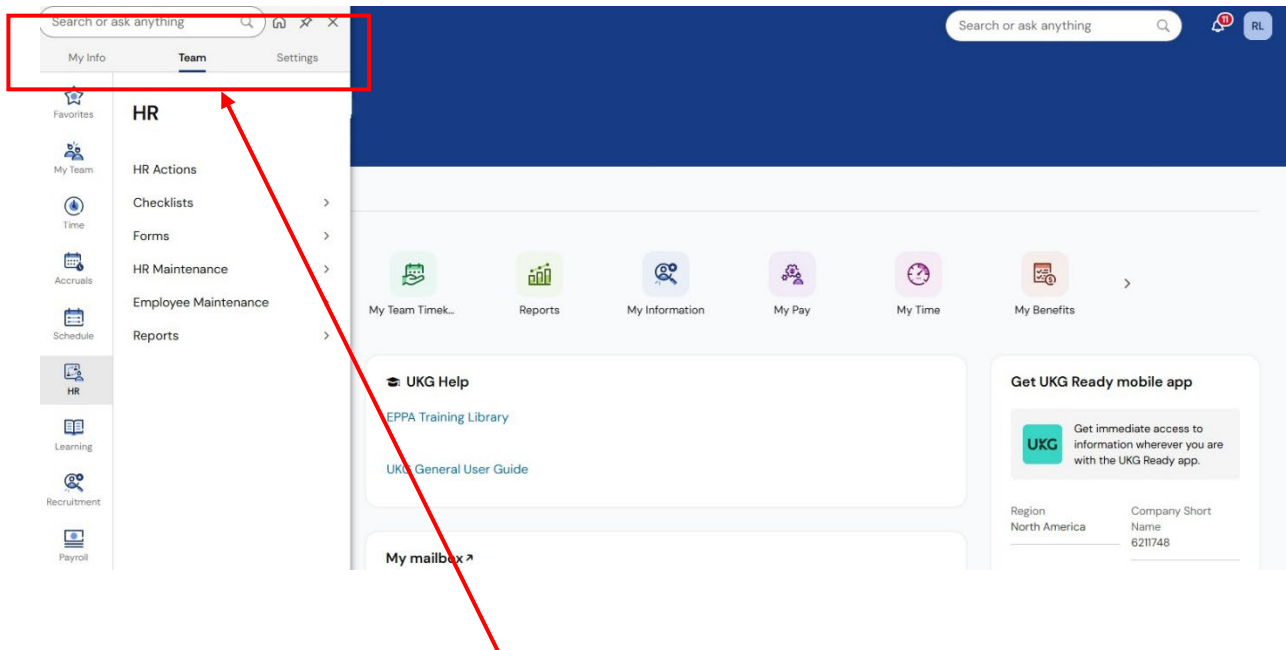


Understanding Your UKG Menu -Managers

Clicking on the hamburger menu at the top right of your dashboard will open up a full list of menu options. Your options will vary based on role.



Managers will see three tabs at the top:

- My Info: The options available will pertain to your individual information
- Team: The options available will pertain to your team members
- **Settings: System settings**

As a manager you will use the **Team** tab to manage your employees:

The list below identifies some of those common options for managers found within the Team section.

My Team

- Dashboard
- Team Members
- Employee Information

Time

- Dashboard

- Timesheets
- Time Off
- Overtime
- Reports

Accruals

- Run Accruals
- Balances
- Balances As Of Date
- Details

Schedule

- Dashboard
- Team Setup
- Basic Schedule
- Reports

HR

- HR Actions
- Checklists
- Forms
- HR Maintenance
- Employee Main
- Reports

Learning

- Credentials

Recruitment

- Job Requisitions
- Candidates
- Offer Letters
- Applicant Checklist

Payroll

- Reports

