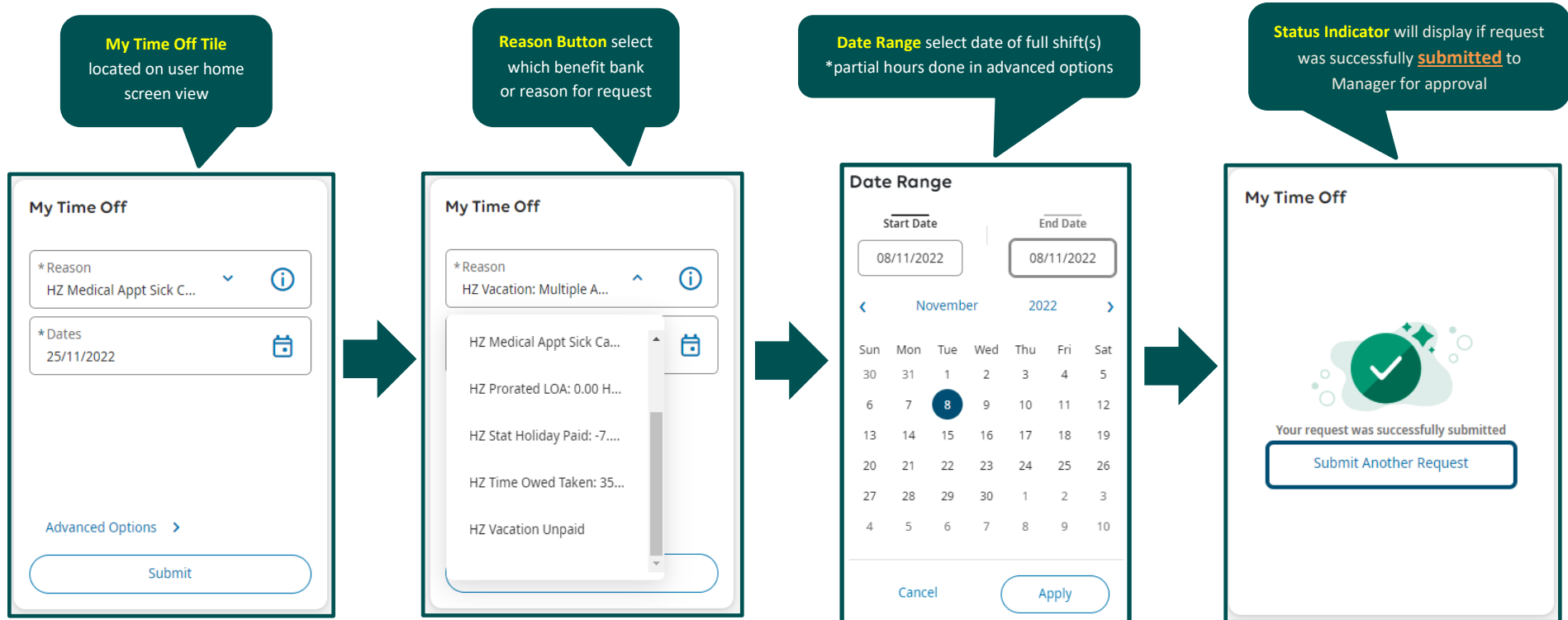


Introducing the UKG Software from an Employee Point of View.

Let's Get to Know Your New Time Off Request View

- Google Chrome is the recommended browser.
- Submitting a request for time off will be done on the home screen using the **My Time Off** tile.
 - Full shift can be done without leaving the tile / Partial shift can be done using **advanced options** feature
- Some features may not be available to all users (options will be based on role).



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

Stay Tuned for **Volume 5** arriving soon!