

UKG OFFER LETTER APPROVAL – QUICK GUIDE

1. Hiring manager makes verbal offer to candidate (start date, wage, start time and attire)
2. Hiring manager sends HR Rep offer details (start date and wage)
3. HR Rep writes offer letter
4. HR Rep sends offer letter via email to GM/VP for approval
 - a. From: no-reply@notifications.ukg.net
5. Once approved, HR Rep initiates background check (if applicable)
 - a. Applies to roles requiring guest room key access
 - b. Turnaround: up to 72 hours
 - c. Prior approval from HR Rep is necessary for candidates to start before the background check is cleared
6. HR Rep sends offer letter via email to candidate for signature
 - a. From: no-reply@notifications.ukg.net
7. Candidate will accept the offer
8. HR Rep sends onboarding paperwork to candidate

These steps must be completed before a new hire starts. In unique situations, such as a next day start date, please connect with your HR Rep.

Important Reminders:

- For next-day / urgent start dates – contact your HR Rep!

Start Date Changes:

- Hourly Associates: notify your corporate contact
- Salaried Associates: notify HR Rep (new offer letter required)

DESKTOP VIEW:

- Once you receive an email, click the green button at the bottom of the page, that says **continue to approve/reject**.

Dear Katelyn Kampe,

Miguel Martinez has sent offer TR00207 for your approval. The offer is for Test Rachel, who applied to GUEST SERVICE REPRESENTATIVE (GUEST001399).

For your security, this email expires in 7 day(s). You can also approve or reject the offer by going to Recruiting > Offers.

Offer Overview

Location(s)	Roseville, MN 55113, USA
Supervisor	Katelyn Kampe
Offer Date	02/18/2026
Start Date	02/20/2026
Compensation	\$17.00 USD Hourly
Schedule (FT/PT)	Part-Time
Hours Per Week	20

For more details on this offer:
[Continue to Approve / Reject](#)

- The **offer** page will appear. Scroll through to verify the position, start date, wage, first paycheck date, etc. are correct.

Offer - TR00207

Name
Test Rachel

Opportunity
GUEST SERVICE REPRESENTATIVE

Requisition
GUEST001399

▼ Dates

Created
02/18/2026 by Miguel Martinez

Submitted for Approval
02/18/2026

Last updated

- At the bottom of the page, click **reject** or **approve**.

Documents

There are no documents added

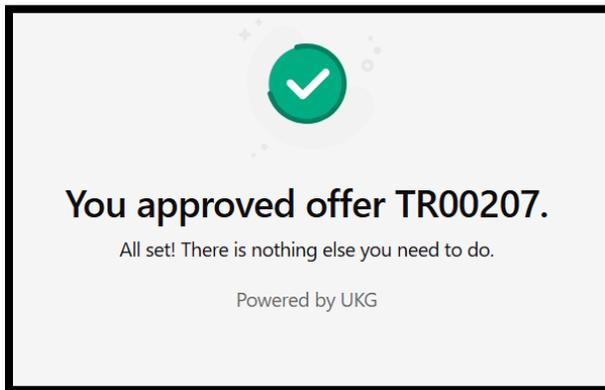
Approval or rejection comments

Add approval/rejection comments:

0/4000

Reject Approve

- If you click **approve**, this message will appear.



- If you need to **reject** due to inaccurate information, leave a **comment** so the HR Rep knows what to adjust, and click **reject**.

Approval or rejection comments

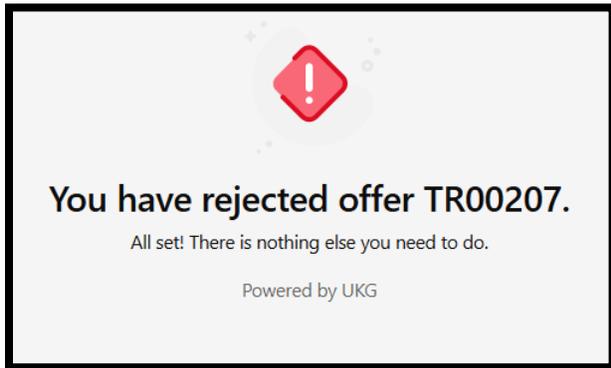
Add approval/rejection comments:

Salary Incorrect. It is \$18 not \$17.

36/4000

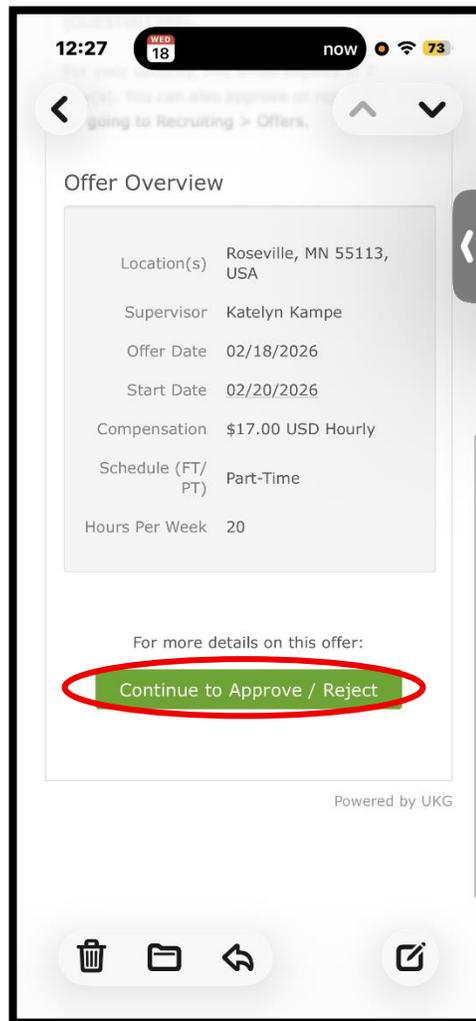
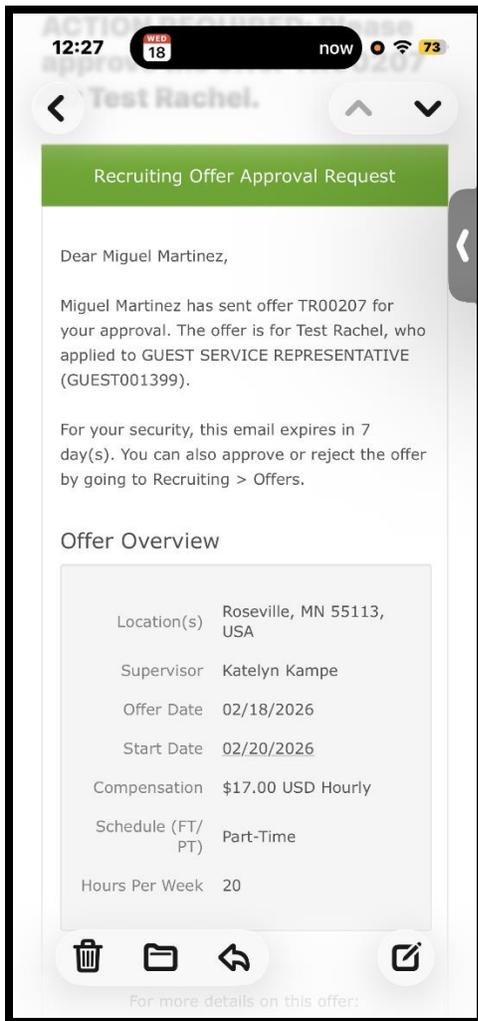
Reject Approve

- This message will appear. Then it will be sent back to the HR Rep to adjust and re-send for approval. **Be on the lookout for an updated offer letter to approve.**

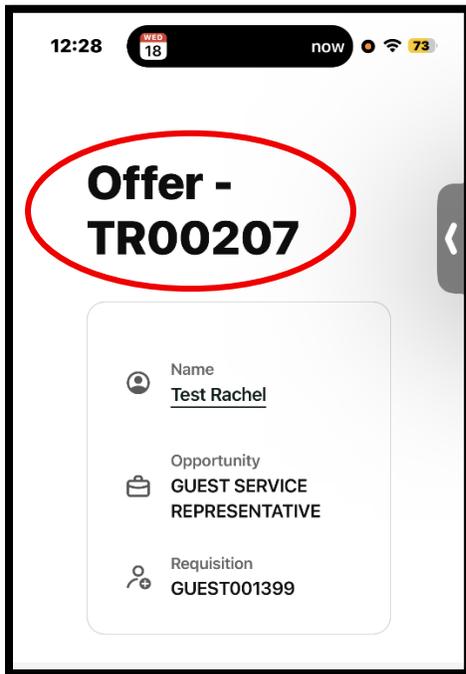


MOBILE VIEW:

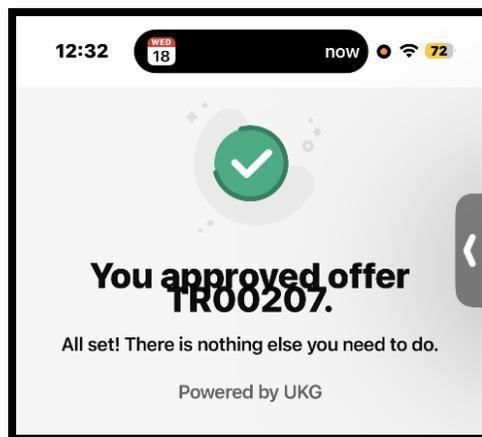
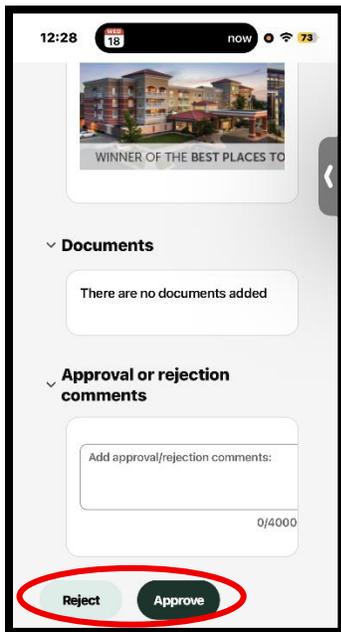
- Once you receive an email, click the green button at the bottom of the page, that says **continue to approve/reject.**



- The **offer** page will appear. Scroll through to verify the position, start date, wage, first paycheck date, etc. are correct.



- At the bottom of the page, click **reject** or **approve**. An approved or rejected message will appear.



- **Reminder:** if rejected, it will be sent back to the HR Rep to adjust and re-send for approval. **Be on the lookout for an updated offer letter to approve.**