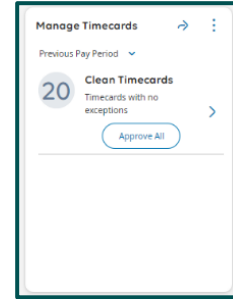# Volume 2 - UKG Scheduler or Timekeeper

Introducing the UKG Software from a Scheduler-Timekeeper Point of View.

Let's Get to Know Your New Timecard View

- Google Chrome is the recommended browser.
- Multiple ways to access employee's 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
20 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

Go To button provides access to another area in the software

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

Employee Timecards

Karev, Alex   TESTHZ0007 ⟨ 2 of 19 ⟩   Previous Pay Period   20 Employee(s) Selected   Loaded: 11:02 AM

List View | Zoom | Approve | Remove Approval | Analyze | Go To   Share | View Pending | Calculate Totals | Save

Paycode column displays when a benefit bank is used

In and **Out** Columns display hours worked

		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

Date column displays calendar dates of 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!