



TURNING STONE
ENTERPRISES

TO: All Team Members
FROM: Kawel LauBach, Senior Vice President for People and Culture
CC: Pete Carmen, Chief Operating Officer
DATE: March 15, 2024
SUBJECT: New Online Internal Application Process

One of the great things about our organization is the opportunity for career growth. For years, we have had a manual process for team members interested in pursuing different roles. We are pleased to share that we are transitioning to an online application process for internal roles and the People and Culture team will be available to support with hands-on assistance to help guide you through the process when you're ready to apply for a new opportunity.

This change offers numerous benefits, such as greater visibility to all open roles and the ability to easily apply through the self-service portal (UKG). It also simplifies the process by reducing paperwork and manual handling of applications, ensuring efficiency and accuracy. In the coming weeks, job posting boards, paper applications, and drop boxes will be removed to make way for updates to those areas. Overall, this move aims to empower team members with a user-friendly, efficient, and transparent internal job application system.

As a reminder, to support internal growth and retention, team members can apply for open roles online without the need to inform their current leaders. If both Talent Acquisition and the hiring department agree on an internal applicant's suitability, Talent Acquisition will reach out to the team member's current leadership and will maintain open lines of communication between the hiring and current departments. Adequate notice of the transfer will be provided for planning interim coverage and role replacement. Offer details such as compensation and benefits will continue to require approval from People & Culture.

A step by step guide with images is available on [Team Spirit Central](#) under "My Opportunities", "Career Central". Here's how to apply online:

1. On a cell phone, scan the QR code to access UKG. On a desktop computer, visit the UKG at: <https://e14.ultipro.com/Login.aspx>
2. Click the "Myself" icon
3. In the sidebar, under "My Company" click "View Opportunities"
4. Click "Modify Consent" at the top of the screen and select "Consent" or "Do not consent"
5. Click on the role you wish to apply for, and select "Apply now", and "Apply"
6. Complete personal information and click "Submit"



The People and Culture team is available to help guide you through the process in person or over the phone. Visit Dream Catcher Plaza, the People and Culture Service Desk near TS Marketplace, or the People and Culture offices at Turning Stone Resort Casino on floor two near Wardrobe. In addition, call 315-356-1800 for assistance over the phone.

Thank you in advance for embracing these changes as we continue to evolve our practices for an efficient and positive experience.