SABILITY
HUMAN CAPITAL CONSULTING

USER GROUP SESSION SUMMARY

Leveraging Position Automation in UKG Pro

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OVERVIEW:

This User Group session focused on activating, enabling, and configuring Position Automation in UKG Pro. Our presenter, Sability's JoEllen Lengefeld, shared insight on reasons for using Position Automation, best practices, reporting, use cases, and information on the newest release.

SUMMARY:

Position Automation is a UKG-delivered functionality that is self-enabled, activated at the primary company level and enabled on System Administrator web security roles. Organizations may leverage Position Automation for reasons including real-time data tracking, recruiting for the position, reporting needs, and budgeting support. When configuring Position Automation, over-staffing positions and position codes can impact the database. The position consists of required data elements such as position name, position code, and effective date, and optional data elements such as supervisor of the position or budget details.

JOB VERSUS POSITION:

A **job** is a particular role held by an employee, outlining responsibilities. **Positions** inherit job characteristics and enable the organization more attributes. Position Automation coordinates three components:

1. **Position:** A "seat" within the organization, independent of an Employee
2. **Person:** An employee
3. **Job:** Facilitating the placement of a person into a position or vacancy

PRESENTER

JOELLEN LENGEFELD
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USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "Sability UKG User Group" or reach us at customersuccess@sability.com