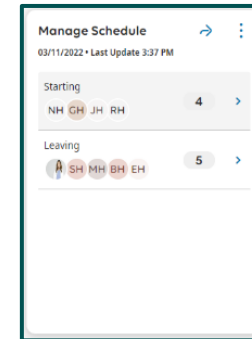




Introducing the UKG Software from Manager or Director Point of View.

Let's Get to Know Your New Schedule Planner View

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



Locations & Hyperfinds
display pre-set and customized viewing groups

Quick Actions provides additional actions items that can be completed inside an employee's schedule

Show/Hide provides options of items that can be included in the calendar view

Table View provides another view option to view calendar information

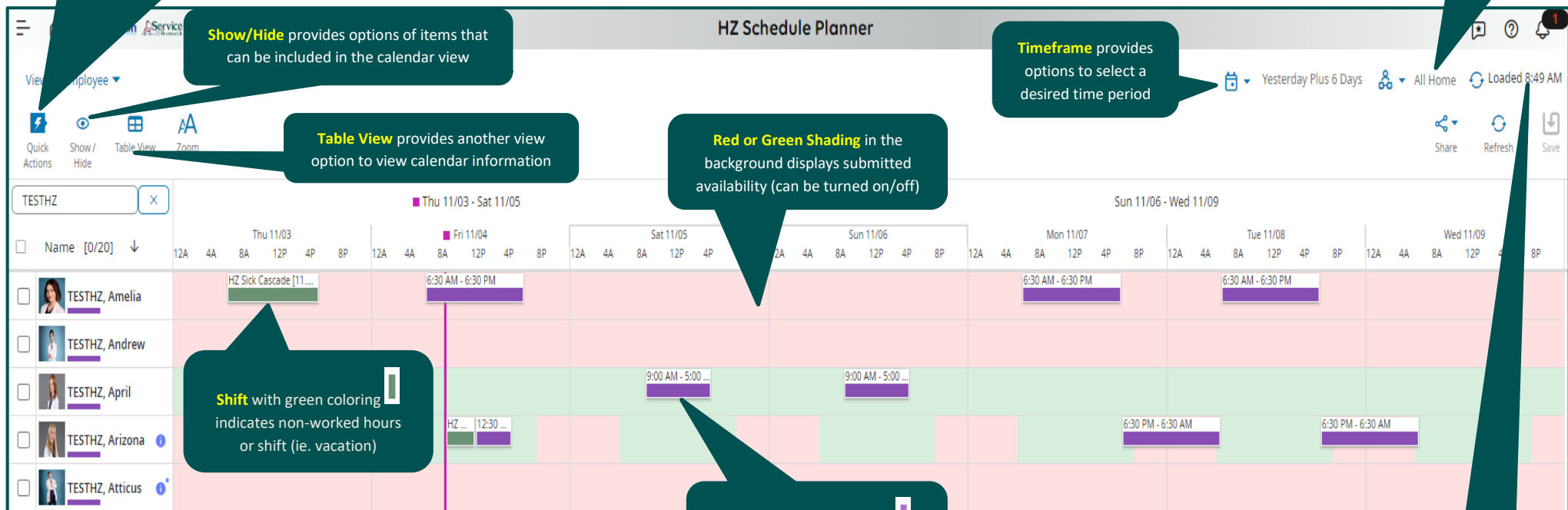
Timeframe provides options to select a desired time period

Red or Green Shading in the background displays submitted availability (can be turned on/off)

Shift with green coloring indicates non-worked hours or shift (ie. vacation)

Shift with purple coloring indicates a scheduled work shift

Time Stamp provides the time of day data was last refreshed



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!