



Review My Notifications

- Access notifications by selecting the notification category within the **My Notifications** tile.

The screenshot displays the UKG employee portal dashboard for a user named Kelly. The dashboard features several tiles:

- My Timecard:** Shows 3 exceptions. Edited Mon 9/09 by Test, Kelly Binion. No data to display.
- My Accruals:** Shows PPTO balance as of Today at 0.00 hours. Includes Available Balance, Pending Grants, and Planned Takings, all at 0.00.
- My Notifications:** A highlighted tile showing notification counts: Tasks (0), My Requests (1), and Timekeeping (0).
- My Schedule:** Shows the current schedule for Monday, 9th, with a shift from 7:00 AM to 7:30 PM [12.50] for USA/907/IMAGING/907720- Prov Radiology/RAD TECH. Open shifts are available.
- Manage My Schedule:** A tile with options: Swap my shift, Cover my shift, Pick up an open shift, Build my schedule, and Change my availability.



OR

- Select the **Control Center** notifications icon in the upper right-hand corner of the screen and select **View All** to review notifications.





My Timecard

Edited Mon 9/09 by Test, Kelly Binion

Exceptions
3

No data to display.

My Accruals

Balance as of Today

	PPTO	
	0.00	
< EEI	Hour	PPTO >

Available Balance	0.00
Pending Grants	0.00
Planned Takings	0.00

Time-Off Request >

My Notifications

Tasks	0	>
My Requests	1	>
Timekeeping	0	>

My Schedule

Mon Today

- 0700-1930
7:00 AM-7:30 PM [12.50]
- 7:00 AM-7:30 PM [12.50]
USA/907/IMAGING/907720-
Prov Radiology/RAD TECH

Open shifts are available

Tue 10

- PTO
7:00 AM-7:30 PM [12.50]

Manage My Schedule

- Swap my shift
- Cover my shift
- Pick up an open shift
- Build my schedule
- Change my availability

Control Center

USA Availability

Test, Kelly
9/09/2024 11:58 AM

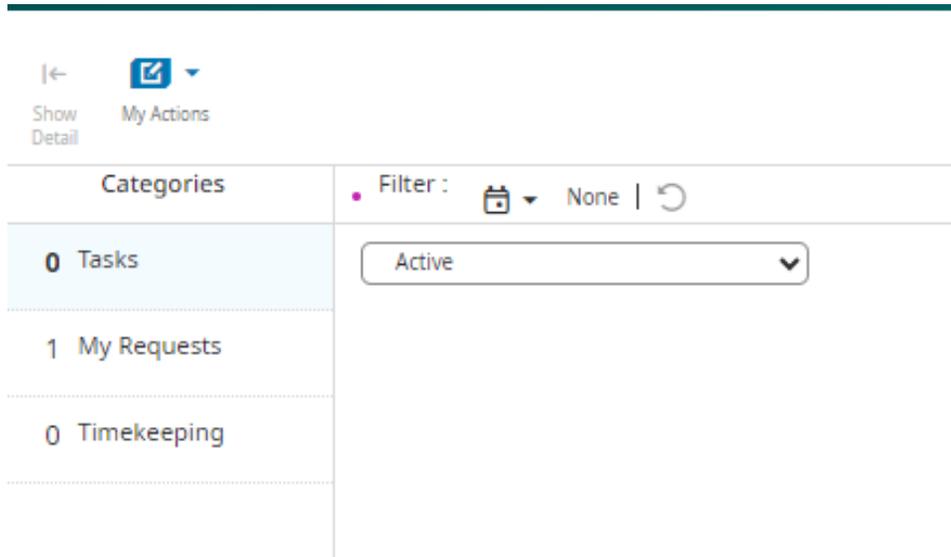
Availability Before Request: 0.00
Availability After Request: 0.00
Unavailability Before Request: 0.00
Unavailability After Request: 72.00
Number of Days Changed: 3

Mark Done Go To

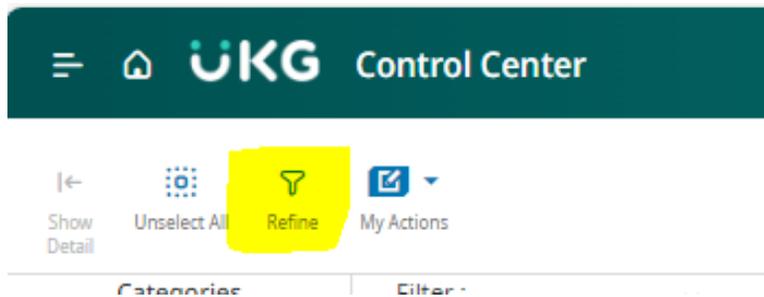
View All



- From the **Control Center** you can navigate between the notifications by selecting the **Tasks**, **My Requests**, or **Timekeeping** categories on the control center pane.



- Once you select a category, you can **Refine** your search to narrow your results.



- To review details, locate the details panel within each of the notifications and expand any sections to review more details.



UKG Control Center

Filter: All Status None

Request	Employee	USA Availability
<input checked="" type="checkbox"/> Request	Test, Kelly	
Created On	9/09/2024 11:58 AM	
Availability Before Request:	0.00	
Availability After Request:	0.00	
Unavailability Before Request:	0.00	
Unavailability After Request:	72.00	
Number of Days Changed:	3	
Request Status	Approved	

Details

1 of 1

USA Availability Approved

Employee Availability Request

Test, Kelly
Job: RAD TECH ...RAD TECH

> Request Details

> Comments & Status History

- Select **Comments & Status History** for more information.

UKG Control Center

Filter: All Status None

Request	Employee	USA Availability
<input checked="" type="checkbox"/> Request	Test, Kelly	
Created On	9/09/2024 11:58 AM	
Availability Before Request:	0.00	
Availability After Request:	0.00	
Unavailability Before Request:	0.00	
Unavailability After Request:	72.00	
Number of Days Changed:	3	
Request Status	Approved	

Details

1 of 1

USA Availability Approved

Employee Availability Request

Test, Kelly
Job: RAD TECH ...RAD TECH

> Request Details

> Comments & Status History