Navigate to Home Screen

- Step One: Log into Workspace One Account and Select the UKG Pro Icon.
- Step Two: Log into UKG Pro using USA Health J number and AD password.

My Timecard 🔿 🕴	My Accruais	My Notifications	ə :	My Schedule 🤿	
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3	0.00	My Requests	3)	0700-1930	
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UKG Home screen

- **Hamburger Icon:** Clicking on this icon takes users to the following options:
 - o My Calendar
 - Location Schedule
 - My Timecard

• **Home Icon:** Clicking on this icon takes users to the following options:

- Timecard
- Accruals
- o Notifications
- o My Schedule
- o Manage My Schedule
 - Swap Shifts
 - Requests coverage for a shift
 - Pick up an open shift

- Change availability
- Use self-scheduling tools



Review My Notifications

Users can access Notifications from two options:

- UKG Home screen or
- UKG Control Center
 - \circ $\,$ This is accessed by clicking on the bell icon on the top right corner of the

home screen.

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- o Once the icon is selected, the control center details will appear.
 - Select View All.
 - This will take users to the control center





Control Center

There are different notifications in the control center:

I← <mark>Ľ</mark> ▼ Show My Actions Detail	
Categories	• Filter: 🛗 🕶 None 🕤
0 Tasks	(
1 My Requests	
0 Timekeeping	

- o Tasks
- o Status of My Requests
- o Tasks
- o Time Off
- o Shift Swaps
- o Timekeeping
- Users can filter options in the control center.
 - Filter will allow users to adjust the timeframe and the approval status by selecting Refine.





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ton Unselect AD Refine	₩/Actions		≣r∕ ⊘ ⊙ φ Matitions General Denner Genth
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How to Record Time with Punch Tile

Navigation: Home Page – Punch Tile

- Step One: Users can punch in their time on the Home screen.
 - A success message will appear along with the time punch updated on the card.
 - If there is problem with the punch, a failure message will display on the screen.

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Manage Timecards ************************************	My Accrudis ; Barror en foldy PPTO 0,000 100 < 100 March 100 Anatian blank 800 heinig blank 800 Mender blank (*) Mender blank (*) Anatiansteiner (*) Mark (*)	My Natifications Hy Natifications Image: Constraint of the second sec	My Schedule Image: Control of the section granmes. Image: Control of the section granmes.	

Functions of the Punch Tile Card

- Record In and Out punches
- Transfer time to another job, labor category or work rule
- o Cancel meal break or break reductions, if a break is not taken during shift
- View last recorded punch time

Punch tile buttons may have slightly different names than what appears on the home screen due to organization's preferences.



Transfer Record Time

A transfer is performed when an employee changes their job, or there is a change in labor category for a shift.

Navigation: Home Page > Punch Tile

• Step One: Select Transfer from the drop-down list



- **Step Two:** From the Transfer Panel, select the appropriate option, then Apply when done.
 - Labor category



Selecting Apply will complete the transfer and place a timestamp on the timecard.

How to Review Timecard – Hourly

Employees have two options to review their timecard:

• **Option One**: Home screen > Timecard



• **Option Two:** Select the Hamburger Option on the top left corner, then select My Timecard under My Information.



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Timecard Overview

The following information displays on the employee timecard:

- o Schedule
- o Absences
- In and Out punches
- o Transfers
- Pay codes
- Hour totals by shift, daily and time period

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		-									🔂 * Current Pay P	eriod 🗿 Loaded: 10:11 AM
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+	Θ	Tue 9/10			N 700 AM	1 гзорм	SPID Dutation;	1 PTO		12.50	12.58	34.50
+	Θ	Wed 9r11										24.50
+	Θ	Thu 9/12										24.90
+	Θ	Fri 9/13										24.50
+	Θ	Sat 9/14	7:00 AM - 7:90 PM		7:00 AM	7:30 PM				12.00	12.00	36.50
+	Θ	5un 9/15	7.00 AM-7.30 PM			7.22 PM						36.50
+	Θ	Man 9/16										36.50
+	Θ	Tue 5/17										36.50
+	Θ	Wed 9/18										36.50
+	Θ	Thu 9/19	7:00 AM - 7:30 PM		7.30 AM	1.00 PM				11.00	11.00	47.50
+	Θ	Fn 9/20	7:00 AM - 7:30 PM		7:05 AM	7:30 PM				12.00	12.00	\$9.50
+	Θ	Set 9/21										\$3.50

Icons:

- o Red exclamation points indicate exceptions such as Late or Early in/out punches
- o Red boxes indicate a Missed Punch



View My Calendar and Schedule

Employees have two options to review their schedule:

• Option One: Schedule is available on the Home screen



• **Option Two:** Select the Hamburger Option on the top left corner, then select My Timecard under My Information



• Select Schedule from the dropdown





My Calendar

Employees can view either the full calendar **or** a list of events on the right.

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O Previous Today Next Sep 20	124 🛱					stan	Or Image: Core Ser SI Image: Core Si Core Core Si Si Si Si
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							Open Shift (d)

The following information is viewable on the calendar:

- Scheduled Shifts
- Approved Time Off
- Pending Time off
- o Scheduled Request
- o Open Shifts
- o Holidays

Events tab: Show shift segments and pay codes

Requests tab: Shows active requests for changes to employee schedules

My Calendar

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Previous Toda	Next			New Request	View	Show / Hide	Layers	Show List	Location Schedule

Employees can perform the following functions on the Calendar toolbar:

- **Previous:** Shows the previous time period
- o Today: Current day
- Next: Shows the next time period
- Share: Allows employees to print a printable version of the schedule
- New Request Access to advanced scheduling options including:
 - o Time off requests
 - Shift swap
 - o Requests to cover
 - o Open Shift request
 - Self-Schedule request
 - Change Availability
- View: Select a daily, weekly, monthly, or yearly view of the calendar
- o Show/Hide: Select schedule items to show in calendar
- In Progress Requests: Requests that are submitted and not yet approved or rejected
- Approved Requests
- o Holiday
- o Transfers
- o Shifts
- Schedule Tags
- Paycodes
 - o Layers
 - Location Schedule



Time Off Requests

Employees have two options to put in Time Off Requests

Option One: Navigation: Home screen> My Accruals

• Step One: Select Time-Off Requests from My Accruals.

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	Manage My Schedule >			Fri 13 Open shifts are	
	Pick up an Build my open shift schedule Change my availability				

Option Two: Time-Off Requests can also be accessed from My Calendar.

• Step One: Navigation: Home screen > My Schedule

≕ ۵ ÜKG Myca	alendar								06	9
♦ ♦ Sep 20 Prevous Today Next	124 🛅						K. Sure	Or fir ⊙r \$r Time-off	B E Hoest Loo Sch	cation hetule
You can request open shifts from 9/	10/2024 to 9/08/2025.							Swap		×
You can submit your self-schedule n	equest for the period 9/10/2024 to 9/06/2025.							Request To Cover		×
Sun	Mon	Tue	Wed	Thu	Fri		Sat	Open Shift		
Open Shift [15]	1 Open Shift [17] Mabor Day	2 Open Shift (18)	3 Open Shift [18]	4 Open Stylt (17)	5 Open Shift [17]	6 Open Shift [15]		Self-Schedule Availability Change		



Time off Requests

• **Step Two**: Select the correct month and then day(s) that are needed in the request by clicking each box. Once the day(s) have been selected, click on Apply.

6	8 Day	ys Sel	ected			
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	Ji	anu	ary	202	5	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
1.000			20			

• Step Three: Enter in the Start Time and Duration of the shift in hours.

Request Time Of Time Off Request - H	i f ealth	×
Dates		
8 Days Select Duration	ed	
Hours Start Time *	Duration HH.	hh *
7:00 AM	12.00)
Deduct from		
PTO		
PTR		



Time Off Requests

- o Additional Information
 - a. Hours
 - For start time, enter the start time of the employee's regular shift
 - For Duration select the length of the shift (8.0,12.0...etc.)
 - b. Deduct: Select the paycode for the time off.
 - PTO- Regular PTO bank
 - PTR Providence Hospital Carried over PTO
 - c. Select Submit when done

If employees do not have sufficient PTO to cover the requested time off, employees will receive an error and will not be allowed to continue. Employees will need to speak with their unit manager on how to proceed.



Cancel Time Off Request from My Calendar

Employees can reschedule or cancel their time off requests if it is no longer needed.

• Step One: Access the submitted Time Off Request through My Calendar.

Navigation: Home screen > Hamburger dropdown > My Information > My Calendar > Requests Tab

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Sun	Mon [0pen:Skit)[2]	Tue 1 [Open Sint [2]] 1 7 4	Wed 2 [Open Swift [2]] 2 1 3	Thu [Open Shift [2]	Fri [Cipen Shift (2) 0	Sat 4	Events Respects 5 4. Analishing Charges Approxed. Imagenetic Copy 8.20 Imagenetic Copy 8
	<u>u</u> .	4 JPTO (h) Prograd 15	1	1	7	18	
	29 2	1 22	2		c	8	. 3
1	27 21	8	30	3	3		

• Step Two: Cancel the Time Off request by clicking on Cancel Request.

			Time Off Request
	A =	0.	Time Off Request - Health - Submitted
	Share	New Request	Request: PTO 7:00 AM-7:00 PM 10/15/2024 - 10/16/2024
Sat			Submitted by: Test, Sarah
		5	Submitted date: 9/10/2024 10:08 AM
			History
		_	Submitted 9/10/2024 10:08 AM
			by Test, Sarah
		2 [Cancel
			Request
			I time off Request - nearth - Submitted

Important Note:

- Employees can only cancel their own submitted or approved time-off requests
- Cancellations are *immediate*. Employees will not be prompted to confirm.

Cancel Time Off Request from My Notifications

Employees can reschedule or cancel their time off requests if it is no longer needed.

• Step One: Select My Requests from the Home screen.

Navigation: Home screen > My Notifications > My Requests



• Step Two: Select the request and Select Cancel Request.

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Concord Control Center Concord Control Center Concord Control Center Concord Control Concord Contro Conco	Time Off Request - Health Test, Sarah 970/02021 00 AM 1075 2020 (Orfs020)4 24.00 Soumited	Comments & Status History Comments & Status History
		> Request Details

Important Note:

- Employees can only cancel their own submitted or approved time-off requests
- Cancellations are *immediate*. Employees will not be prompted to confirm.

Approve Timecard

Employees have two options to approve their timecard.

• Option One: Home screen > Timecard



• Option Two: Select the Hamburger Option on the top left corner, then select My Timecard under My Information.





Timecard Overview

The table view is a grid of columns and rows which displays each day for the selected timeframe in a row with columns.

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List Vie	kp	arove Seriove Approvel									🔂 👻 Current Pay	Period 🕤 Loaded; 10:11 Ab
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Θ	Sun 9/08										
+	Θ	Mon 9/09	7:00 AM - 7:30 PM		6.57 AM	7.32 PM				12.00	12.00	12.00
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+	Θ	Wed 9/11										24.50
+	Θ	Thu 9/12										24.50
+	Θ	Fri 9/13										24.50
+	Θ	Sat 9/14	7:00 AM - 7:30 PM		7:00 AM	7:30 PM				12.00	12.00	36.50
+	Θ	5an 9/15	7:00 AM - 7:30 PM			7:22 PM						36.50
+	Θ	Man 9/16										36.50
+	Θ	Tue 9/17										36.50
÷	Θ	Wed 9/18										36.50
+	Θ	Thu 9/19	7.00 AM - 7.30 PM		7.30 AM	7.00 PM				11.00	11.00	47.50
+	Θ	Fri 9/20	7:00 AM - 7:30 PM		7:00 AM	7:30 PM				12.00	12.00	59.50
+	Θ	Sat 9/21										59.50

The following information is visible on the timecard:

- Schedule and Absence
- In and Out punches
- Transfers
- Paycodes
- Hour totals by shift, daily, and time period

Important Information:

- Red Exclamation points indicate exceptions such as Late or Early in/out punches
- Red Boxes indicate a Missed Punch
- Employees should review their timecard for any missed errors or missed punches..

Step One: If there are <u>no</u> errors or corrections to be made to the timecard, select **Approve.**

- Any changes need to be reported to the department leader prior to 9am on Payroll Monday.
- All associates are required to review and approve their timecard by **10 am on Payroll**

Monday.

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Request to Work an Open Shift

Navigation: Home screen > My Schedule

• Step One: Select My Schedule from the Home screen.

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Manage My Schedule Swep my shift Swep my shift	Cover my shift Build my					

• Step Two: New Requests, then Open Shift.



Request to Work an Open Shift

Additional Information:

≓ ۵ ÜKG	My Calendar							Request Open Shift X
Previous Today Next	Dec 2024 📋					Share	C - Nw Rec.ett	Information Request period for × submission is forever.
Information You can requ	est open shifts from 12/10/2024 to 12/08/20	25.						Select an Open Shift to request
Information You can subr	nit your self-schedule request for the period	12/10/2024 to 12/08/2025.						🗄 Show Calendar Refine 🍸
Sun	Mon	Tue	Wed	Thu	Fri	Sat		December 2024
	1 2	2 3	4	5	1	6	1	12 Thursday
					Open Shift			1900-0700 • 7:00 PM - 7:00 AM (12.00) 351NG/907641-Prov 12th Floor/RN
	8	10	11	12 Open Shift	1	3 Open Shift	1	14 Saturday
								0700-1900 • 7:00 AM - 7:00 PM [12.00] _RSING/907641-Prov 12th Floor/RN
Open Shift	15 10	5 Open Shift	18	19	2	0	21	15 Sunday
								0700-1900 • 7:00 AM - 7:00 PM [12.00] RSING/907641-Prov 12th Floor/RN
	2	5 24		20	2			17 Tuesday
								1900-0700 • 7:00 PM - 7:00 AM [12.00]
	29 30	31						Load More
							-	

- Employees will only be able to see the shifts they are qualified to work through requests.
- Depending on the organization's configuration, employees may be able to see other employees scheduled to work the day selected.
- Additional details about the shift include comments that can be viewed by selecting the ellipse sign to the right of the box.

Once the Request has been submitted:

- Blue information bar will indicate once the request has been submitted to the manager.
- Once approved or denied by the unit manager, employees will receive a notification in UKG. Employees can review this information in their notifications.
- If approved, the request will be displayed on the employee's schedule.



Request to Swap a Shift

Employees have two options to approve their timecard.

- **Option One**: Home screen> Manage My Schedule or
- **Option Two:** Home screen> My Schedule > View My Schedule

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	My Timecard Exceptions 1	My Accruals : Dataset of Notly _ PPTO 0,000 < EI Moor PTO > Available Safety 000 Meeting Green 000 Meeting Green 200 Notley 000 Notley 0000 Notley 000 Notley 000	Ny Notifications Taols 6 My Requests 2 Transcepting 0	My Schedule > Today > 0708-1930 > 0708-1930 > 0708-1930 > 0708-1930 > 0708-1930 > 0708-1930 > 0708-1930 > 000-1930 > 000-1930 > 000-1930 > 000-1930 > > > 000-1930 > > > > > 000-1930 > > > > > > > > > > > > > > > > > > > > > > > > > > > > > > > >	
	Manage My Schedule				

- Step One: Select Request then Swap Shifts to open the Request Shift Swap panel.
- o Step Two: Select the New Request dropdown, then Swap Shift

≓ ۵ ÜKG MyCale	ndar							© 🔎
♦ ♦ Sep 2024 Provision Today Next	8						Stars	Bi Die Las Isoatian Schedule
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Swap	-
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							Self-Schedule	
							Availability Change	1

 Step Three: The Request Shift Swap panel will display. Employees must choose the assignment associated with the shift they want to swap.
 The employee's primary assignment will display by default.

ב מ טוגG MyCaler	ndar						Request Shift Swap X
1 0 5ep 2024	8					Stars Reserved	Select the shift you want to swap:
Sun	Mon	Tue	Wed	Thu	Fri	Sat	_ES/907826 Prov IN Roat Pool/RN
Open Shift (51)	1 Open Shift (55) H Labor Day (7.50 pm - 7.30 am	2 [Open Shift (57]	0 Open Snift (53) 17:00 am - 7:30 pm	Open Shift (51) [7:00 am - 7:30 pm	Open Shift [54]	Copes Snift (S2)	19 Thursday
							0700-1930 - 7:00 AM - 7:30 PM (12:50)
Open Shift (53)	8 Open Shift [54] [710 am - 730 pm	9 [Open Shift [56]	Open Shift [53]	Open Shift [56]	0pen Shift [56] 7.50 am - 7:30 pm	3 Topes Shift (52) 7:00 Am - 7:30 pm	23 Monday
							0706-1930 • 7:00 AM : 7:30 PM [12:50]
Open Shift (SQ) 1730 ym - 2750 cm	15 Open Shift (34)	6 [Open Shift (58)]	7 Open Shift (54) 17 60 Juni, 738 pm	Open Shift (50) 7 20 am . 7 10 mm	Open Shift [54]	21 Copen Shift (54)	24 Tuesday
							1000 4730 - 7:00 AM [12:59]
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	24	10					02 Wednesday
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							03 Thursday
Open Skitt [13]	Open Shift [10] 730 am -730 pm	Open Shift [12]	Open Shift [10]	Open Shift (12)	Open Shift [12] [7:00 am - 7:30 pm	Open Shift (10) 7:00 am - 7:30 pm	[12:50] _ES907625-Prov RN Float Pool RN
							(arce)

- **Step Four:** The Request Shift Swap panel refreshes to display summary information about the employee's shift. All the shifts that are available to swap will display, along with the job match and location.
 - Colleagues' shifts will display by date in ascending order. Select the colleague's shift employees would like to swap, or use one of these tools to filter the list of available shifts
 - Select Submit in the bottom right-hand corner.

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Additional Information:

- Recommended shifts display an icon and describe the reason the shift is recommended (the shift is often swapped on a particular day, for example).
 - o Click Submit.
- The Request Shift Swap panel will also refresh to show a summary of the shift the employee offered to swap, the requested colleague's shift the employee wants to swap with, and any comments or notes employee(s) may have entered with the swap request.
 - In the Request Shift Swap panel, click one of the following:
 - OK to submit the request.
- = ゐ ÜKG My Calendar Request Shift Swi Sep 2024 <* 241 Open Shift [55] N Labor Day 7.00 pm - 7:30 at Open Shift [57] Open Shift (53) 7:00 am - 7:30 pm Open Shift [51] 7:00 am - 7:30 pm Open Shift [54] Open Shift (52) My Shif AM [12.5 Open Shift [54] 7:00 am - 7:30 pm Open Shift (53) Open Shift (56) ipen Shift ISE Open Shift (56 Open Shift (56) 7:00 am - 7:30 pm Open Shift [52] 7:00 am - 7:30 pm Open Shift (50) 7:00 am - 7:30 pm Open Shift (SR) Open Shift (58) Open Shift (54) 7:00 am - 7:30 pm Open Shift (50) 7:00 am - 7:30 pm Open Shift (54) Open Shift (54) Open Shift [53] 7:00 am - 7:30 pm Open Shift [57] 7:00 pm - 7:30 am Open Shift [53] Open Shift [56] Open Shift (54) Open Shift (52) Open Shift (57) Open Shift [57] Open Shift (54) 7.00 am - 7.30 pm Open Shift [51] 7.00 am - 7.30 pm Open Shift (55) Open Shift [10] 7:00 am - 7:30 pm Open Shift (10) Open Shift [12] en Shift [11] Open Shift [12] Open Shift (12) 7:00 am - 7:30 pm Open Shift [10] 7:00 am - 7:30 pm OK
- Cancel Request to cancel the request.

Request Availability Change

Employees can enter and request availability changes to let their managers know when they are not available to work.

Availability changes can be for a one-time event, for one or more days or they can be made to the long-term schedule.

Note: A request to "Change my Availability" is not the same as a "Time Off Request".

Employees have two options to submit requests for Changing their Availability:

• Option One: Home screen > Manage My Schedule or

Home screen > Hamburger icon> My Information> My Calendar



• Step One: Select Change my Availability

• Step Two: Under New Request, select Availability Change.

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You can submit your self-schedule reques	st for the period 9/09/2024 to 9/08/2025.						Request To Cover	×
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Last Edited February 4, 2025

• **Step Three:** A calendar will appear under Availability Change. Click the <u>day or days</u> on which to change the schedule.

To select two or more contiguous days, drag the mouse pointer over the days you want.

• Then, select Next at the bottom of the page.



- Step Four: Set employee availability, as follows:
 - Status, select one of the following: Unavailable, Available,
 - Enter the Start Time or End Time.
 - Select one of the following:
 - Merge with Previously Scheduled Availability to maintain

your previous availability while adding the changes.

Replace Previously Scheduled Availability to replace your

previous availability entirely with the changes.

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- Click **Review**.
- **Step Five**: Employees can make the following changes *(if needed)* before submitting their request:
- Toggle between Show List and Show Calendar: Employees can review their requests in different formats and detail. Click on a day in the calendar to displays a summary of the availability configured for the day.
- Edit Request: Employees can submit or cancel the request. Additional days can be added using the calendar. Select Add Days in the list view to display the calendar.
- Comments (optional): Employees can add comments and notes to the request.

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• Step Six: Select Submit when done.