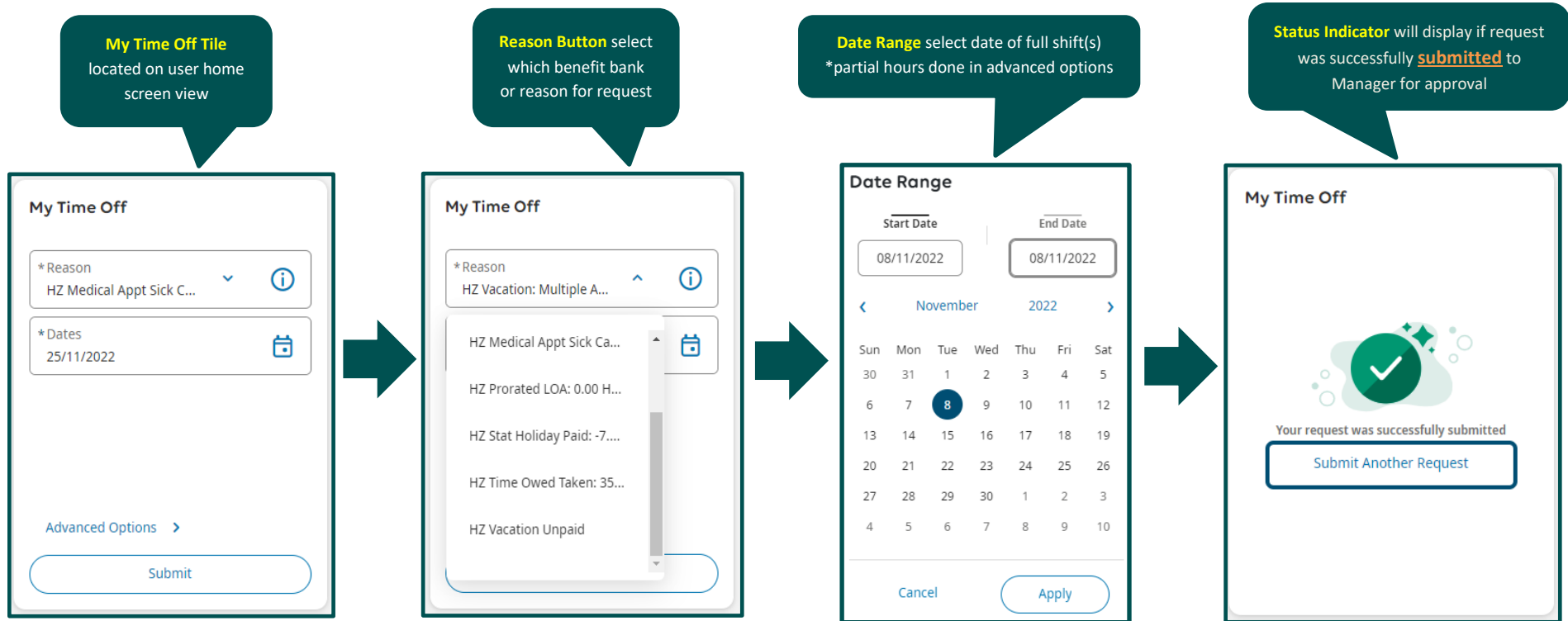Introducing the UKG Software from an Employee Point of View.

Let's Get to Know Your New Time Off Request View

- Google Chrome is the recommended browser.
- Submitting a request for time off will be done on the home screen using the **My Time Off** tile.
  - Full shift can be done without leaving the tile / Partial shift can be done using **advanced options** feature
- Some features may not be available to all users (options will be based on role).

My Time Off Tile located on user home screen view

Reason Button select which benefit bank or reason for request

Date Range select date of full shift(s) *partial hours done in advanced options

Status Indicator will display if request was successfully **submitted** to Manager for approval

My Time Off

*Reason
HZ Medical Appt Sick C...

*Dates
25/11/2022

Advanced Options >

Submit

My Time Off

*Reason
HZ Vacation: Multiple A...

HZ Medical Appt Sick Ca...

HZ Prorated LOA: 0.00 H...

HZ Stat Holiday Paid: -7....

HZ Time Owed Taken: 35....

HZ Vacation Unpaid

Date Range

Start Date
08/11/2022

End Date
08/11/2022

< November 2022 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Cancel   Apply

My Time Off

Your request was successfully submitted

Submit Another Request

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 5** arriving soon!