

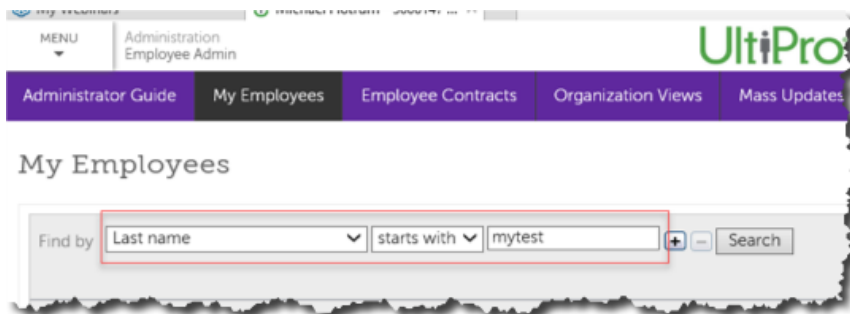
Change Employee Status in UltiPro

Overview: This job aid describes how an Employee Administrator can modify an employee's status.

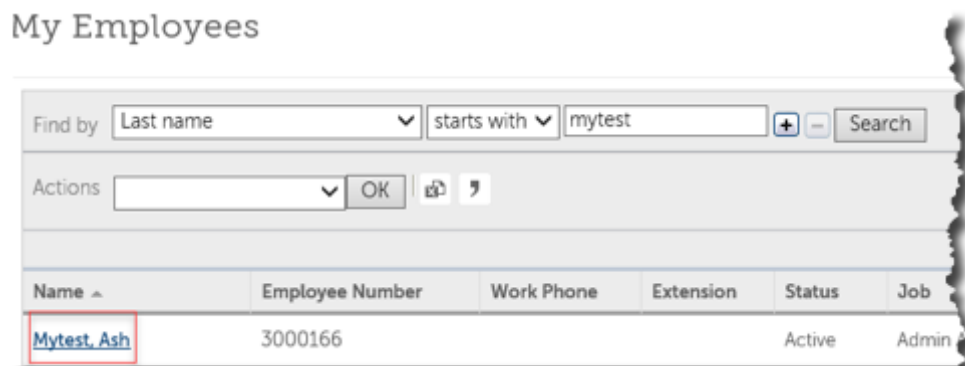
1. Click **Menu**, then select **My Employees** from the **Administration** tab.



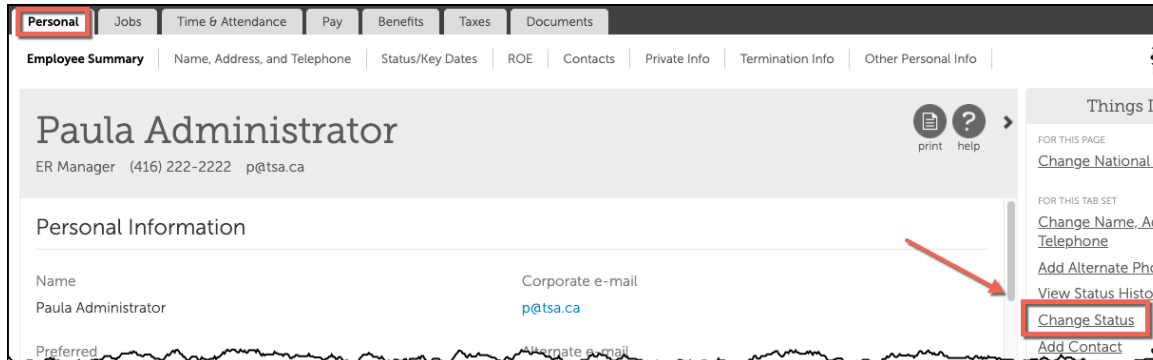
2. Locate the employee name by using the criteria listed in the **Find by** drop down list then click **Search**.



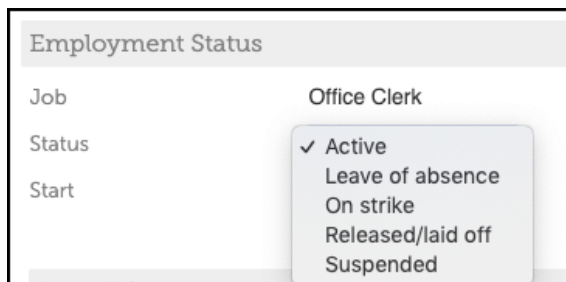
3. From the resulting list, click the employee name to open the record.



- Click the **Personal** tab, then click the **Change Status** button to the right.



- Select the appropriate Status type from the **Status** drop down list:

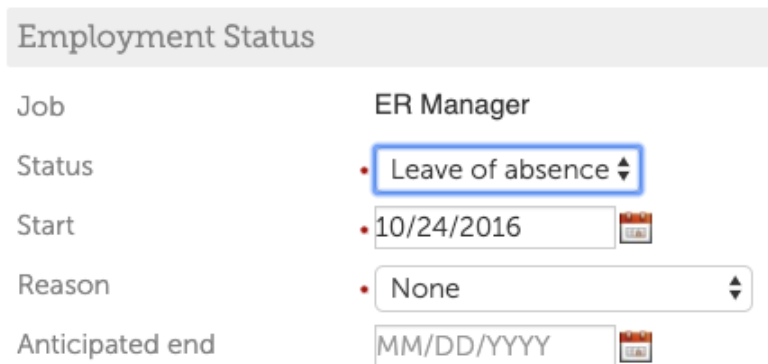


- Complete the required fields, including the **Start** date, **Reason** and **Anticipated End** date.


Employment Status

Job ER Manager

Status • Leave of absence ▾

Start • 10/24/2016 

Reason • None ▾

Anticipated end MM/DD/YYYY 



Giving
Hope
Today



7. Scroll down to display the **Payroll Status** heading. If required, remove the **Pay Automatically** check box selection. Edit any other pay fields as required.

Payroll Status

Pay automatically

Pay suspended

From To

Arrears suspended

From To

PTO suspended

From To

8. Click **Save** and then click **Submit**.