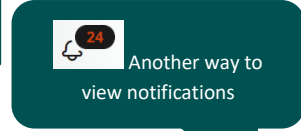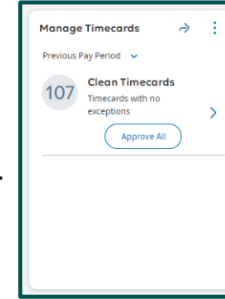RÉSEAU DE SANTÉ **Horizon** HEALTH NETWORK

UKG

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

Let's Get to Know Your New Timecard View

- Google Chrome is the recommended browser.
- Multiple ways to access your employees timecards. Home screen **Manage Timecards** tile being one option.
- Weekly Timecard Approvals can be done directly from the **Manage Timecards** Tile.
- Some features may not be available to all users (options will be based on role).

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

24 Another way to view notifications

Return to Home Screen

Approval button provides access to approve a timecard

Scroll button provides access to review multiple employee timecards

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

Employee Timecards

TESTHZ, Derek   TESTHZ0013 < 59 of 107 >   Previous Pay Period   107 Employee(s) Selected   Loaded: 3:49 PM

List View   Zoom   Approve   Remove Approval   Analyze   Go To

Go To button provides access to another area in the software

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

Share   View Pending   Calculate Totals   Save

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Fri 10/21	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	7.50
+	⊖	Sat 10/22	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	15.00
+	⊖	Sun 10/23	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	22.50
+	⊖	Mon 10/24	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	30.00
+	⊖	Tue 10/25	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	37.50
+	⊖	Wed 10/26													37.50
+	⊖	Thu 10/27													37.50

In and **Out** Columns display hours worked

Paycode column displays when a benefit bank is used

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

Date column displays calendar dates of time period selected

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!