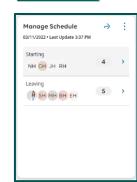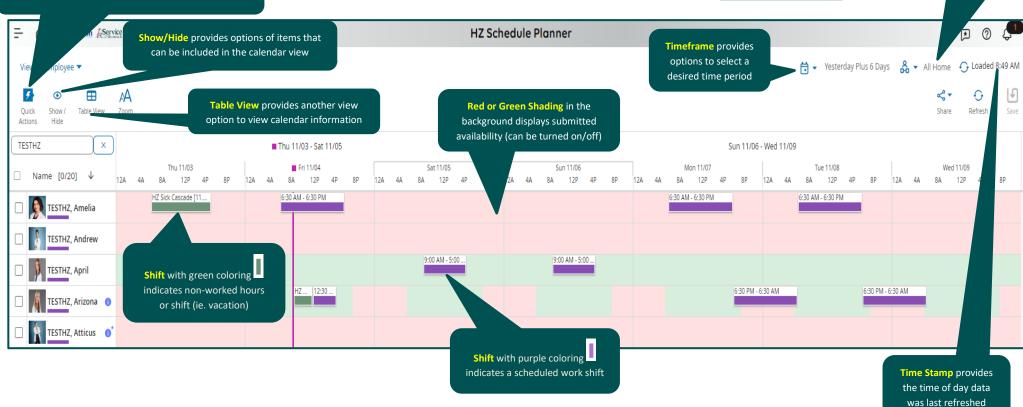# Volume 3 – UKG Manager or Director

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

Let's Get to Know Your New Schedule Planner View

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

Manage Schedule
03/11/2022 • Last Update 3:37 PM

Starting
NH GH JH RH   4 >

Leaving
A SH MH BH EH   5 >

Quick Actions provides additional actions items that can be completed inside an employees schedule

Show/Hide provides options of items that can be included in the calendar view

Locations & Hyperfinds display pre-set and customized viewing groups

Timeframe provides options to select a desired time period

Table View provides another view option to view calendar information

Red or Green Shading in the background displays submitted availability (can be turned on/off)

HZ Schedule Planner

View Employee ▼   Yesterday Plus 6 Days   All Home   Loaded 8:49 AM

Quick Actions | Show/Hide | Table View | Zoom   Share | Refresh | Save

TESTHZ [X]

Name [0/20] ↓

Thu 11/03 - Sat 11/05   Sun 11/06 - Wed 11/09

Thu 11/03 | Fri 11/04 | Sat 11/05 | Sun 11/06 | Mon 11/07 | Tue 11/08 | Wed 11/09

TESTHZ, Amelia — HZ Sick Cascade [11.... | 6:30 AM - 6:30 PM | 6:30 AM - 6:30 PM | 6:30 AM - 6:30 PM

TESTHZ, Andrew

TESTHZ, April — 9:00 AM - 5:00 ... | 9:00 AM - 5:00 ...

TESTHZ, Arizona — HZ | 12:30 ... | 6:30 PM - 6:30 AM | 6:30 PM - 6:30 AM

TESTHZ, Atticus

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

Shift with purple coloring indicates a scheduled work shift

Time Stamp provides the time of day data was last refreshed

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!