

How to Submit an HR Action (Employee View)

In UKG Ready, employees follow a specific path to submit HR actions, such as updating personal info or direct deposit, which involves moving a request from a saved "Open" state to a "Submitted" state.

1. Access HR Actions:

- Click the **Main Menu icon** (three horizontal lines ☰).
- Navigate to **My Info > My HR > HR Actions**.
- Alternatively, use the **search bar** on the left or the **silhouette icon** to find "My HR Actions".

2. Start a New Action:

- Go to the **Available** tab to see requests you can initiate (e.g., "Address Change" or "Direct Deposit Update").
- Click the **Start** button on the far right of the desired action.

3. Complete the Form:

- Fill out the required fields in the form that appears.
- Click **Continue** to move through the sections (e.g., from General to Position Information).

4. Final Submission:

- Once all information is entered, you must click the **Submit** button, typically located in the **top right corner**.
- **Crucial Step:** If you only click "Save," the request stays in the **Open** tab and is **not sent to HR**. You must click into the open action and hit **Submit** to finalize the process.

5. Verify Status:

- The action's status will change from **Open** to **Submitted**.
- Submitted actions can then be tracked under the **Submitted**