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View and Request 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: Main Menu

1. In the **My Schedule tile**, select the notification Open shifts are available. The Request Open Shift slider opens and displays open shifts.
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. From here, you can choose Select Shift or select OK to return to the list of open shifts.
3. Select Submit to request the selected shift, or select Cancel to close the slider without submitting a request.
4. Select OK to close the slider.