

Introducing the UKG Software from an Employee Point of View.

Let's Get to Know Your New Home Screen View

- Google Chrome is the recommended browser.
- Home Screen is comprised of **Tiles** (options will be based on role).

The screenshot shows the UKG Home Screen interface. At the top, there's a navigation bar with a menu icon, a home icon, and a user profile section with a 'Welcome back, Alex' message. Below this, the main area contains several tiles: 'My Notifications' (showing 0 system messages, 24 requests, 0 open shifts, and 0 notices), 'My Timecard' (showing 0 exceptions), 'My Schedule' (showing today's schedule with no events), and 'Manage My Schedule' (with options to swap shifts, pick up open shifts, and change availability). At the bottom, there's a 'My Time Off' tile with a dropdown for reason (HZ Vacation: Multiple A...) and a date selector (21/10/2022). Callouts provide additional context: 'Additional selections based on role. IE: Reports' points to the menu icon; 'Return to Home Screen' points to the home icon; 'This Tile provides quick access to view your notifications' points to the My Notifications tile; 'This Tile provides quick access to view your Timecard' points to the My Timecard tile; 'This Tile provides quick access to view your Schedule' points to the My Schedule tile; 'This Tile provides quick access to request a Shift Swap, review Open Shifts, or update your Availability.' points to the Manage My Schedule tile; 'This Tile provides quick access to submit a Time Off Request.' points to the My Time Off tile; and 'Another way to view notifications' points to a notification bell icon in the top right corner.

Note: Some features displayed may not be available for your specific user role. For questions contact Scheduling.Resources@HorizonNB.ca

Stay Tuned for **Volume 2** arriving soon!