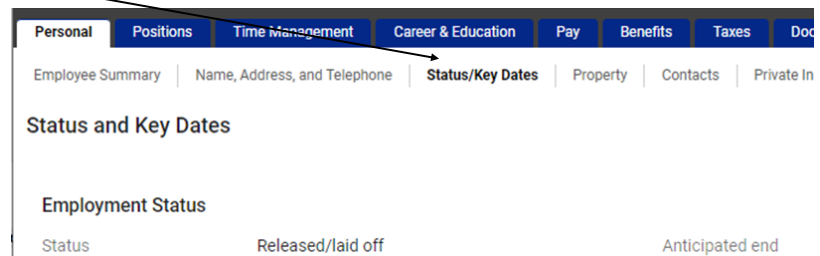


Re-Activating Furloughed Employees in UKG

1. Find the employee you wish to re-activate (My Team > My Employees > Employee Search)

2. Once in the employee's file, navigate to their "Status/Key Dates" tab.



3. To change the status, click the pencil "Edit" icon.



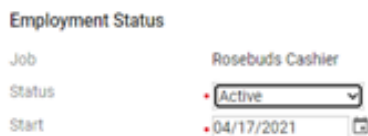
Alternatively, you can click "Change Status" under the "Things I Can Do" table on the right side of the page.



4. Next, select the new status from the drop down box. A furloughed employee will have a current status of "Released/laid off," and you would then change their status to "Active."



5. In the "Start" field, select the date the status should be effective.



6. Click the disk "Save" icon in the upper right corner.



A prompt will appear telling you that this change needs to be approved before it will take effect. Click "Save" one more time to accept.