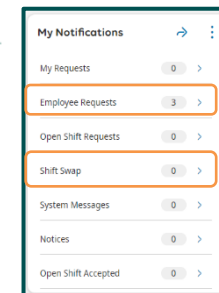Introducing the UKG Software from a Manager or Director Point of View.

Let's Get to Know Your New Employee Requests View
- Google Chrome is the recommended browser.
- Actioning an employee request can be done multiple ways on the home screen, one being the **My Notifications** tile.
  o Shift swap requests can also be actioned from the **My Notifications** tile.
- Some features may not be available to all users (options will be based on role).

My Notifications

My Requests	0 >
Employee Requests	3 >
Open Shift Requests	0 >
Shift Swap	0 >
System Messages	0 >
Notices	0 >
Open Shift Accepted	0 >

Filter option permits users to select specific statuses to display

Action buttons to review and decide upon the request

Add Comments button to send a message back to the employee

Control Center

Show Detail | Select All | Refine | My Actions | Mark Read | Approve | Refuse | Add Comments | Pending | Edit | Cancel | Delete | Go To

Categories | Filter : No Status, Cancel Su... None None

| 0 My Requests |
| 2 Employee Requests |
| 0 Open Shift Requests |
| 0 Shift Swap |
| 0 System Messages |
| 0 Notices |
| 0 Open Shift Accepted |
| 0 Open Shift Available |
| 0 Tasks |

Request: HZ TK Time Off Request
Employee: TESTHZ, Derek
Created On: 24/11/2022 3:01 PM
Employee Name and ID: TESTHZ, Derek;907
Request Period: 25/11/2022 - 25/11/2022
Approval Status: Submitted
Approved By: <none>
Request Status: Submitted

Request: HZ TK Time Off Request
Employee: TESTHZ, Derek
Created On: 09/11/2022 1:06 PM
Employee Name and ID: TESTHZ, Derek;907
Request Period: 10/11/2022 - 10/11/2022
Approval Status: Submitted
Approved By: <none>
Request Status: Submitted

Details window will display more information below about the employee request

Details
1 of 1

HZ TK Time Off Request
Time Off | Submitted

TESTHZ, Derek
Job
RNCA
SJRH/-/SJRHFAMMEDRT/-/RNCA

> Team Absences
> Accruals
> More Details
> Modified Dates
> Requested Dates
> Comments & Status History
> Request Details

Shift Swaps can be actioned from this location

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!