

Introducing the UKG Software from a Scheduler-Timekeeper 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

Return to Home Screen

This Tile provides quick access to view your notifications

This Tile provides quick access to view your Department Schedules

This Tile provides quick access to view your Department Timecards

This Tile provides quick access to review Verifications and complete weekly Approvals

This Tile provides quick access to view your own Schedule

This Tile provides quick access to view your own Timecard

This Tile provides quick access to request a Shift Swap, review Open Shifts, or update your Availability

This Tile provides quick access to submit your own Time Off Request

Horizon Services vitalité
Welcome back, Meredith SCHEDULER-TIMEKEEPER

My Notifications
System Messages 1
Notices 0
My Requests 0
Tasks 0

Manage Schedule
24/10/2022 - Last Update 11:15
Starting 1
Leaving GA NH PH 3

Manage Timecards
Previous Pay Period
752 Clean Timecards
Timecards with no exceptions
Approve All

Verifications and Approvals Scheduler
30
25
20
15
10
5
0
Department

My Schedule
TODAY >
Open Shifts [1]
TUE 25 >
Open Shifts [1]
WED 26 >
No Event
THU 27 >
No Event
FRI 28 >

My Timecard
Exceptions 0
No data to display.

My Time Off
Reason HZ Vacation: Multiple A...
Dates 24/10/2022
Advanced Options >
Submit

Manage My Schedule
Swap my shift
Pick up an open shift
Change my availability

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!