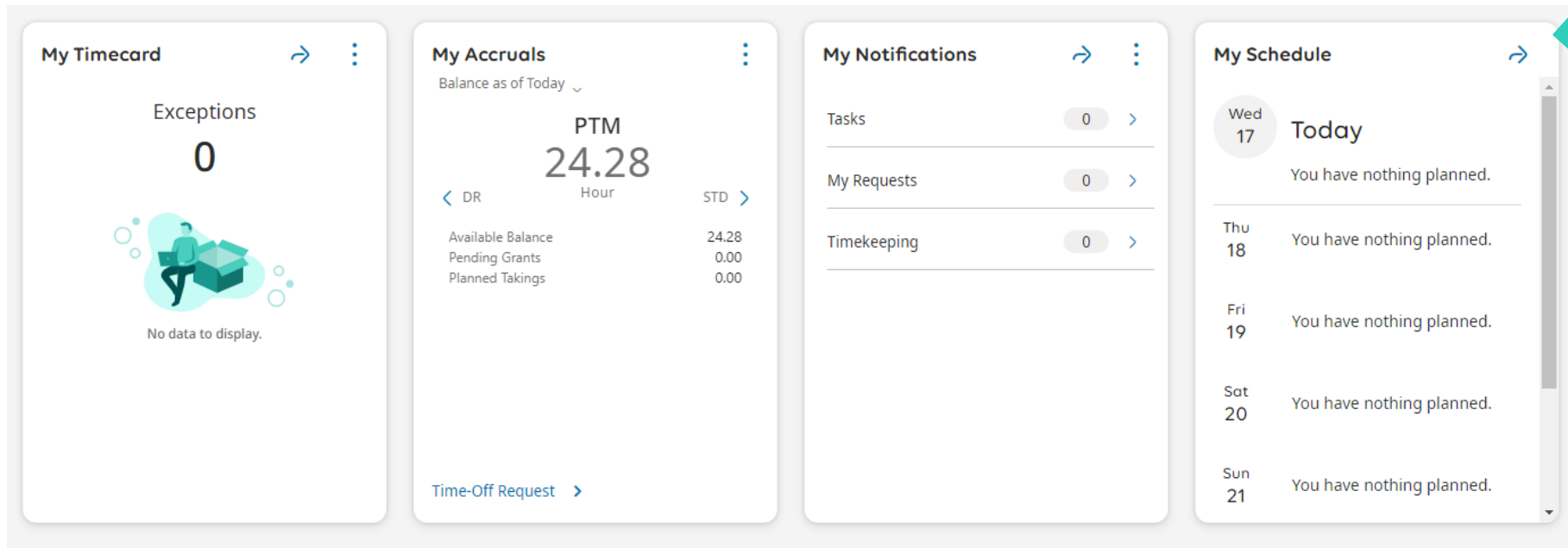


Workforce Management Self-Scheduling

How to Request to Self-Schedule

Request to Self-Schedule

From the Home Screen – Navigate to My Schedule

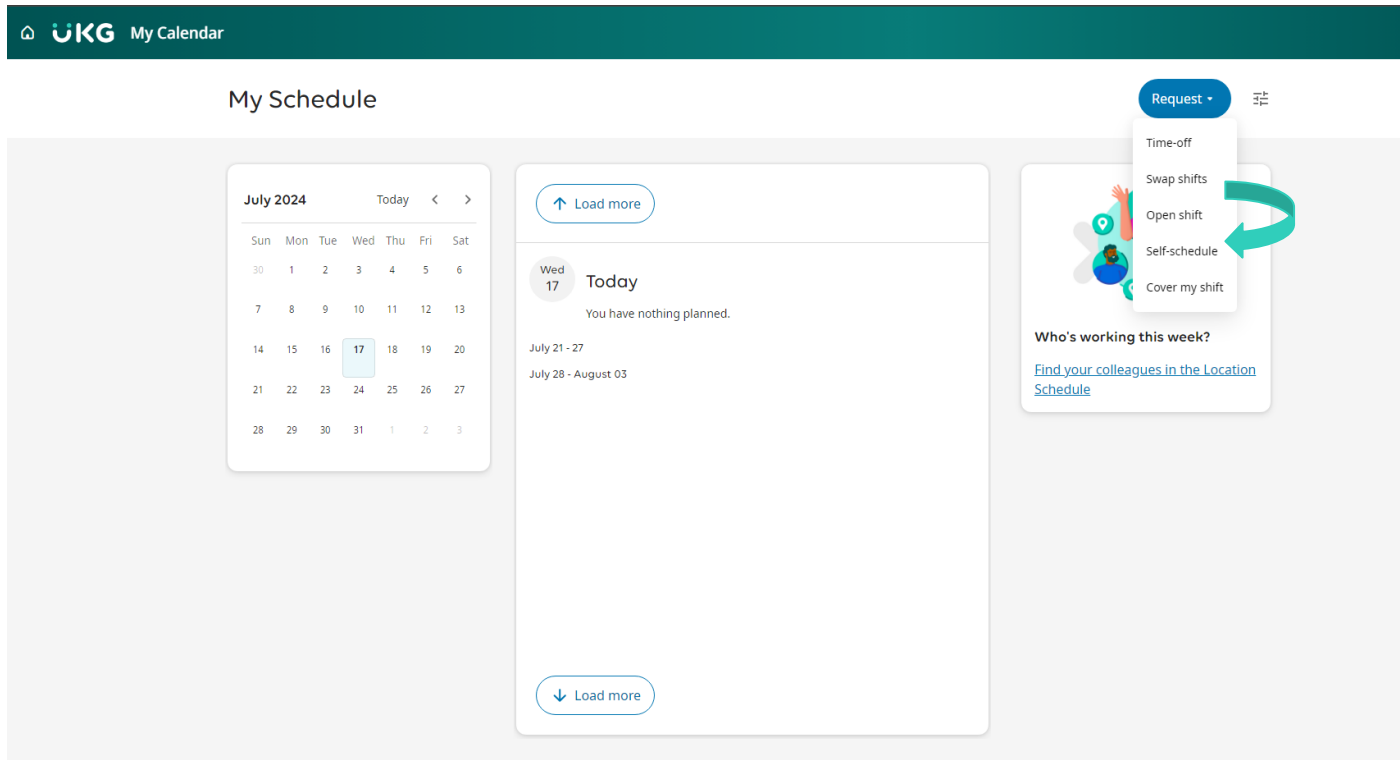


The screenshot displays a mobile application home screen with four main panels. A teal arrow points to the 'My Schedule' panel's navigation arrow. The 'My Accruals' panel shows a PTM balance of 24.28 hours. The 'My Notifications' panel lists 'Tasks', 'My Requests', and 'Timekeeping', each with a count of 0. The 'My Schedule' panel shows a weekly view for 'Today' (Wed 17) through 'Sun 21', with 'You have nothing planned.' for each day.

Category	Value
Exceptions	0
PTM Balance	24.28
Available Balance	24.28
Pending Grants	0.00
Planned Takings	0.00
Tasks	0
My Requests	0
Timekeeping	0

Request to Self-Schedule

My Calendar/My Schedule will open up in a new window.
From the **Request** dropdown, select **Self-Schedule**

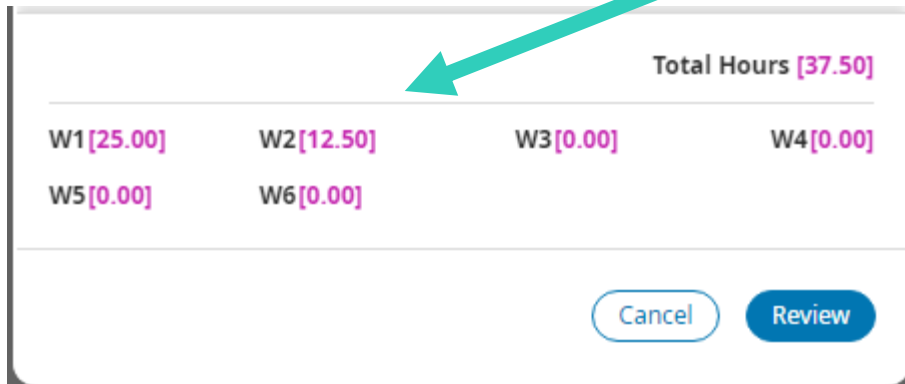


The screenshot displays the UKG My Calendar interface. At the top, there is a dark teal header with the UKG logo and the text "My Calendar". Below the header, the main content area is titled "My Schedule". On the left, there is a calendar grid for July 2024, with the date "17" highlighted. In the center, there is a "Today" section for Wednesday, July 17, with the text "You have nothing planned." and "Load more" buttons above and below. On the right, there is a "Request" dropdown menu with the following options: "Time-off", "Swap shifts", "Open shift", "Self-schedule", and "Cover my shift". A green arrow points to the "Self-schedule" option. Below the dropdown, there is a section titled "Who's working this week?" with a link to "Find your colleagues in the Location Schedule".

Request to Self-Schedule

A Request Self-Schedule window will populate on the right-hand side of the screen
****Note: this will automatically default to the first day of the current open schedule period**

Select the desired day and shift with a single click
Hours will populate at the bottom by week

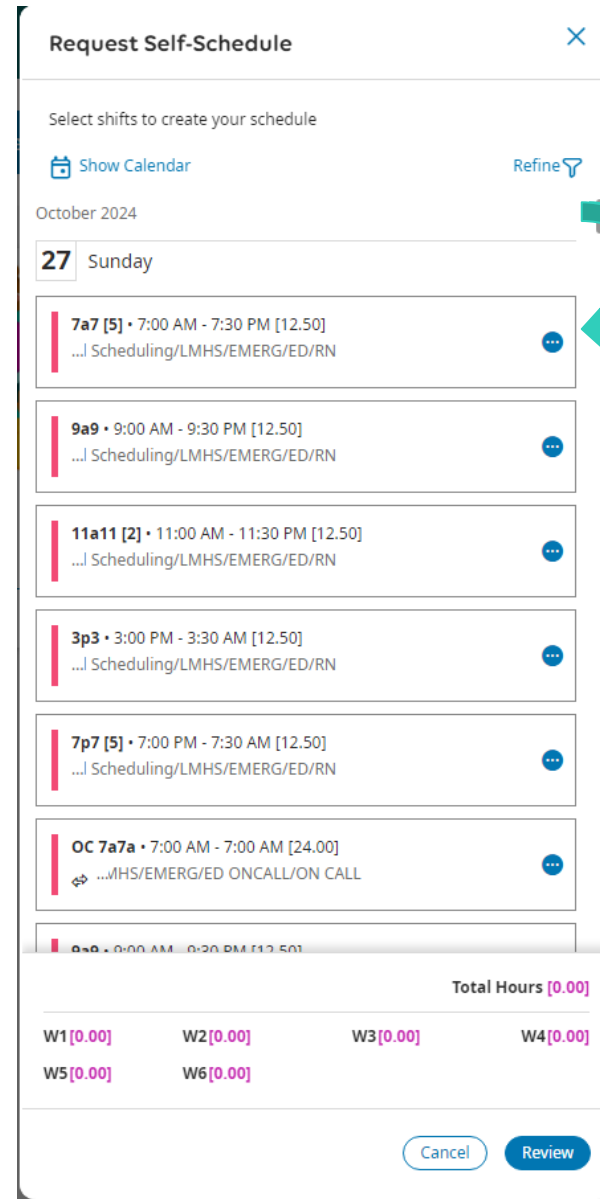


The screenshot shows a table with weekly hours and a total hours summary. A teal arrow points from the text above to the 'Total Hours' field.

Total Hours [37.50]			
W1 [25.00]	W2 [12.50]	W3 [0.00]	W4 [0.00]
W5 [0.00]	W6 [0.00]		

Buttons: Cancel, Review

Once you have selected all desired shifts for the current schedule period, select **Review**.



The screenshot shows the 'Request Self-Schedule' window for October 27, 2024. It lists several shifts with their respective hours and a 'Total Hours' summary at the bottom. A teal arrow points from the text above to the 'Total Hours' field.

Request Self-Schedule

Select shifts to create your schedule

Show Calendar Refine

October 2024

27 Sunday

- 7a7 [5] • 7:00 AM - 7:30 PM [12.50]
- 9a9 • 9:00 AM - 9:30 PM [12.50]
- 11a11 [2] • 11:00 AM - 11:30 PM [12.50]
- 3p3 • 3:00 PM - 3:30 AM [12.50]
- 7p7 [5] • 7:00 PM - 7:30 AM [12.50]
- OC 7a7a • 7:00 AM - 7:00 AM [24.00]

Total Hours [0.00]

W1 [0.00]	W2 [0.00]	W3 [0.00]	W4 [0.00]
W5 [0.00]	W6 [0.00]		

Buttons: Cancel, Review

Request to Self-Schedule

Once you have selected the desired shifts, select **Review**

The selected shifts will be separated by week.

Once you confirm all desired shifts were selected, **Submit**.

**Note Edit Request in the top right-hand corner can be utilized to make any changes (i.e. selected an incorrect day or need to pick up more hours for a week) prior to submitting your request.

Request Self-Schedule

Show Calendar Edit Request

W1 10/27 - 11/02 Shifts [3] Hours [37.50]

- 9a9 • Mon 10/28, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC
- 9a9 • Wed 10/30, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC
- 9a9 • Fri 11/01, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC

W2 11/03 - 11/09 Shifts [3] Hours [37.50]

- 9a9 • Tue 11/05, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC
- 9a9 • Wed 11/06, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC
- 9a9 • Thu 11/07, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC

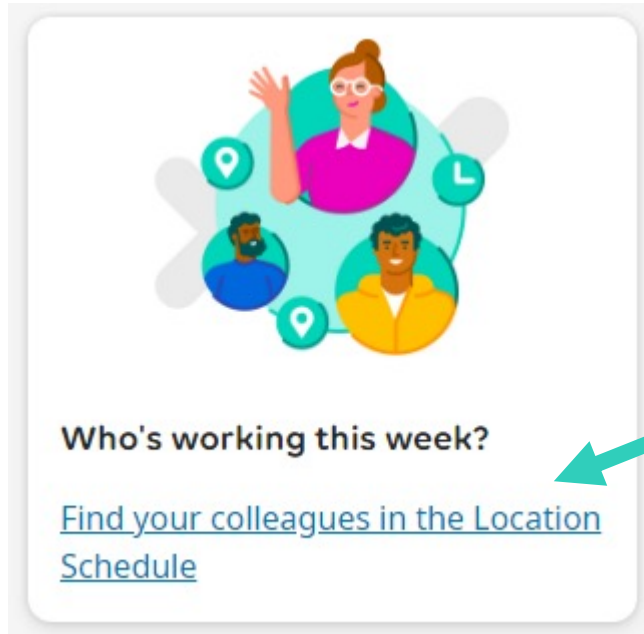
W3 11/10 - 11/16 Shifts [2] Hours [25.00]

- 9a9 • Wed 11/13, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC
- 9a9 • Fri 11/15, 9:00 AM - 9:30 PM [12.50] ...dvanced Scheduling/LMHS/EMERC

W4 11/17 - 11/23 Shifts [0] Hours [0.00]

Cancel Submit

Request to Self-Schedule



Utilize the **Find your colleagues in the Location Schedule** to see who is working in your department – this link will open a new window, My Location Schedule

Name [11]	Primary Job	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04	Thu 12/05	Fri 12/06	Sat 12/07
My Schedule	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							
[Redacted]	PCT US							

**Note: you will only have access to view associates that have the same job transfer set in UKG WFM

(i.e. RN's will be able to see all associates in the department that are RN's, but not PCT US or other jobs that they don't schedule for and vice versa)

How to Request to Cover a Shift

Request to Cover Shift

Submit a Cover Request From the Manage My Schedule Tile

If employees find they cannot work a scheduled shift, the Cover my Shift feature provides them with an option to ask other qualified employees to take their shift.

Navigation: Home page > Manage My Schedule Tile

1. From the **Manage My Schedule** tile, select the **Cover My Shift** icon.

Note You can also access your calendar (Menu > My Information > My Schedule), and then select **Request > Cover My Shift**.

The **Cover My Shift Request** slider appears.

2. Select the shift to be covered.

Note If you have multiple assignments, you are first prompted to select the assignment associated with the shift that you want a co-worker to cover, then select **Apply**. After you specify the assignment, the **Cover My Shift Request** slider displays your scheduled shifts associated with the selected assignment.

3. Select **Post as an Open Shift** to post the shift to all eligible employees, or select **Send to a Specific Person** so that only a specific employee can view the offered shift.

4. If you select **Send to a Specific Person**, a list of employees appears.

Note The list of employees includes co-workers who can work the job of the offered shift in any of your assignments.

- a. Select the employee you want to ask to cover the shift.

Note You can use the Search field to locate a specific employee. A message appears if that employee cannot be selected (because they do not qualify to cover the shift).

- b. Select **Submit**.

5. If you select **Post as an Open Shift**, a list appears providing more information about how posting as an open shift works. Select **Post**.

6. Select **OK**.

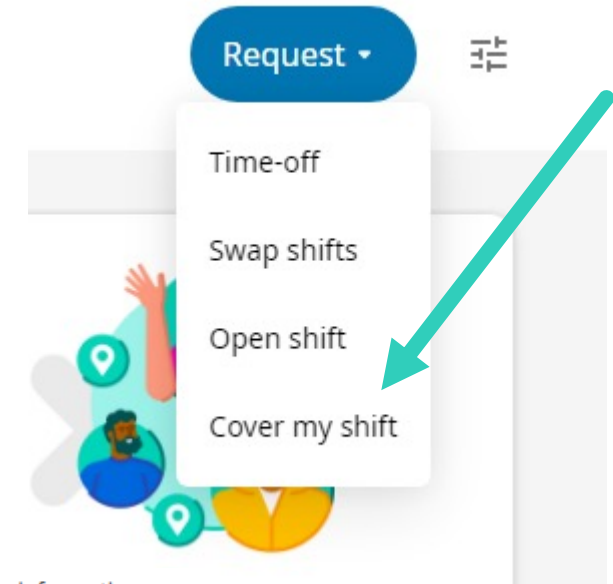
Accept or Reject a Cover Request

An employee can accept or reject a cover request.

Navigation: Home page > My Schedule tile

1. From the **My Schedule** tile, select the cover request.
2. The **Cover my shift request** slider opens. Review the cover request details, including the employee offering the shift to you, shift label, start and end times, date, and assignment or job.
3. To accept the request, select **Yes, cover this shift**.
4. To reject the request, select **No thanks**.

Note If the cover request requires manager approval, the My Schedule tile displays the text, **Waiting for manager approval**. If the request is configured for automatic approval, the shift is added to your schedule.



How to Request to Shift Swap

Request to Swap Shifts

Request Shift Swaps

Shift Swaps

You can request to swap shifts with another employee and respond to a received request. Managers can then view swapped shifts and approve or deny the requests.

Submit a Shift Swap Request

You can submit a request to swap a scheduled shift with a shift that is scheduled for another employee.

Navigation: Main Menu > My Information > My Calendar

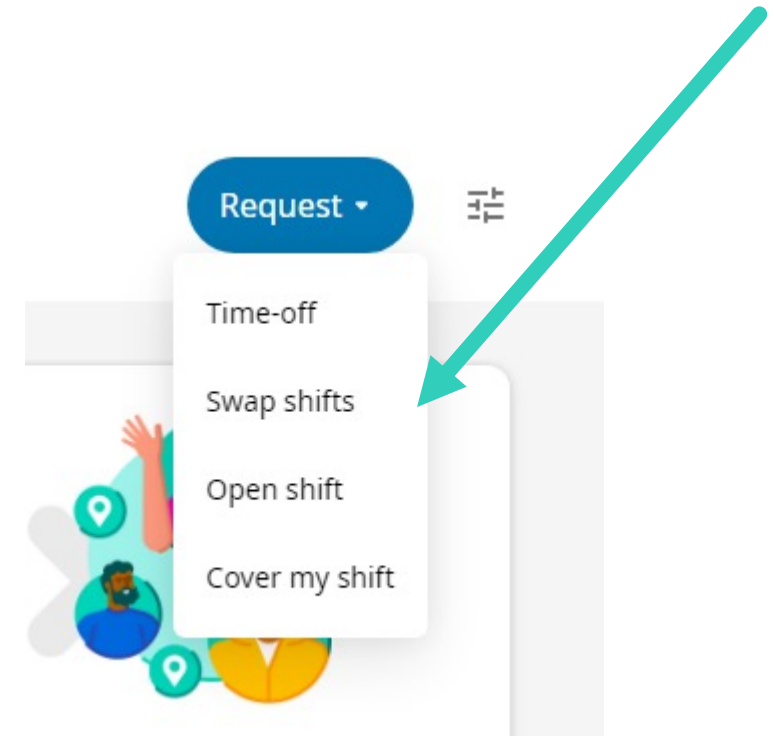
1. From the **My Calendar** page, select **New Request** or right-click on a shift.
2. Select **Swap**.
The **Request Shift Swap** slider opens.
3. In **Request Shift Swap**, select the shift you want to swap.
4. (Optional) In the **Available Shifts** drop-down list, select one employee with whom you want to swap shifts, or use the default of **All Employees**.

Note Use **Reset** to select a different employee.

5. (Optional) Select **Refine** to filter shifts by day, location, job or times.
6. Select the shift that you want to work.
7. Select the **More Actions** icon in the shift description box to view additional information about the shift.

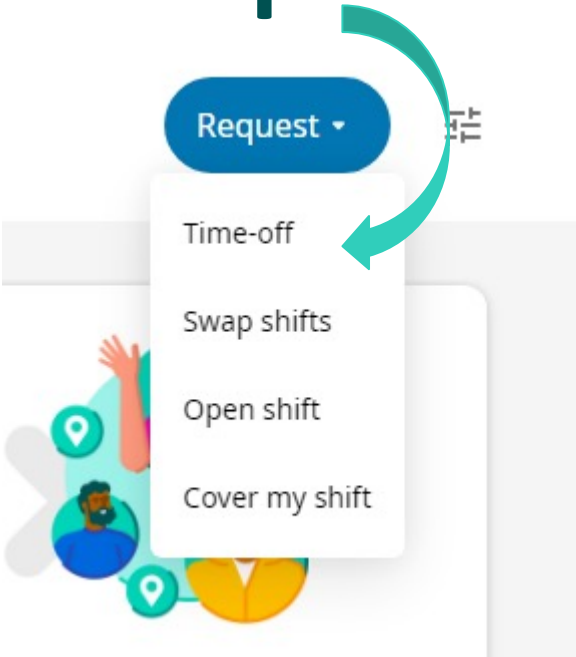
Note Recommended shifts have a green header and the reason the shift is recommended.

8. Select **Submit**.
9. In the request summary, select **OK**.
The request is submitted to the recipient.



How to Request Time Off

Request to Time Off



From the Request dropdown, select **Time-off**

When the slider window opens, you can click on the date to open a calendar view.

You may select several days at a time or enter a single request.

Once the appropriate date is highlighted, select **Apply**

You now have the option to review, edit or submit your request.

Request Time Off

Time Off Request - PTM

Request OFF (Full)

4 Days

- Wednesday 7/17/2024
- Wednesday 7/31/2024
- Wednesday 8/07/2024
- Wednesday 8/21/2024

Request Time Off

4 Days Selected

Previous Year Today Next Year

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	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	26	27
28	29	30	31	1	2	3

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	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	26	27	28	29	30	31

Cancel Apply

How to Request Open Shifts

Request to Open Shifts

View and Request Available Open Shifts

The My Schedule tile notifies you when open shifts are available to request. You can view details about the open shifts as well as request to work a shift.

Navigation: Home page > My Schedule tile

1. In the **My Schedule** tile, select the notification **Open shifts are available**.

Note The dates on which there are open shifts that you are eligible to work display this notification. If you have set preferences for certain locations or jobs, and open shifts that match those preferences exist, the notification text reads, **Open shifts that match your preferences are available**.

The **Request Open Shift** slider opens and displays open shifts.

Note If you have multiple assignments, you are first prompted to select the assignment for which you want to view open shifts, then select **Apply**. After selecting the assignment, the **Request Open Shift** slider displays the available open shifts for the selected assignment.

2. To view more information about an open shift, select the **More** icon next to the open shift. Shift details can include the date, shift label, start and end times, location, and job. You may also be able to view co-workers who are scheduled during this shift in the selected location, if configured in your solution. From here, you can choose **Select Shift** or select **OK** to return to the list of open shifts.

Note If you have multiple assignments, the open shift details also displays the assignment associated with the shift.

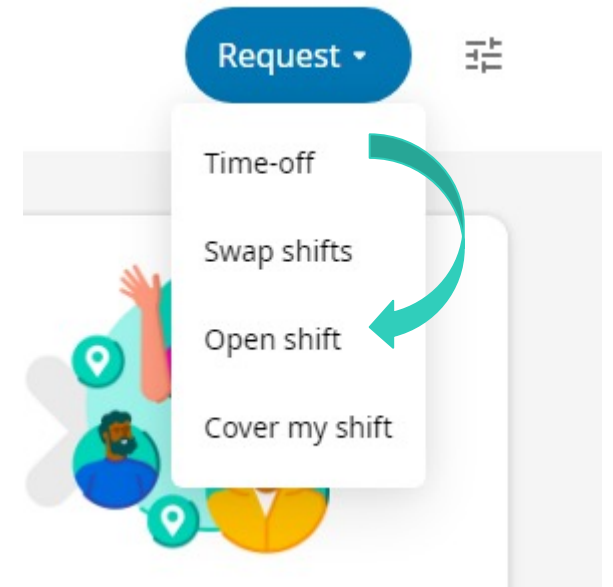
3. Select **Submit** to request the selected shift, or select **Cancel** to close the slider without submitting a request.

Note If you need to cancel the open shift request, select **Cancel Request**, then select **OK**. You can also cancel the request from your schedule by selecting the submitted request and canceling it in the **Your Request** slider.

4. Select **OK** to close the slider.

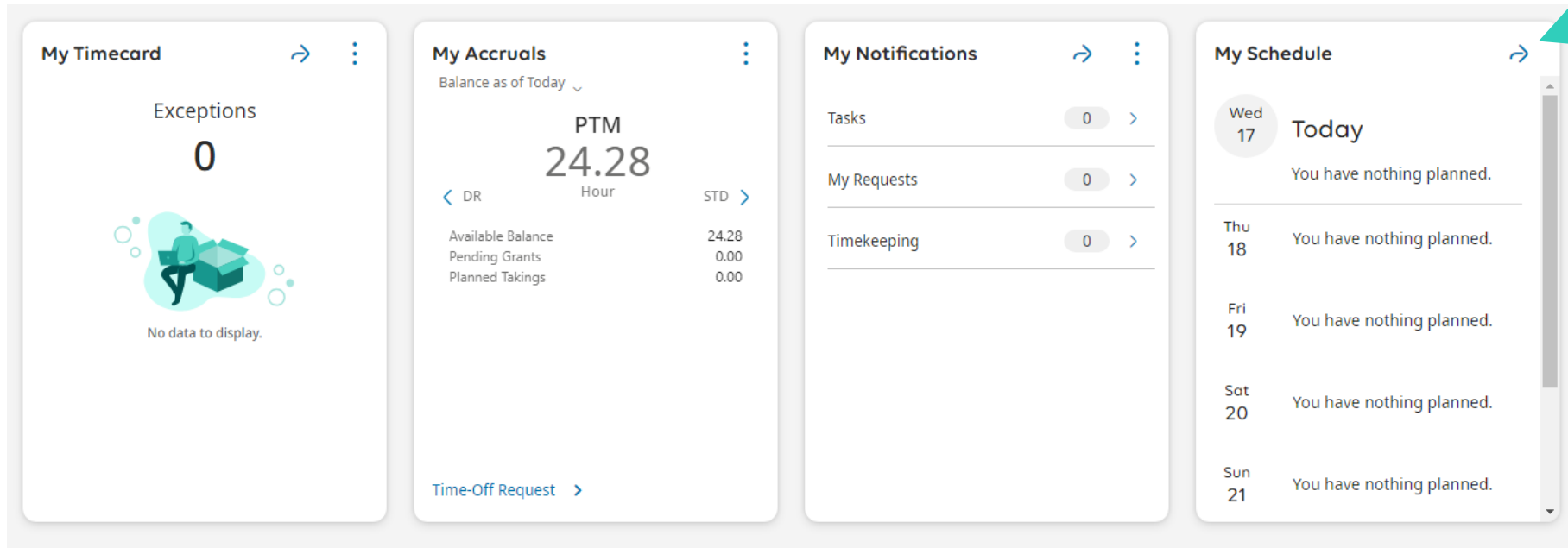
Note Other ways to initiate an open shift request include the following:

- On the **My Schedule** page, select the **Request** button and select **Open Shift**.
- On the home page, from the **Manage My Schedule** tile, select **Pick up an open shift**.



How to Review My Schedule

Review My Schedule



The screenshot displays a dashboard with four main widgets. The 'My Schedule' widget on the right is highlighted with a red arrow. It shows a calendar view for 'Today' (Wed 17) and the following days (Thu 18, Fri 19, Sat 20, Sun 21), all with the message 'You have nothing planned.' The other widgets are: 'My Timecard' showing 0 exceptions; 'My Accruals' showing a PTM balance of 24.28 hours; and 'My Notifications' showing 0 tasks, requests, and timekeeping items.

Category	Value
Exceptions	0
PTM Balance	24.28
Available Balance	24.28
Pending Grants	0.00
Planned Takings	0.00
Tasks	0
My Requests	0
Timekeeping	0

Select the **View My Schedule** arrow icon to be directed to your Calendar, where you can view all the shifts you have been assigned to work or have been approved to work.

MOBILE APP

Mobile App Access

From the Apple App Store (iPhone) or Google Play Store (Android) search for

UKG Pro

Download the **UKG Pro** mobile app

Once downloading is complete, open the UKG Pro mobile app

Enter the below URL:

<https://limamemorial.prd.mykronos.com>

App Store Preview

This app is available only on the App Store for iPhone and iPad.



UKG Pro (4+)
Kronos Incorporated
#17 in Business
★★★★★ 4.6 • 23K Ratings
Free

Google Play Games Apps Movies & TV Books Kids

UKG Pro

Kronos Incorporated

4.3★
5.28K reviews

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Downloads

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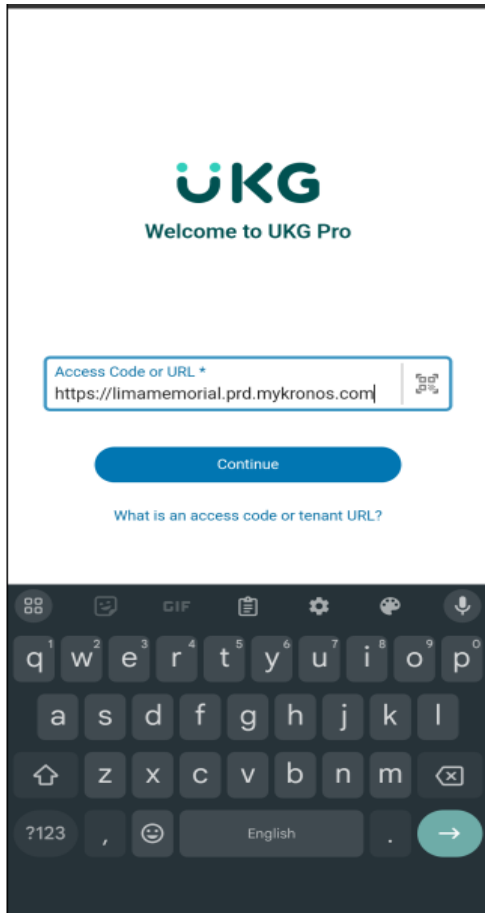
Add to wishlist



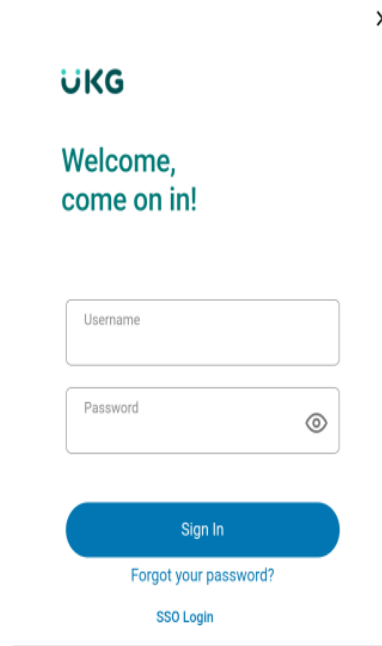
Mobile App Access

Once the App installs on your mobile device you can open

You will be prompted to enter an Access Code or URL
(enter the URL provided on the previous slide)



Select the **SSO Login** at the bottom of the screen



You will then be prompted to enter you LMHS email and password to successfully log into the App

