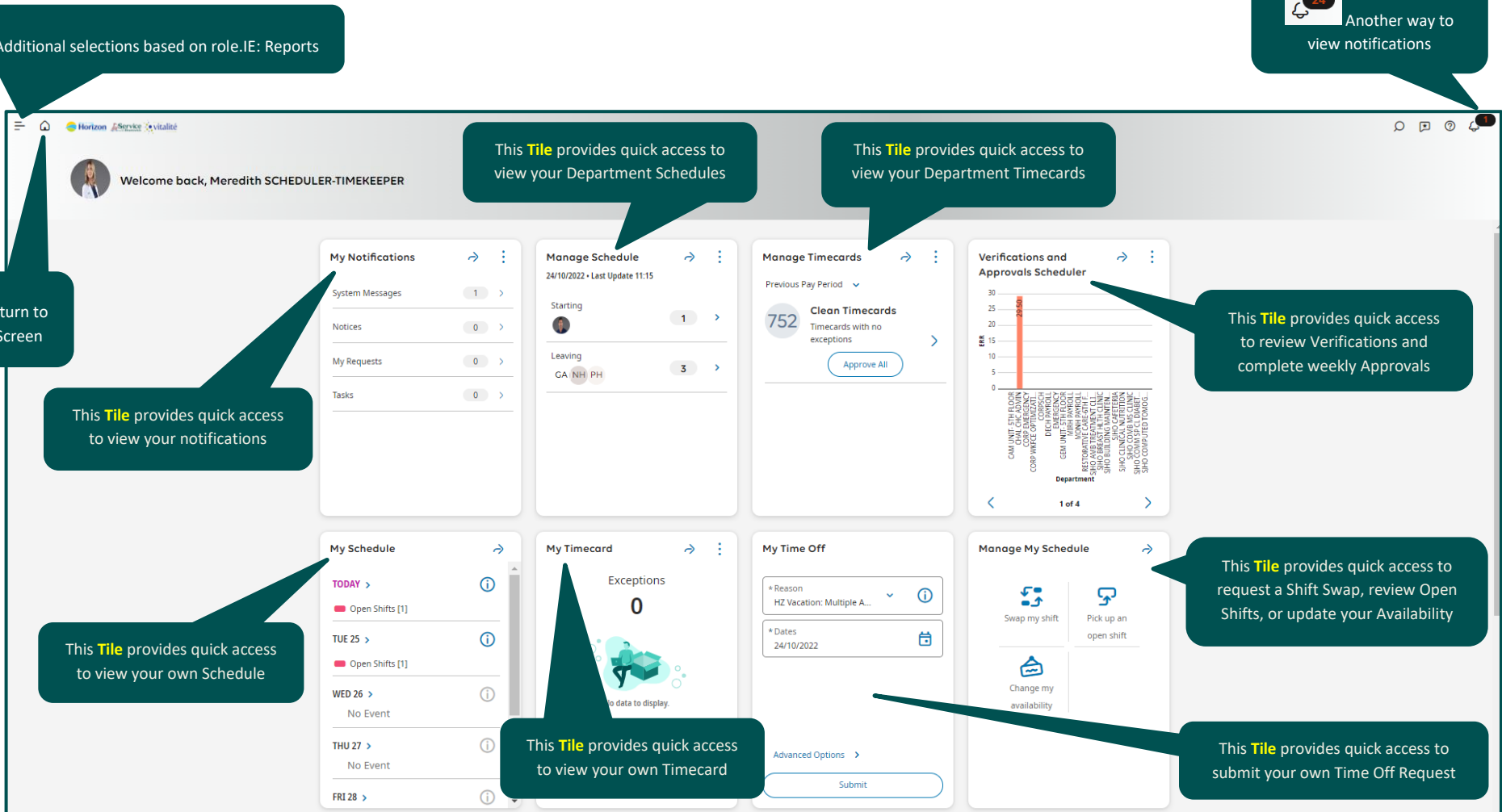


Introducing the UKG Software from a Scheduler-Timekeeper Point of View.

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

Another way to view notifications

This Tile provides quick access to view your Department Schedules

This Tile provides quick access to view your Department Timecards

This Tile provides quick access to view your notifications

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

This Tile provides quick access to view your own Schedule

This Tile provides quick access to view your own Timecard

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

This Tile provides quick access to submit your own Time Off Request

Home screen layout details: The interface shows a welcome message for Meredith SCHEDULER-TIMEKEEPER. It features eight main tiles: 'My Notifications' (with counts for System Messages, Notices, My Requests, and Tasks), 'Manage Schedule' (showing starting and leaving counts for GA, NH, and PH), 'Manage Timecards' (displaying 752 clean timecards with an 'Approve All' button), 'Verifications and Approvals Scheduler' (a bar chart showing 24 verifications), 'My Schedule' (showing open shifts for today and the next few days), 'My Timecard' (showing 0 exceptions), 'My Time Off' (with a reason dropdown and date selector), and 'Manage My Schedule' (with options to swap shifts, pick up open shifts, and change availability).

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!