

Introducing the UKG Software from a Manager or Director 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).

Additional selections based on role. IE: Reports

Another way to view notifications

The screenshot shows a user interface for a Manager or Director. At the top, it says "Welcome back, Richard MANAGER Acting as Initial Role". The main area contains several tiles:

- My Notifications:** A list of notification categories with counts: Tasks (0), My Requests (0), Employee Requests (0), Notices (0), Shift Swap (0), and System Messages (0).
- Manage Timecards:** Shows "Previous Pay Period" and "Clean Timecards" (107). A button "Approve All" is visible.
- Manage Schedule:** Shows "21/10/2022 • Last Update 11:43 AM". It lists "Starting" (LH) with 2 and "Leaving" (PH, EH, AH, JH) with 4.
- My Schedule:** Shows a weekly calendar view for "TODAY" through "TUE 25".
- My Timecard:** Shows "Exceptions" with a count of 0 and "No data to display".
- My Business Processes:** Shows "Manager Delegation Standard".
- Verifications and Approvals:** A bar chart showing "TTL REQ HRS" by Department. The chart has four bars with values: 472.50, 407.25, 37.50, and 75.00.
- My Time Off:** Shows a form to submit a request with fields for "Reason" (HZ Vacation: Multiple A...), "Dates" (21/10/2022), and a "Submit" button.

Callout boxes provide additional context for these tiles:

- "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 Department Timecards" points to the Manage Timecards tile.
- "This Tile provides quick access to view your Department Schedules" points to the Manage Schedule tile.
- "This Tile provides quick access to view your own Schedule" points to the My Schedule tile.
- "This Tile provides quick access to view your own Timecard" points to the My Timecard tile.
- "This Tile provides quick access to Delegation requests" points to the My Business Processes tile.
- "This Tile provides quick access to submit a Time Off Request" points to the My Time Off tile.
- "This Tile provides quick access to review Verifications and complete weekly Approvals" points to the Verifications and Approvals tile.

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

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