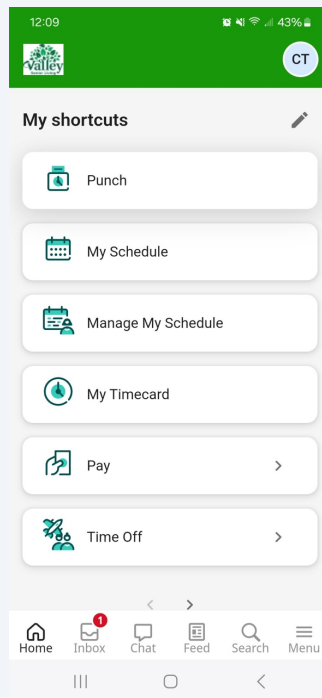# How to transfer neighborhood/community and position on the UKG Pro App
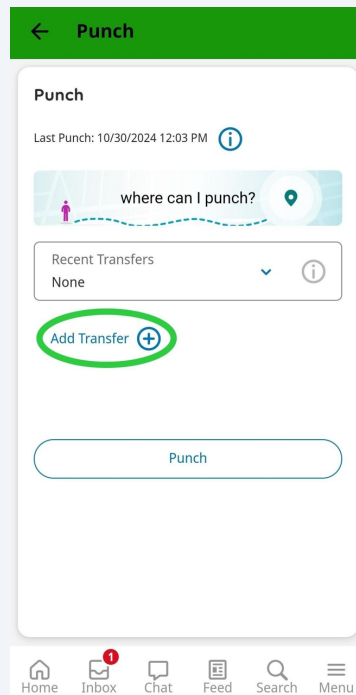
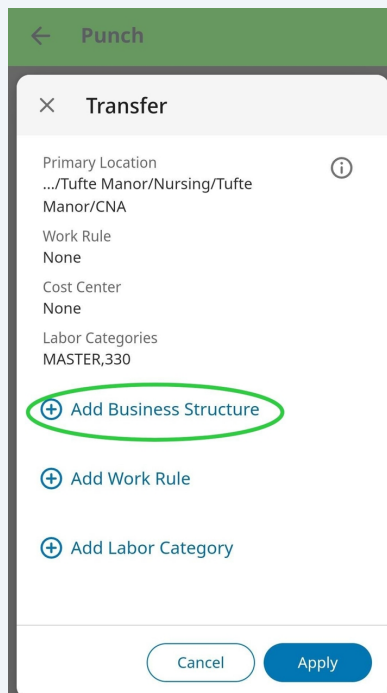**1** Navigate to the UKG Pro app and sign in. Once in the UKG Pro app, go to your "Punch" tile.
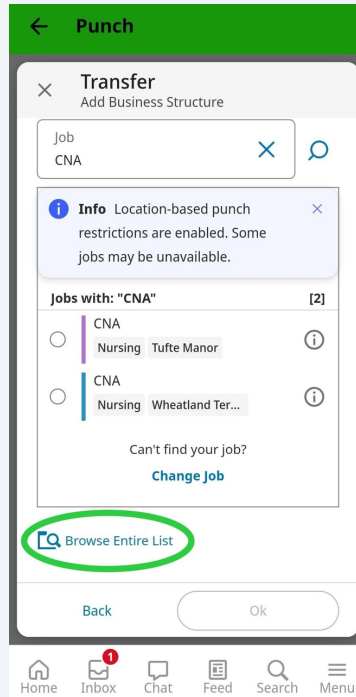
2   Click "Add Transfer"

3   By clicking "Add Transfer" the following window will appear on your screen. Click on "Add Business Structure". By clicking on "Add Business Structure" you are wanting to change your neighborhood/community.

4 Once you have clicked on "Add Business Structure", you will be met with new window of information. Scroll down and click on "Browse Entire List".
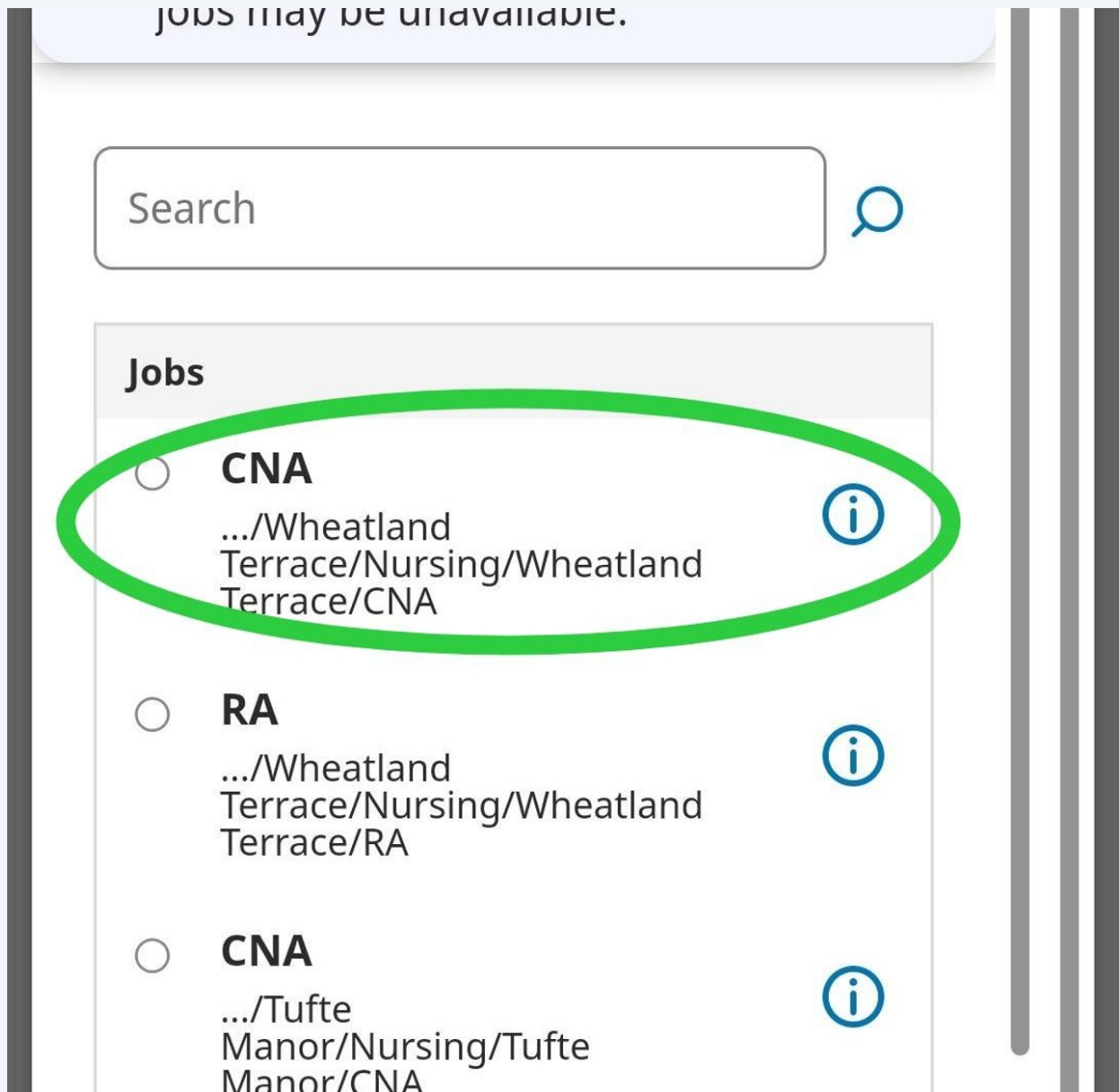
5 Choose the neighborhood or community you are transferring to. In this example, the individual is transferring to Wheatland Terrace.

Neighborhoods and Communities can be viewed in the "mapping" as seen in the image.

(Note: You will only show certain neighborhood/communities that have been mapped to your UKG account - you will not be able to transfer to areas of Valley Senior Living that are not configured for you.

Jobs may be unavailable.

Search

Jobs

○ **CNA**
.../Wheatland Terrace/Nursing/Wheatland Terrace/CNA ⓘ

○ **RA**
.../Wheatland Terrace/Nursing/Wheatland Terrace/RA ⓘ

○ **CNA**
.../Tufte Manor/Nursing/Tufte Manor/CNA ⓘ

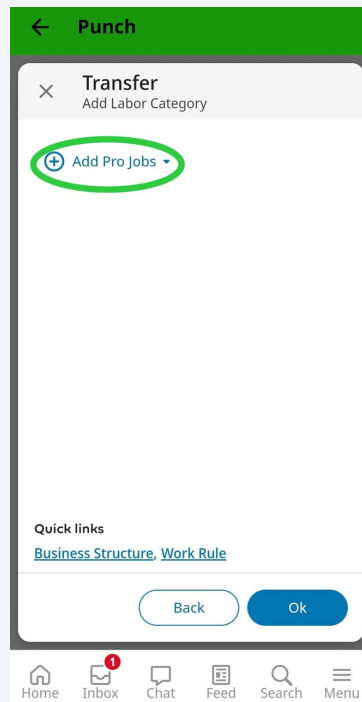**6** Once the new neighborhood/community has been identified, click "Ok".
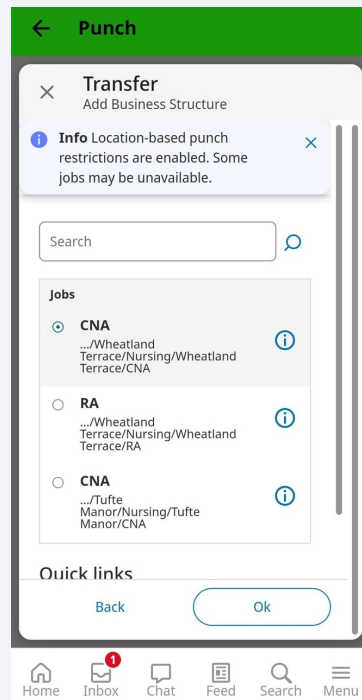
7

When changing neighborhood/community, depending upon your role, it may be a requirement for you to change the position you are serving as. Example: A CNA who is transferred to another neighborhood needs to change their role from a CNA to a CNA Float.

However, it is not always the case that when an employee moves neighborhood/community that a change in position needs to occur - if this is the case, the individual can proceed to clicking on "Apply" followed by "Punch".
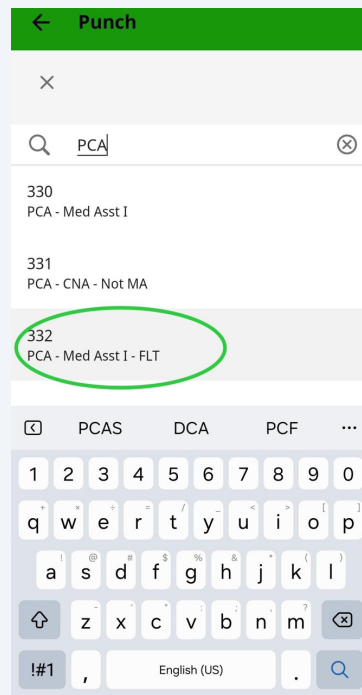
To change position as part of a neighborhood/community change, click "Add Labor Category".
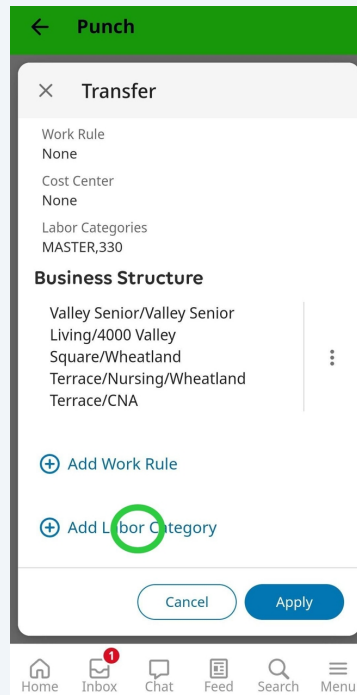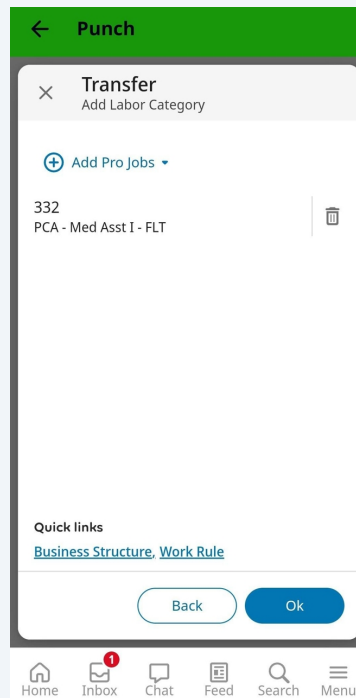
8   Click "Add Pro Jobs"

9   Click the "Search" field and type in the position you are transferring in to. Once the position has been identified from the list, click on the position. Example: This person is changing to a PCA FLT role.

10 Click "Ok"

11 Now that the neighborhood/community and position have been changed, click "Apply"

12 For individuals who are changing position, but not neighborhood/community - You can proceed straight to changing the position via the "Add Labor Category" and following the steps as outlined above.
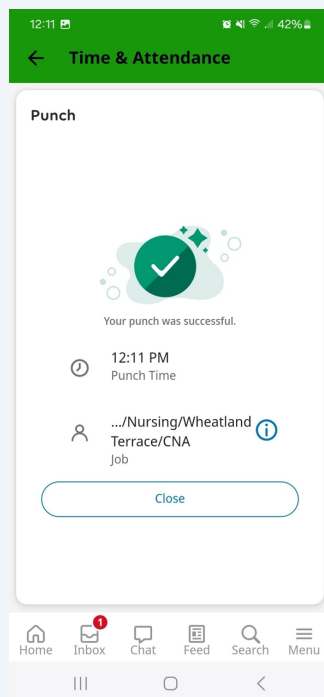
13 After clicking "Apply" you will be met with the following screen which will illustrate that a transfer is going to occur with this punch via the "Recent Transfers" box.

When ready, click "Punch" to enter this time stamp and change to your timecard.
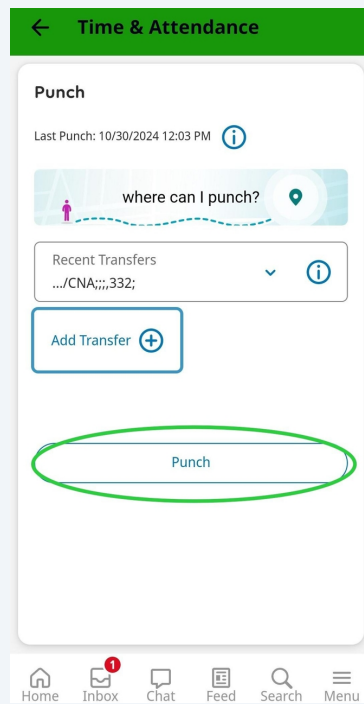
14 After "Punching", you will be met with the following confirmation page.

15 Click "Close"