

Introducing the UKG Software from a Manager or Director 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

Welcome back, Richard MANAGER
Acting as Initial Role

This Tile provides quick access to view your Department Timecards

This Tile provides quick access to view your Department Schedules

This Tile provides quick access to view your notifications

This Tile provides quick access to view your own Schedule

This Tile provides quick access to view your notifications

This Tile provides quick access to view your own Timecard

This Tile provides quick access to Delegation requests

This Tile provides quick access to submit a Time Off Request

This Tile provides quick access to review Verifications and complete weekly Approvals

Another way to view notifications

My Notifications

Category	Count
Tasks	0
My Requests	0
Employee Requests	0
Notices	0
Shift Swap	0
System Messages	0

Manage Timecards

Previous Pay Period

107 Clean Timecards
Timecards with no exceptions

Approve All

Manage Schedule

21/10/2022 • Last Update 11:43 AM

Starting: LH (2)

Leaving: PH, EH, AH, JH (4)

My Schedule

TODAY > No Event

SAT 22 > No Event

SUN 23 > No Event

MON 24 > Open Shifts [1]

TUE 25 >

My Timecard

Exceptions: 0

No data to display.

My Business Processes

Manager Delegation Standard

Verifications and Approvals

Department	TTL REQ HRS
Department 1	472.50
Department 2	407.25
Department 3	37.50
Department 4	75.00

My Time Off

* Reason: HZ Vacation: Multiple A...

* Dates: 21/10/2022

Advanced Options >

Submit

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!