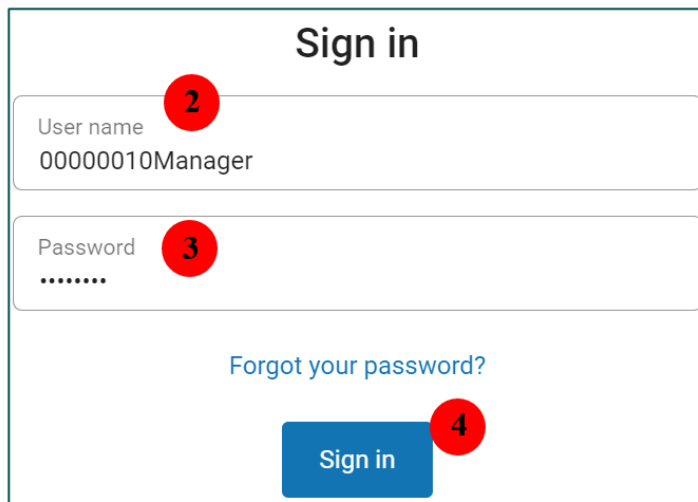


## Updating a Supervisor

Managers can log into UKG and edit an associate’s supervisor.

Navigation: Enter the URL provided into the internet web browser. Google Chrome is the most compatible web browser.

1. Go to the Troon UKG site: <https://n35.ultipro.com>
2. Enter your provided username
3. Enter your password
  - If you haven’t logged in before your default password is your date of birth in the format MMDDYYYY
4. Click Sign in

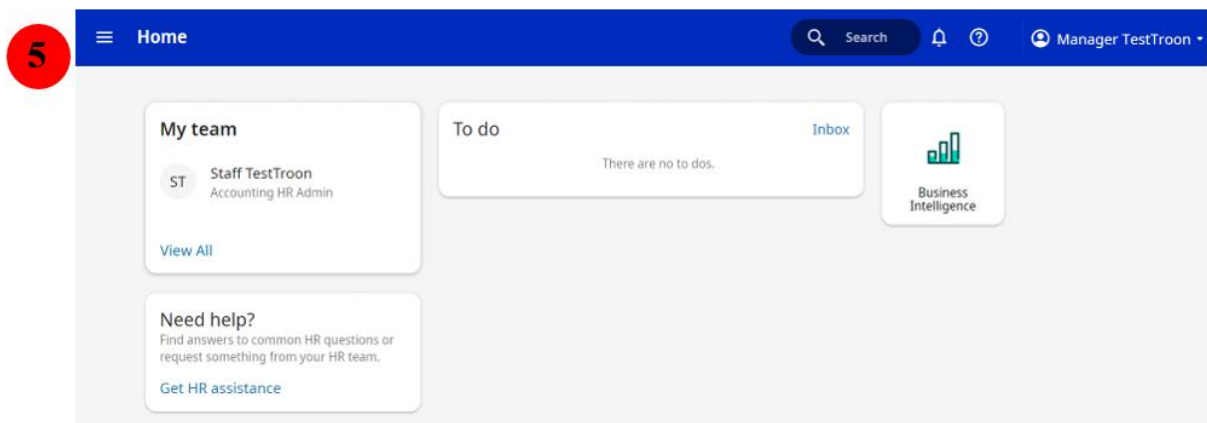


The image shows a 'Sign in' form with the following elements:

- 2**: A red circle with the number 2 pointing to the 'User name' input field, which contains the text '00000010Manager'.
- 3**: A red circle with the number 3 pointing to the 'Password' input field, which contains seven dots.
- 4**: A red circle with the number 4 pointing to the blue 'Sign in' button.

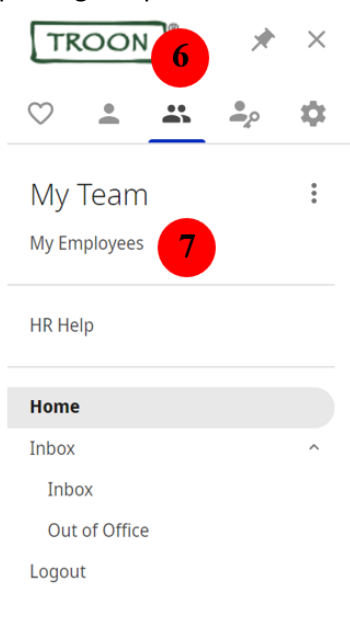
Other visible text includes 'Forgot your password?' in blue and the title 'Sign in' at the top.

5. Click on Menu in the upper left-hand corner



6. Select the “My Team” tab
7. Select “My Employees”

## UKG – Updating a Supervisor




### 8. Search for an employee



- Note: You can leave the fields blank and click search. This will allow you to view all of the associates that you have access to.

### 9. Select the employee by clicking on their name

Note: To show all of the supervisor fields like Job, Location, Company, etc.

Select the  icon on the far righthand side and you will be able to display these fields.

## My Employees




Find by	Last name	starts with	TestTroon	+	-	Search	8
Filtered by Last name - starts with TestTroon <a href="#">[Clear Filters]</a>							
Actions		OK					
Name ↑	9	Employee Number	Primary Work Phone	Extension	Status	Job	
<a href="#">TestTroon, Staff</a>	00999902				Active	Accounting HR Admin	

### 10. Select the edit button at the top of the “Change Supervisor” page

## UKG – Updating a Supervisor

**Staff TestTroon**  
00999902 , TG Administration LLC

### Supervisor

10    >

edit print help

Supervisor	
Effective date	09/01/2021
Reason	700 - Status change
Supervisor	Manager TestTroon

11. Enter an effective date for the change






12. Enter a reason

- In this case the reason should be “Supervisor Update”


13. Select a new supervisor by clicking on the magnify-glass

**Staff TestTroon**  
00999902 , TG Administration LLC

### Change Supervisor

     >

save reset cancel print help

11	Effective	<input type="text" value="MM/DD/YYYY"/>
12	Reason	<input type="text"/>
	Supervisor	<input type="text" value="Manager TestTroon"/> 


13



14. Type the last name of the new supervisor

15. Click Search

16. Select the new supervisor


Note: To show all of the supervisor fields like Job, Location, Company, etc.

Select the  icon on the far righthand side and you will be able to display these fields.

Find by     

14 15

Filtered by Last name - starts with TestTroon [\[Clear Filters\]](#) Displaying all records

Name ↑	Job	Location	Company	Country	
TestTroon, Admin	Asst Club Manager	Alpine Country Club RI	TG Administration LLC	United States	

16

17. Click Save

**Staff TestTroon**  
00999902 , TG Administration LLC

### Change Supervisor

Effective: 11/11/2021

Reason: 702 - Supervisor Update

Supervisor: Admin TestTroon

17 save reset cancel print help

18. You will then be redirected to a summary page where you will be able to see the approver for the request and the updates you are making to the profile. Once you have reviewed, click Submit.

**Staff TestTroon**  
00999902 , TG Administration LLC

### Summary

18 submit reset cancel print help

**Warning:** You must select Submit to complete this request.

#### Workflow Approvals

This request requires one or more approvals. Select the reviewers who are appropriate for your situation.

Approver Level 1: Approver-Payroll

**Please note that the request will then go through an approval workflow before the change is made in the system. This could take up to 48 hours.**

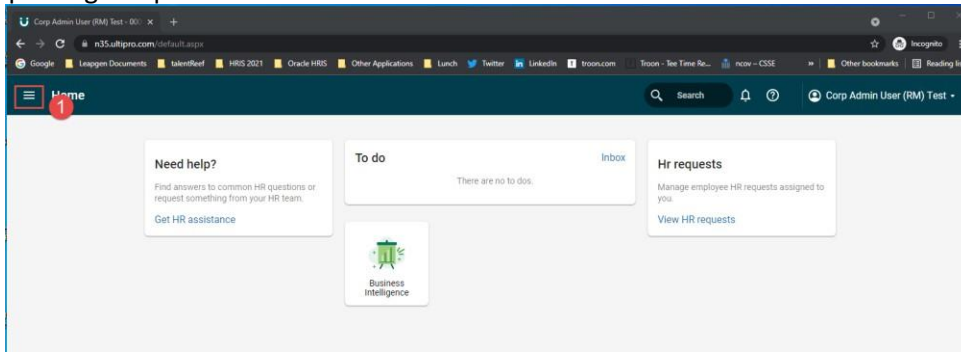
## Additional Information

### Business Intelligence (BI) Reporting

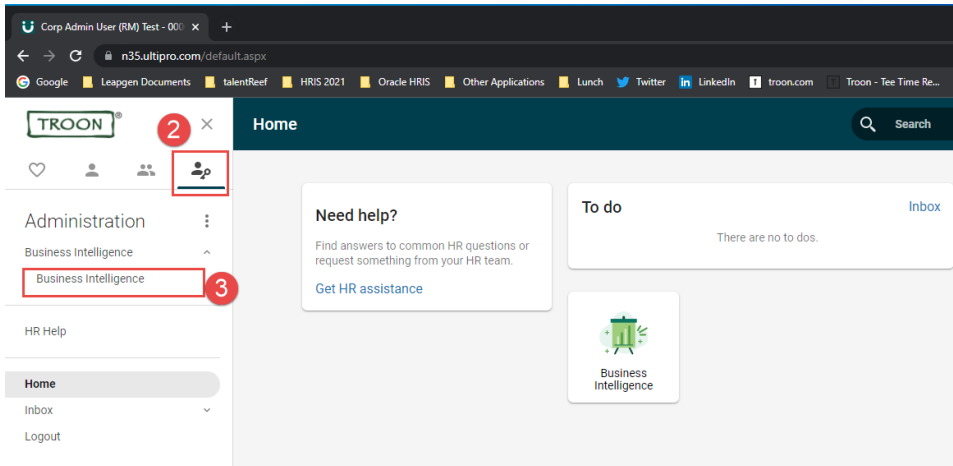
We have created a BI report that you can run to view the list of associates that you have access to and who their supervisor is in the system. This is an easy way for you to quickly find the associates who need to have their supervisor updated using the above steps.

1. Log in to UKG

## UKG – Updating a Supervisor

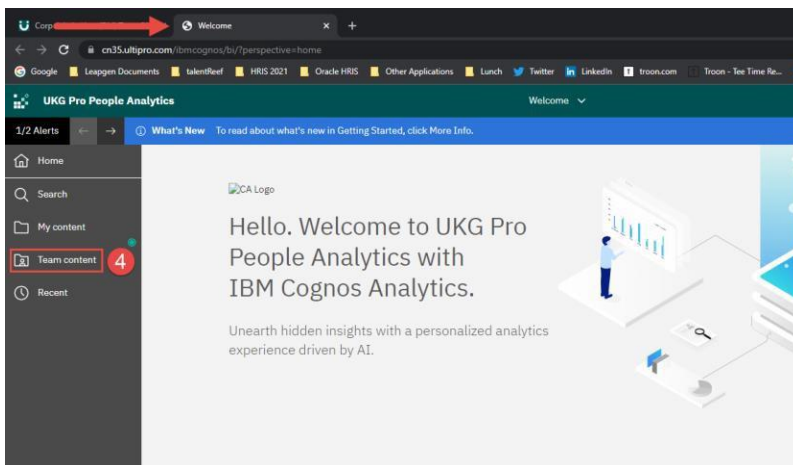


2. Open the “administration” window
3. Click on “Business Intelligence”



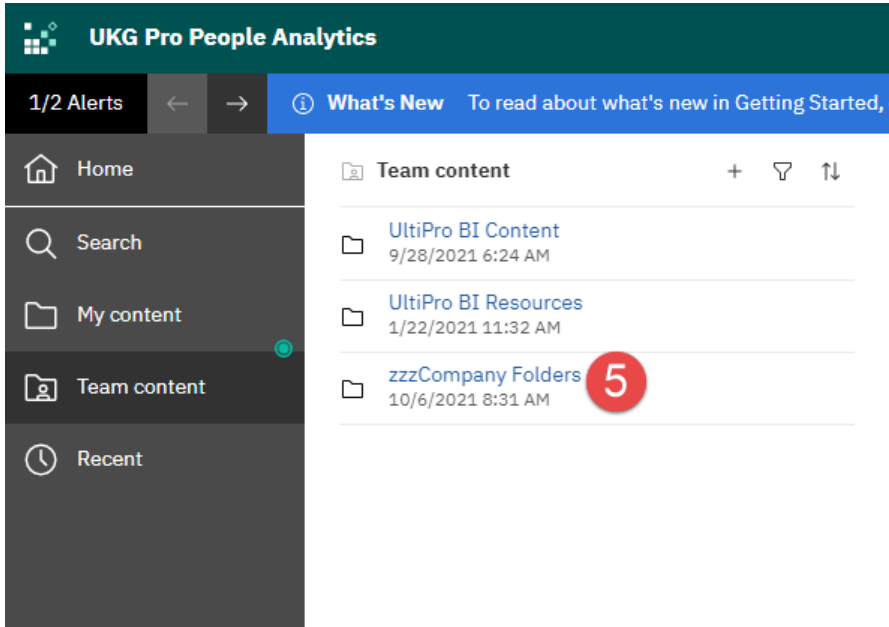
A new browser window will open for People Analytics

4. Open “Team Content” folder

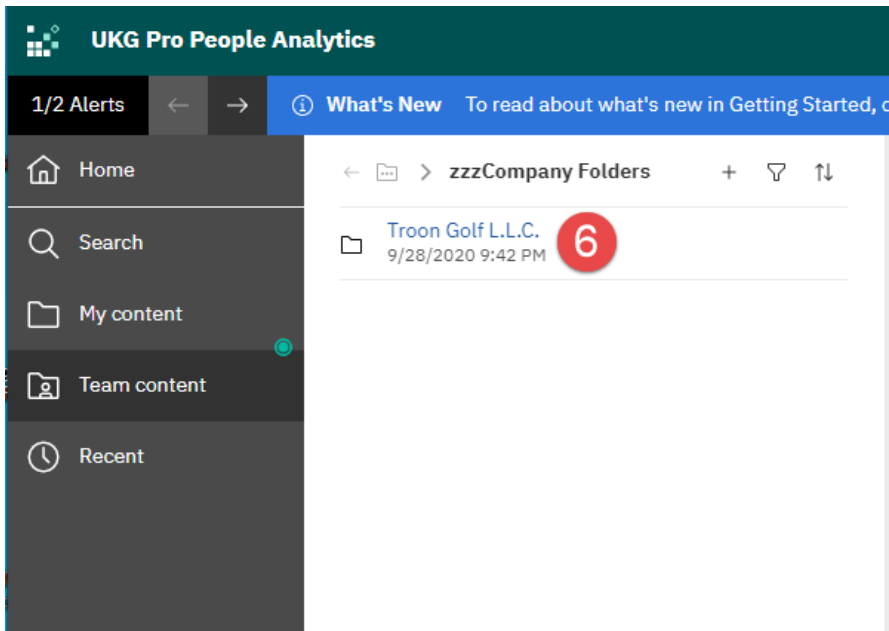


# UKG – Updating a Supervisor

5. Open zzzCompany Folders

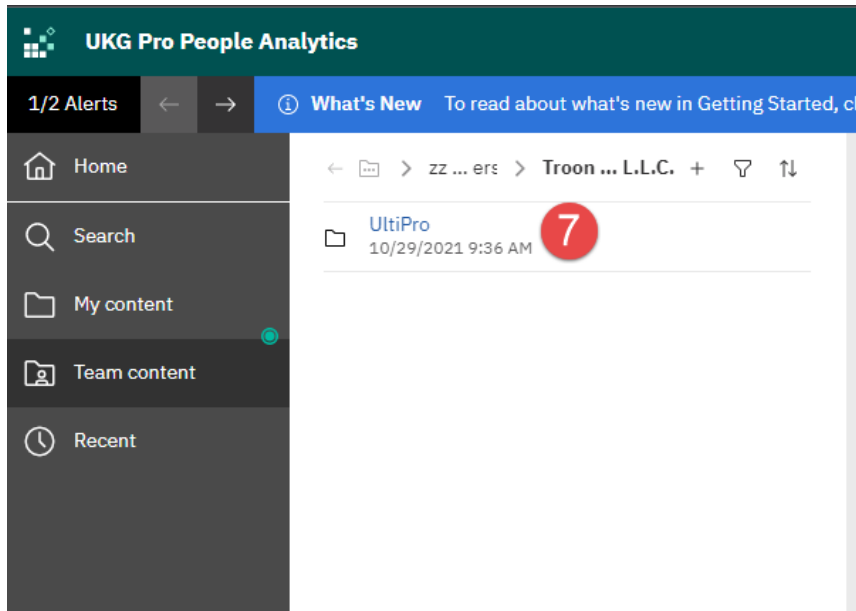


6. Open Troon Golf L.L.C.

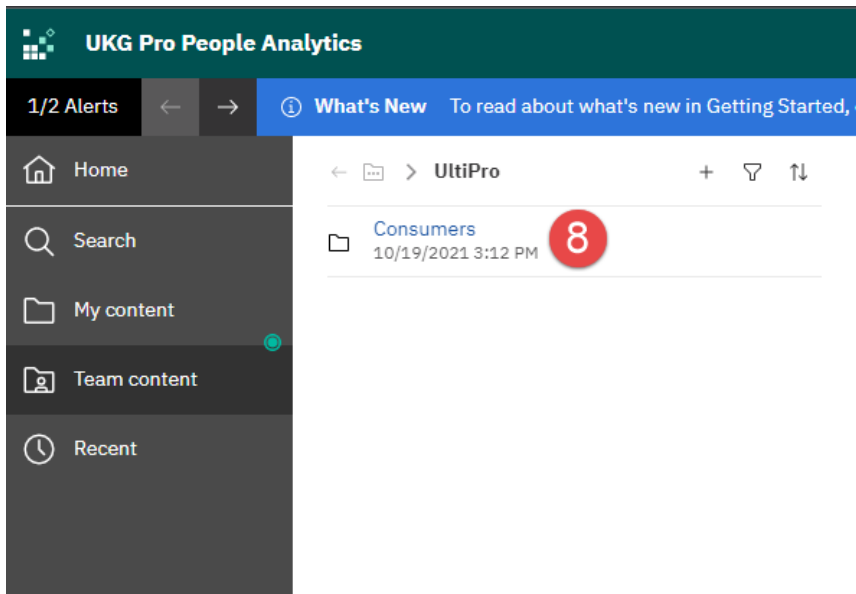


## UKG – Updating a Supervisor

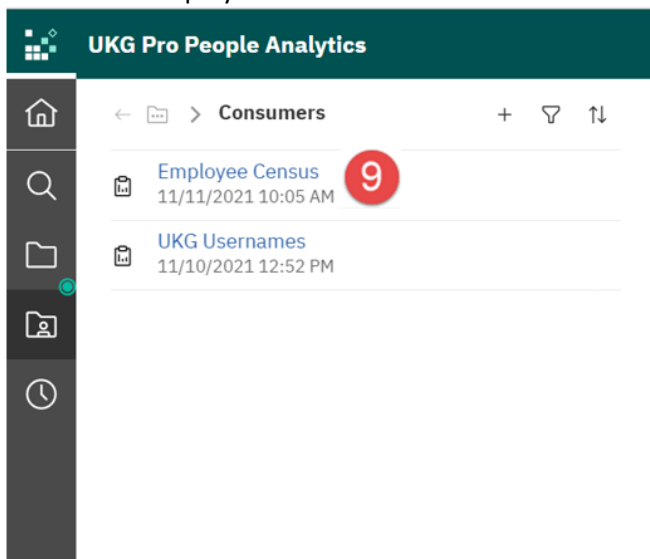
7. Open UltiPro folder



8. Open Consumers folder



9. Click on Employee Census

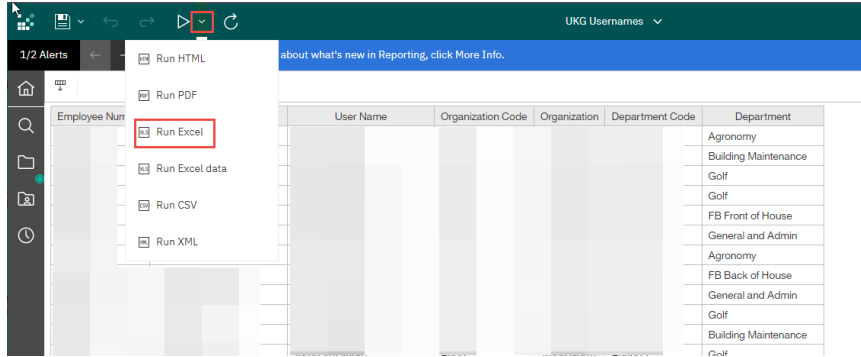


The report will run in the application

Click the carrot next to the run button to rerun the report in Excel



## UKG – Updating a Supervisor



### Need Help?

Click on the Employee Case Management link and complete a form to receive additional help.

Navigation: Menu > My Team > Employee Case Management

