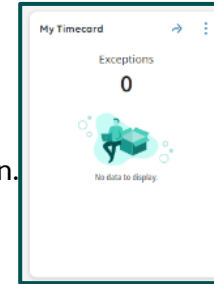


Introducing the UKG Software from an Employee Point of View.

Let's Get to Know Your New Timecard View

- Google Chrome is the recommended browser.
- Multiple ways to access your timecard. Home screen **My Timecard** tile being one option.
- Some features may not be available to all users (options will be based on role).



Return to Home Screen

Approval button provides access to approve your timecard

This **option** provides access to select your desired time period

Another way to view notifications

My Timecard

Current Pay Period | Loaded: 1:21 PM

List View | Approve | Remove Approval | Share | Calculate Totals | Save

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Fri 10/21	7:00 AM - 7:00 PM		7:00 AM	7:00 PM							11.25	11.25	11.25
+ ⊖	Sat 10/22													11.25
+ ⊖	Sun 10/23			7:00 AM						HZ Sick Cascade	11.25			
+ ⊖	Mon 10/24													11.25
+ ⊖	Tue 10/25	7:00 PM - 7:00 AM		7:00 PM	7:00 AM							11.25	11.25	22.50
+ ⊖	Wed 10/26	7:00 PM - 7:00 AM		7:00 PM	7:00 AM							11.25	11.25	33.75
+ ⊖	Thu 10/27													33.75

In and Out Columns display hours worked

The **Share** button provides access to print your timecard

Paycode column displays when a benefit bank is used

Date column displays calendar dates for time period selected

Schedule column displays hours scheduled to work

Shift Column displays total amount of hours worked on a single shift

Daily Column displays total amount of hours worked on a single date

Period Column displays total amount of hours worked in selected date range

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

Stay Tuned for **Volume 3** arriving soon!