

What's new with UKG?



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Call-Off



Employees should use UKG to call off for shifts. Existing numbers will still be active but should be used as a backup.

Navigation: Main Menu

1. From the **My Time Off tile**, select **Advanced Options**.
2. Select a reason in the Call-Off section. “Late In” is used for anything less than a full shift and “Call-Off” is used for a full shift.