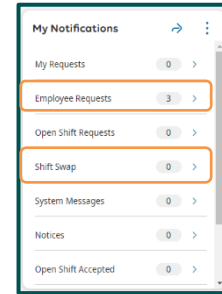


Volume 4 - UKG Manager or Director

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

Let's Get to Know Your New Employee Requests View

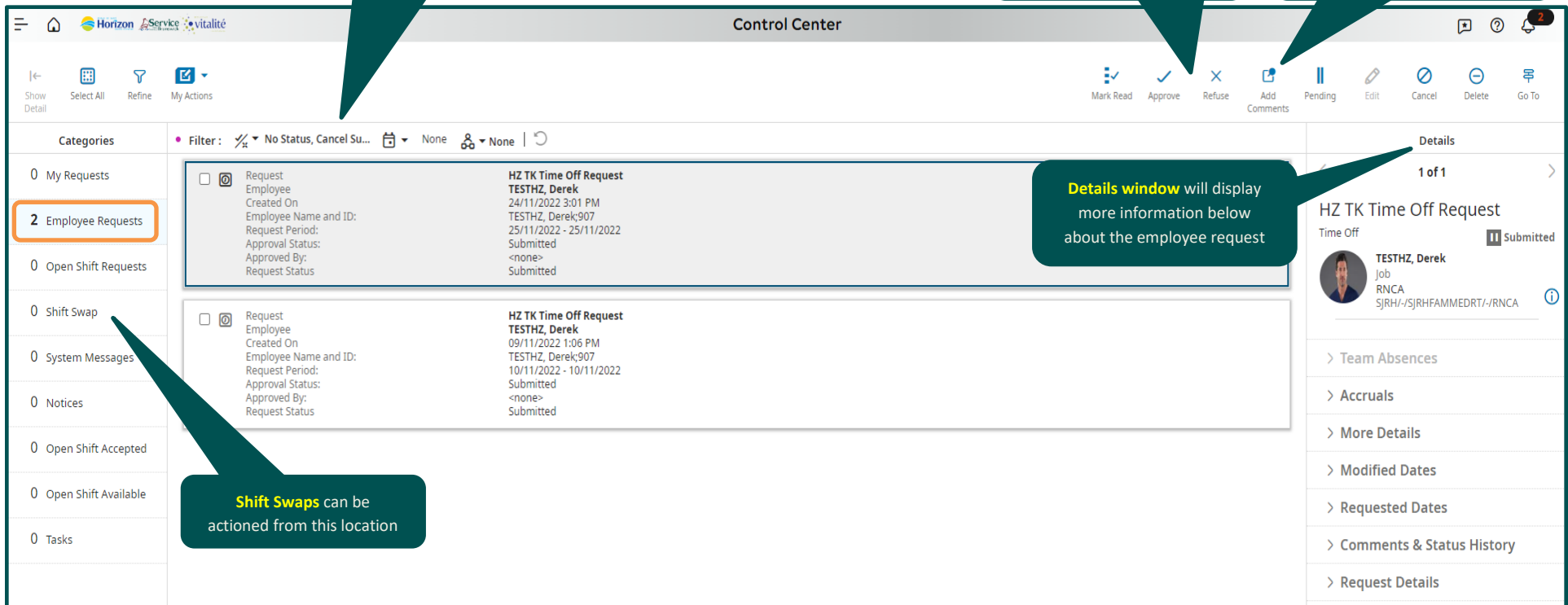
- Google Chrome is the recommended browser.
- Actioning an employee request can be done multiple ways on the home screen, one being the **My Notifications** tile.
 - Shift swap requests can also be actioned from the **My Notifications** tile.
- Some features may not be available to all users (options will be based on role).



Filter option permits users to select specific statuses to display

Action buttons to review and decide upon the request

Add Comments button to send a message back to the employee



The screenshot shows the UKG Control Center interface. On the left, a sidebar lists categories: My Requests (0), Employee Requests (2), Open Shift Requests (0), Shift Swap (0), System Messages (0), Notices (0), Open Shift Accepted (0), Open Shift Available (0), and Tasks (0). The 'Employee Requests' category is selected. The main area displays a list of requests. A callout points to the 'Filter' dropdown above the list, which is set to 'No Status, Cancel Su...'. Another callout points to the action buttons (Mark Read, Approve, Refuse, Add Comments, Pending, Edit, Cancel, Delete, Go To) above the list. A third callout points to the 'Details' window on the right, which shows information for a specific request: 'HZ TK Time Off Request' for employee 'TESTHZ, Derek', submitted on 24/11/2022. A fourth callout points to the 'Shift Swap' category in the sidebar, stating 'Shift Swaps can be actioned from this location'.

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!