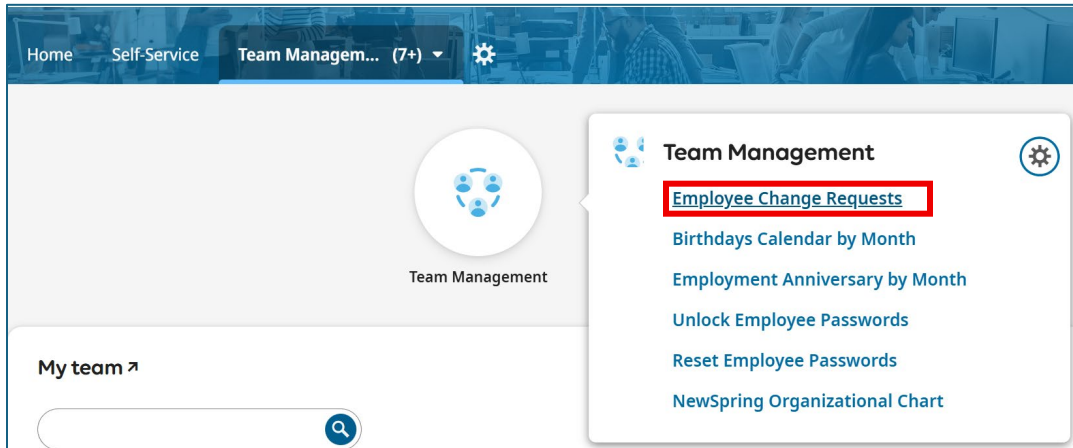
Utilizing the “*Job Requisition Request*” selection in the “Choose Employee” field, managers will then be able to complete the Job Requisition Request Form. Please complete all necessary fields. Note: in the tasks and duties field, please list the responsibilities of this role and HR will compile a Job Description that aligns with existing standards. You are requested to upload a document (such as a schedule, existing JD, email chain, etc.). When selecting the document type for your upload, please select *Manager +*.

The request will then route to Senior Leadership for necessary approvals. A notification informing the manager of leadership's approval or denial will be automatically sent upon leadership's decision. If no notification has been received, no decision has been made.

The HR department will begin working on the requisition following leadership's approval. (This includes a review of duties, experience, education, grade, and physical requirements.) HR will be in touch with managers and leadership throughout the process. Posting can take approximately 7 business days (M-F) depending on department and leadership availability. Once approved, job requisitions will be posted internally for existing NewSpring Staff first before being posted publicly the following day. Please schedule an [appointment with HR](#) for training on processing applications through the Job Requisition module in UKG.

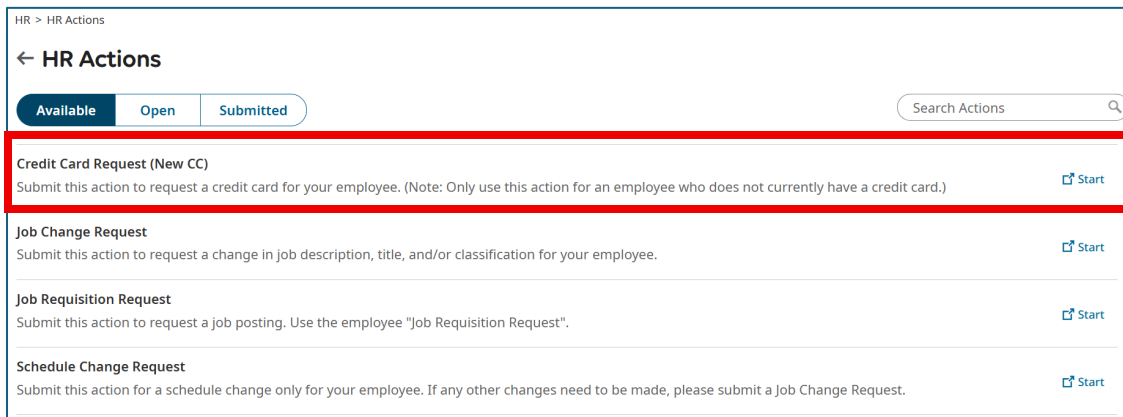
CREDIT CARD REQUEST

Managers can submit a request for an employee to have a credit card for the first time through UKG either by going to their **Team Management Tab > Team Management Icon > Employee Change Requests** and then selecting *Credit Card Request (New CC)*



Or by utilizing the menu through the following path:

Team > HR > Actions > Credit Card Request (New CC).



Managers will then complete the Credit Card Request form. (Please leave the Office Only section empty.)

The request will then route to Senior Leadership for approval.

Upon approval, the manager and employee will receive a notification. A checklist will automatically open in the employee's UKG account instructing them to sign NewSpring's Credit Card Policy form. They will need to both Sign and Submit.

Upon submission, the Accounting department is automatically notified to issue the credit card. Employees should set a meeting with the Accounting department if they have any questions.