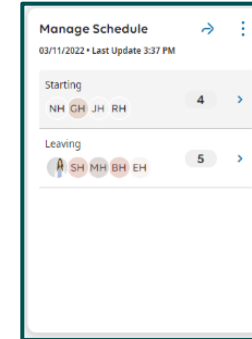# Volume 3 - UKG Scheduler or Timekeeper

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

Let's Get to Know Your New Schedule Planner View

- Google Chrome is the recommended browser.
- Multiple ways to access the Unit schedules. 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 CH JH RH   4   >

Leaving
SH MH BH EH   5   >

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

Locations & Hyperfinds display pre-set and customized viewing groups

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

Timeframe provides options to select a desired time period

HZ Schedule Planner

View Employee ▼

Quick Actions   Show / Hide   Table View   Zoom

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)

📅 ▼ Yesterday Plus 6 Days   All Home   🔄 Loaded 11:17

Refresh   Save

TESTHZ   X

Name [0/767] ↓

■ Thu 03/11 - Sat 05/11

Sun 06/11 - Wed 09/11

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

TESTHZ, Amelia — HZ Sick Cascade [11.... | 06:30 - 18:30 | | | 06:30 - 18:30 | 06:30 - 18:30 |

TESTHZ, Andrew

TESTHZ, April — 09:00 - 17:00 | 09:00 - 17:00

TESTHZ, Arizona — HZ ... | 12:30 - ... | 18:30 - 06:30 | 18:30 - 06:30

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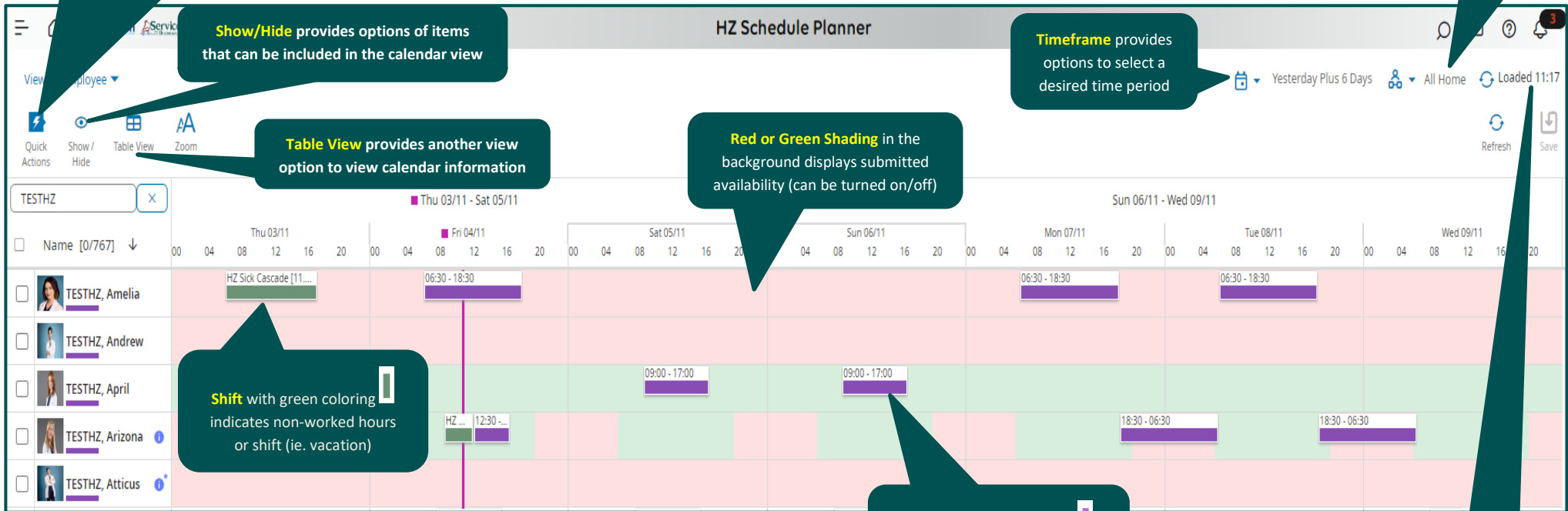
Note: Some features displayed may not be available for your specific user role. For questions contact Scheduling.Resources@HorizonNB.ca

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