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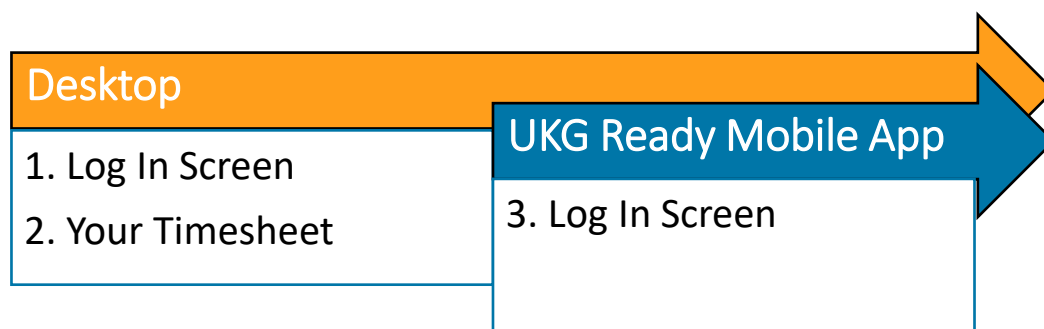
Introduction

You must update your Job Assignment any time there is a change to your:

- Work Location
- Department
- Job
- Other Critical Job changes.

The process is simple and can be accomplished using the desktop or mobile app.

You can choose one of three places to change your Job Assignment:






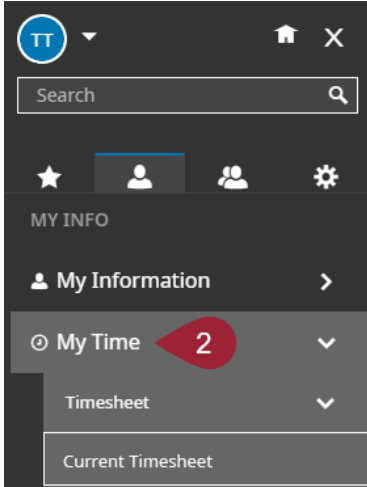
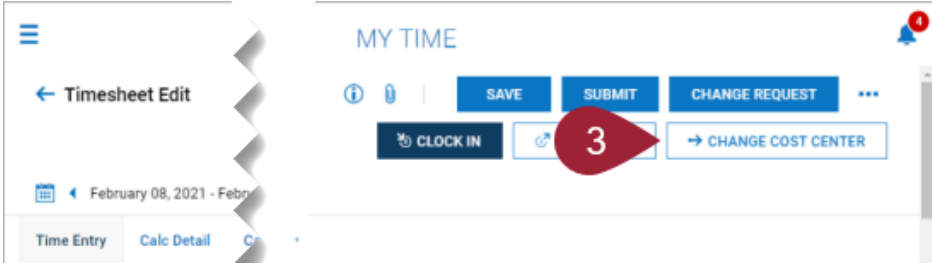
Procedure Steps

Change Your Job Assignment from the Desktop Log in Screen

Step	Action
1	Open UKG in your browser or open the UKG Ready app on your phone.
2	Enter your Username and Password .
3	Select Change Job Assignments .
4	Click + to expand the menu until your Location and Job Assignment are displayed.
5	Select the Job Assignment . You have successfully changed your Job Assignment.

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Change Your Job Assignment from the Desktop Timesheet

Step	Action
1	Open UKG in your browser and log in.
2	<p>Click  to expand the menu and navigate to: My Info > My Time > Timesheet > Current Timesheet.</p> 
3	<p>Click the Change Job Assignment button. A pop-up window will appear.</p> 
4	Use the Job Assignment dropdown to select your Work Location .
5	Choose your Job Assignment .
6	Click OK . You have successfully changed your Job Assignment.

Change Cost Center X

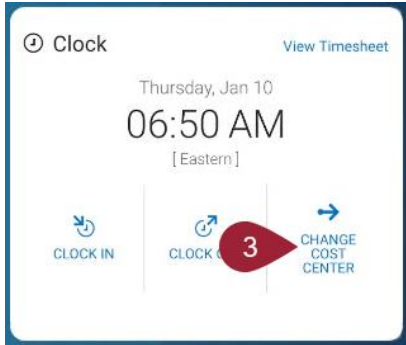
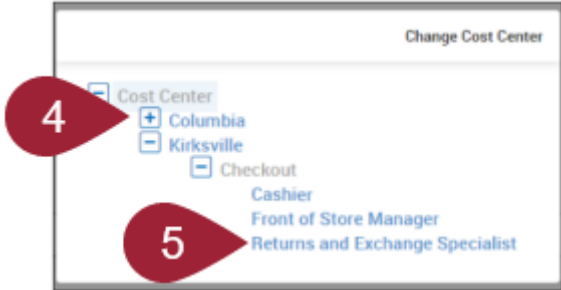
Cost Center *

Select From List
Choose...
🔍

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OK

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Change Your Job Assignment with the Mobile App

Step	Action
1	Open UKG in your browser or open the UKG Ready app on your phone.
2	Enter your Username and Password .
3	Select Change Job Assignments .
	
4	Click + to expand the menu until your Location and Job Assignment are displayed.
5	Select the Job Assignment . You have successfully changed your Job Assignment.
	

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Resources

Title	Type	Location
Navigating UKG	QRT	BGSF Technology Updates > Training Content > UKG > Employees & Contractors
<ul style="list-style-type: none"> • Clocking In & Out with UKG • Submit a Timesheet Change Request 	Job Aid	BGSF Technology Updates > Training Content > UKG > Employees & Contractors

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