

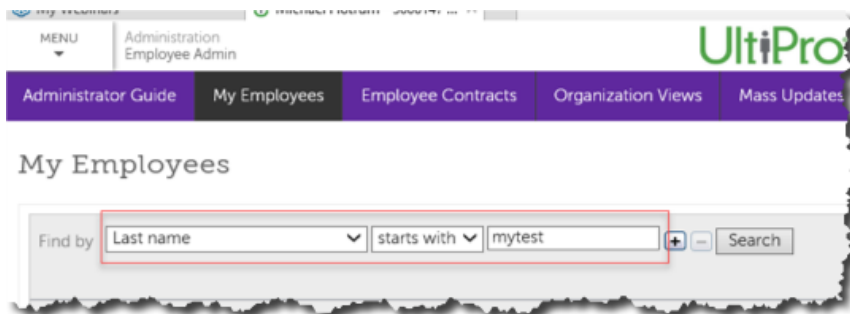
Change Employee Status in UltiPro

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

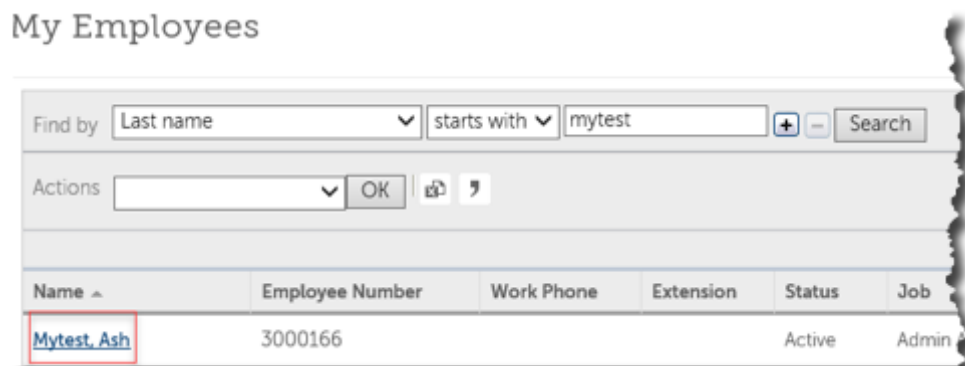
1. Click **Menu**, then select **My Employees** from the **Administration** tab.



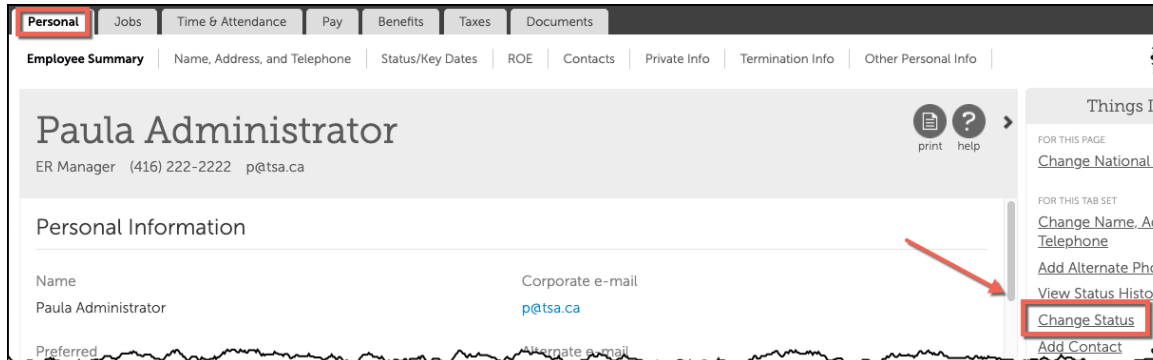
2. Locate the employee name by using the criteria listed in the **Find by** drop down list then click **Search**.



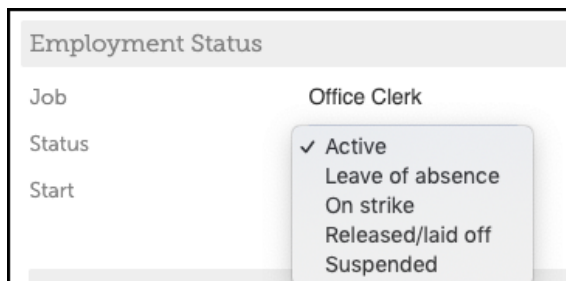
3. From the resulting list, click the employee name to open the record.



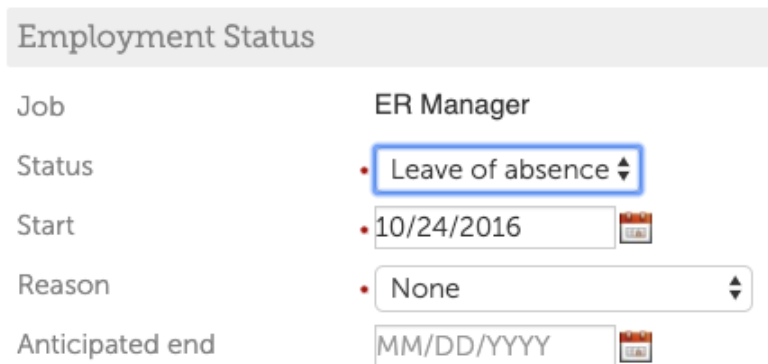
- Click the **Personal** tab, then click the **Change Status** button to the right.



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



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

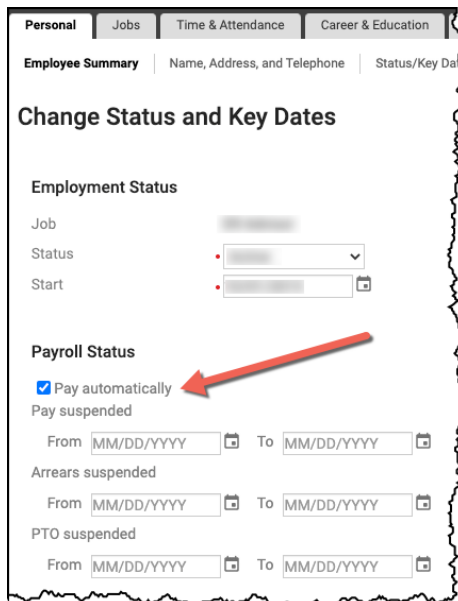


Tip! To ensure that Autopaid employees receive their final pay, the **Pay Automatically** box must remain selected. Refer to additional steps on the next page of this Job Aid.

AutoPaid Employee Process

Process the *Leave of Absence* as outlined previously in Steps 1 through 7, above ensuring that the **Pay Automatically** box is selected. This allows an AutoPaid employee to receive their final pay. After payroll has processed and the correct hours paid out, the **Pay Automatically** box selection must then be removed.

1. Follow Steps 1 through 4, as noted previously.
2. Under the **Change Status and Key Dates** heading, remove the checkmark from the **Pay automatically** box. (Note: the suspend dates section are not in use, therefore **do not enter** any dates in these sections).



The screenshot shows the 'Change Status and Key Dates' form in UltiPro. The form is divided into several sections: 'Employment Status' with fields for Job, Status, and Start; 'Payroll Status' with a checked 'Pay automatically' checkbox and a red arrow pointing to it; and three 'suspend' sections (Pay suspended, Arrears suspended, PTO suspended) each with 'From' and 'To' date pickers.

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