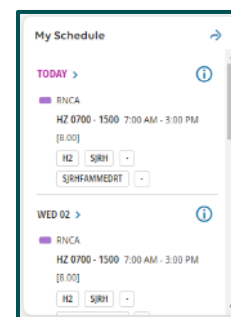


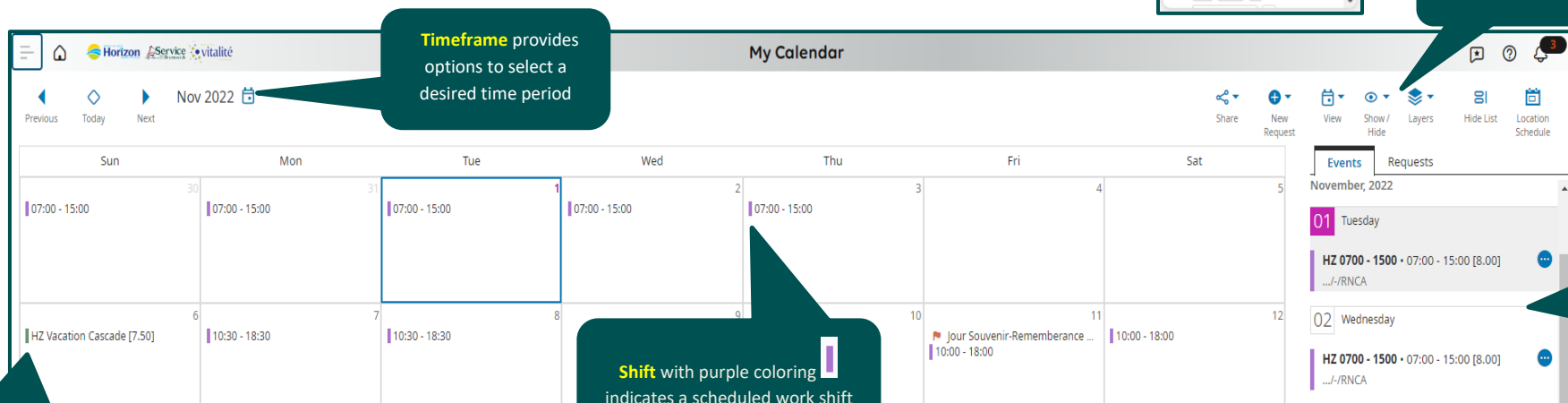
Introducing the UKG Software from an Employee Point of View.

## Let's Get to Know Your New Schedule View

- Google Chrome is the recommended browser.
- Multiple ways to access your schedule. Home screen **My Schedule** tile being one option.
- Some features may not be available to all users (options will be based on role).



**Button Info** see table below



**Timeframe** provides options to select a desired time period

**Shift** with purple coloring indicates a scheduled work shift

**Shift** with green coloring indicates a non-worked shift (ie. vacation)

**Events** Column displays a list view of upcoming calendar items

	<b>Share</b> button provides access to print schedule
	<b>New Request</b> button provides access to request time off, shift swaps, update availability or view open shifts
	<b>View</b> button provides visual options
	<b>Show/Hide</b> button provides options of items that can be included in the calendar view
	<b>Layers</b> button provides ability to adjust time period and include availability in the calendar view
	<b>Location schedule</b> button provides access to view unit schedule
	<b>Hide List</b> removes the Events and Requests tabs from view

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

Stay Tuned for **Volume 4** arriving soon!