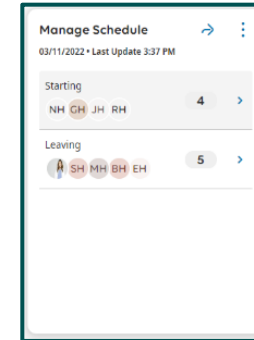




Introducing the UKG Software from a Scheduler–Timekeeper Point of View.

Let's Get to Know Your New Schedule Planner View

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



Quick Actions provides additional actions items that can be completed inside an employees 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

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

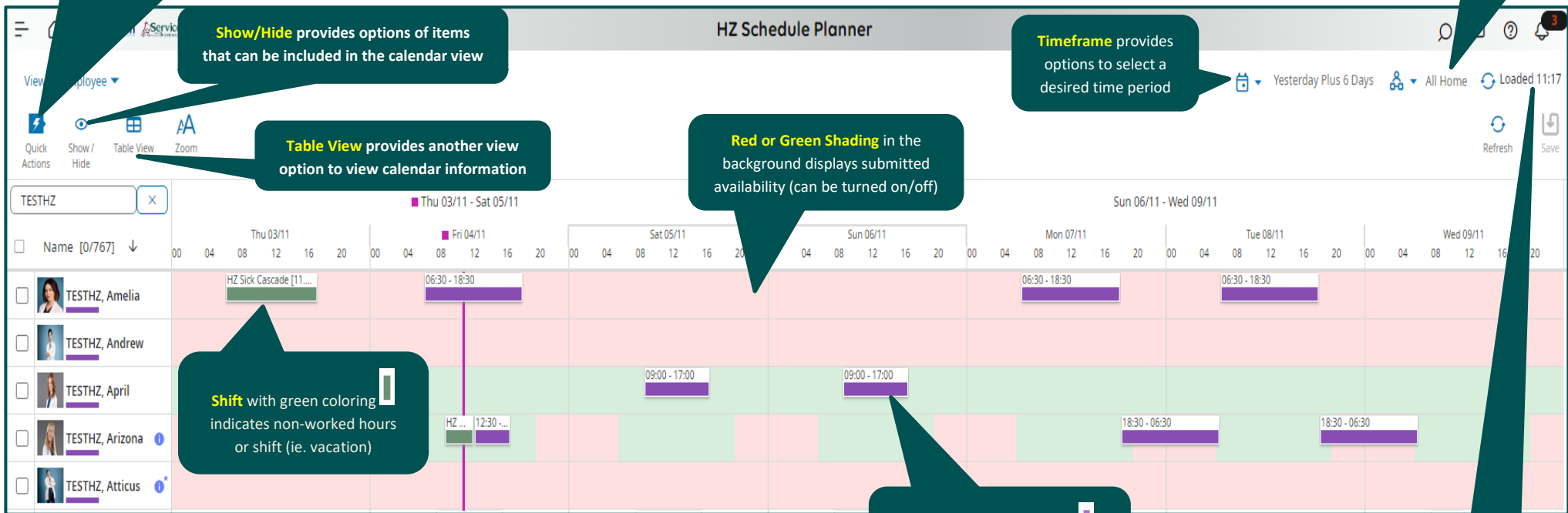
Shift with green coloring indicates non-worked hours or shift (ie. vacation)

Shift with purple coloring indicates a scheduled work shift

Locations & Hyperfinds display pre-set and customized viewing groups

Timeframe provides options to select a desired time period

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!