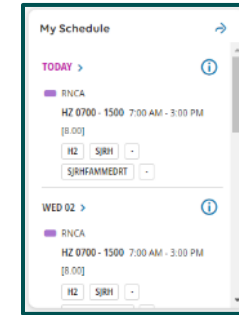


Introducing the UKG Software from an Employee Point of View.

Let's Get to Know Your New Schedule View

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



Button Info see table below

Timeframe provides options to select a desired time period

Shift with purple coloring indicates a scheduled work shift

Events Column displays a list view of upcoming calendar items

Shift with green coloring indicates a non-worked shift (ie. vacation)

	Share button provides access to print schedule
	New Request button provides access to request time off, shift swaps, update availability or view open shifts
	View button provides visual options
	Show/Hide button provides options of items that can be included in the calendar view
	Layers button provides ability to adjust time period and include availability in the calendar view
	Location schedule button provides access to view unit schedule
	Hide List removes the Events and Requests tabs from view

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

Stay Tuned for **Volume 4** arriving soon!