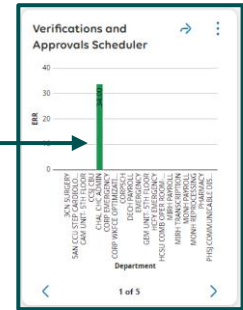


Volume 4 - UKG Scheduler or Timekeeper

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

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

Selected Locations allows users to create favourites for frequently used groupings

Grouped By...	Employee...	Status	Primary J...	ERR	TTL REG ...	WORK HRS	INSUFF	EDU	Sick Paid	Sick Unp...	Med Appt	VAC	FRL	TO	SH	OT 1.5	OT 2.0	Meal 1.0	Meal 1.5	al 2.0	ED...	
Sum	251....	Sum	221....		Sum	4.00		Sum	11.25	Sum	7.50		Sum	7.50		Sum	0.75		Sum	0.75		Sum
Sum	60.25	Sum	56.25		Sum	4.00										Sum	0.75		Sum	0.75		
	TESTHZ, Ma...	FT	RNCA		56.25	56.25										0.75			0.75			
	Karev, Alex	FT	RNCA		4.00			4.00														
	TESTHZ, April	FT	RNCA																			
	TESTHZ, Atti...	FT	RNCA																			
Sum	75.00	Sum	48.75						Sum	11.25	Sum	7.50		Sum	7.50							
Sum	116....	Sum	116....																			

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!