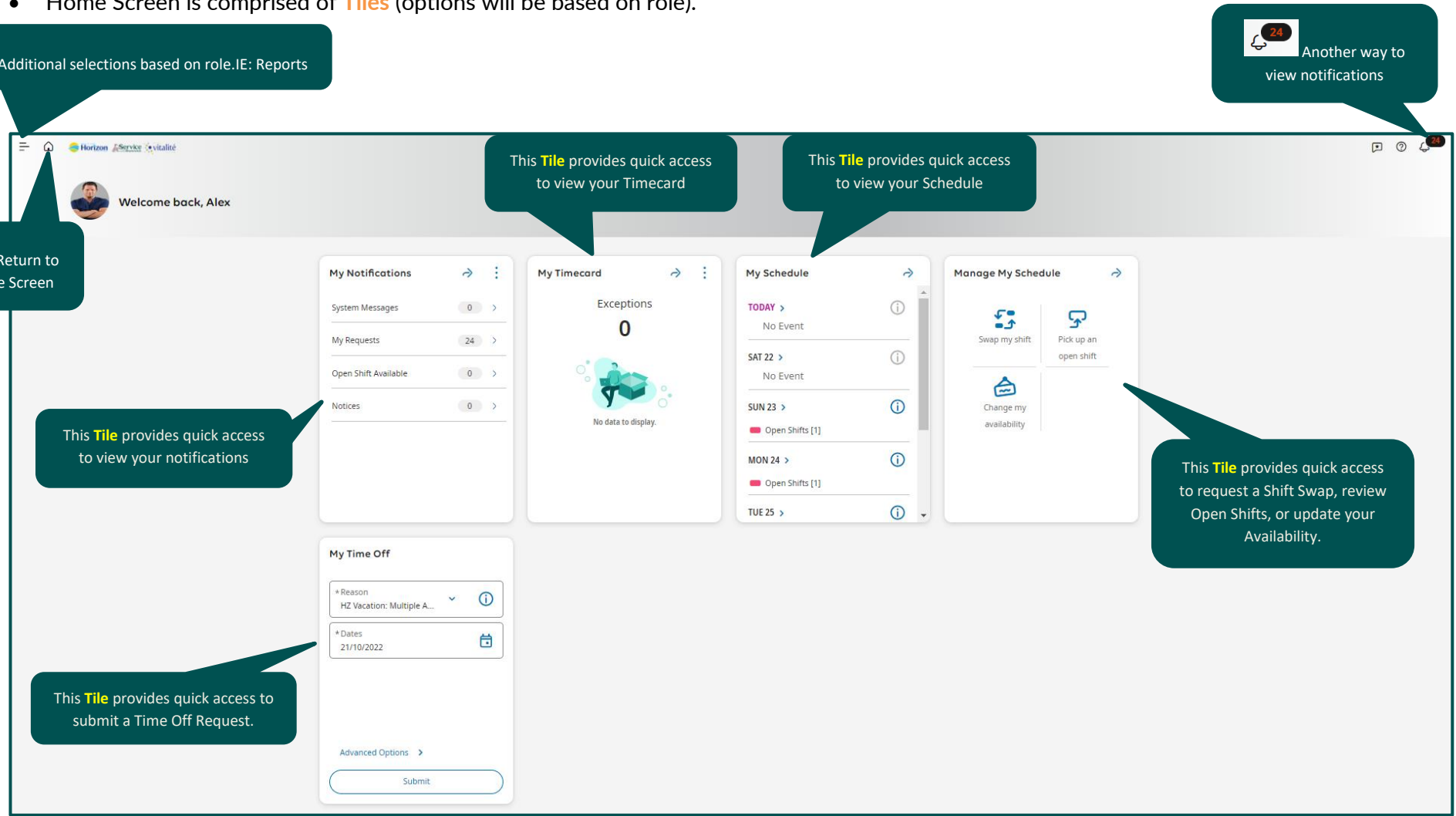


Introducing the UKG Software from an Employee Point of View.

### Let's Get to Know Your New Home Screen View

- Google Chrome is the recommended browser.
- Home Screen is comprised of **Tiles** (options will be based on role).



**Additional selections based on role. IE: Reports**

**Return to Home Screen**

**My Notifications**

- System Messages: 0
- My Requests: 24
- Open Shift Available: 0
- Notices: 0

**My Time Off**

- \* Reason: HZ Vacation: Multiple A...
- \* Dates: 21/10/2022
- Advanced Options
- Submit

**My Timecard**

Exceptions: 0

No data to display.

**My Schedule**

TODAY > No Event

SAT 22 > No Event

SUN 23 > Open Shifts [1]

MON 24 > Open Shifts [1]

TUE 25 >

**Manage My Schedule**

- Swap my shift
- Pick up an open shift
- Change my availability

**Another way to view notifications**

**This Tile provides quick access to view your Timecard**

**This Tile provides quick access to view your Schedule**

**This Tile provides quick access to view your notifications**

**This Tile provides quick access to request a Shift Swap, review Open Shifts, or update your Availability.**

**This Tile provides quick access to submit a Time Off Request.**

Note: Some features displayed may not be available for your specific user role. For questions [click here to email Support Team](#).

Stay Tuned for **Volume 2** arriving soon!