

NEW HIRE OFFER LETTER APPROVAL PROCESS IN UKG

PURPOSE:

This guide outlines the new hire offer letter approval process in UKG and helps ensure all required approvals, background checks, offer letters, and onboarding paperwork is completed before an associate's start date!

1. Hiring manager makes verbal offer to candidate:
 - Start date
 - Start time
 - Wage
 - Dress code
 - Let them know the offer letter and onboarding paperwork (sent from HR via email) needs to be completed **before** their start date
2. Hiring manager sends the HR Rep the new hire details:
 - Start date
 - Wage
3. HR Rep writes up offer letter
4. HR Rep sends offer letter via email to GM/VP for approval:
 - From: no-reply@notifications.ukg.net
 - Click the green button at the bottom of the page that says **continue to approve/reject**.
5. Once approved, HR Rep initiates the background check:
 - This is for positions that require key access to guest rooms
 - A cleared background check is required before a candidate starts – otherwise, approval from your HR rep is needed
 - If the employee starts before the background check is cleared, it is up to the hiring manager to inform the employee, that we need to rescind the offer
 - Turnaround time can be a minimum of 72 hours (typically 3-5 business days)
6. HR Rep will send offer letter via email to candidate for signature:
 - From: no-reply@notifications.ukg.net
7. Candidate will accept the offer (7 days to accept or it expires)
8. HR Rep will send onboarding paperwork to candidate
9. Once everything is complete your HR rep will let you know. If you don't hear from your HR rep before the candidate starts, please reach out to verify the paperwork is complete.

REMINDERS:

For all associates, if the start date changes, let your HR Rep know.

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.