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

Let's Get to Know Your New Verifications and Approvals View

- Google Chrome is the recommended browser
- Reviewing verifications and performing approvals will be done using the **Verifications and Approvals Scheduler** tile
  - Errors requiring correction will be displayed on this tile (example in green)
- Some features may not be available to all users (options will be based on role)
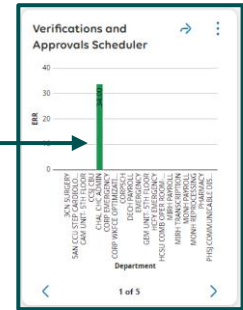
Approval button to approve employee timecards

Selected Locations allows users to create favourites for frequently used groupings

Grouped By Facility, Department column will expand to show individual employee information

Column Names are similar to current Kronos Daily Verification columns

Sum totals are displayed along each unit row and also at bottom of window

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!