

Reviewing notifications on the mobile app

Every now and again, you'll receive notifications in the Control Centre Inbox in the UKG app, which alert you to things like:

- Your manager has approved or refused one of your time off requests.

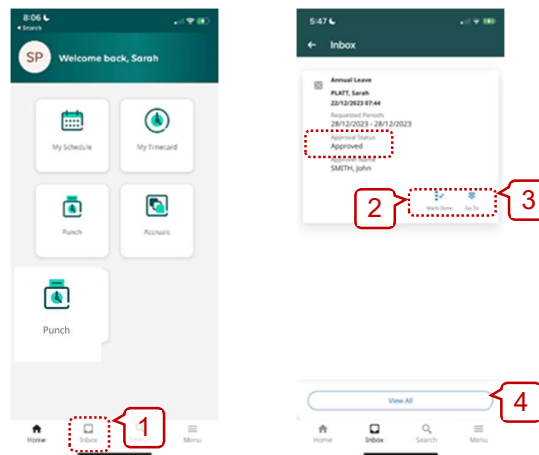
View Notifications for New Requests

If a new request is made or if your manager has responded to your request, you will have a notification in your inbox.

1. Tap the **Inbox** icon to preview your notifications.

From the Control Centre preview panel, you can quickly see requests that have been approved or refused.

2. Tap **Mark Done** to dismiss it and remove it from this list.
3. Tap **Go To**, to view the time off request in your calendar.
4. Tap **View All** to open the Control Center and view all notifications (explained later).



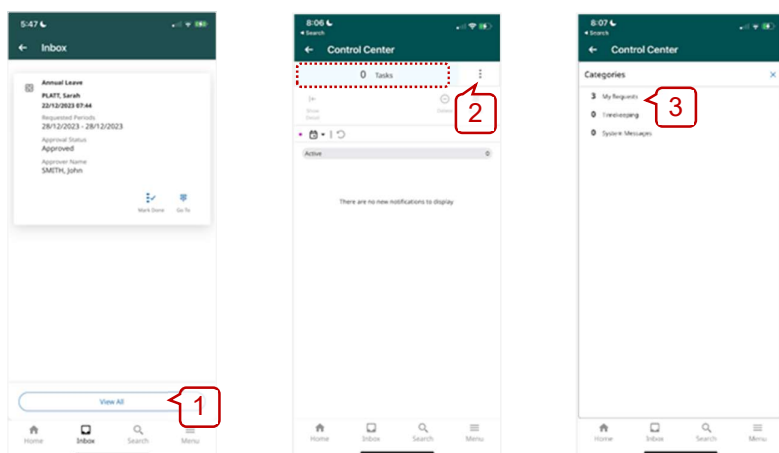
View all your time off request notifications in the Control Center

1. From the **Control Centre** preview panel, tap **View All**.
2. The Control Center displays, defaulting to the **Tasks** Category. In this example there aren't any Tasks to show.

A number next to a category indicates the number of notifications waiting for review or action.


Tap the **Options** icon  in the top right.

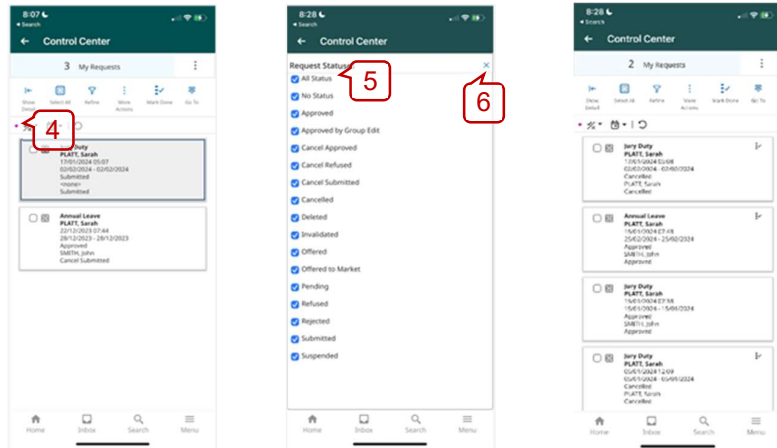
3. Tap **My Requests** to view all your requests for time off.



SmartPay Training – UKG Mobile App

Your time off requests will display. In this example, only active requests (e.g. 'Submitted') display according to default filter settings.

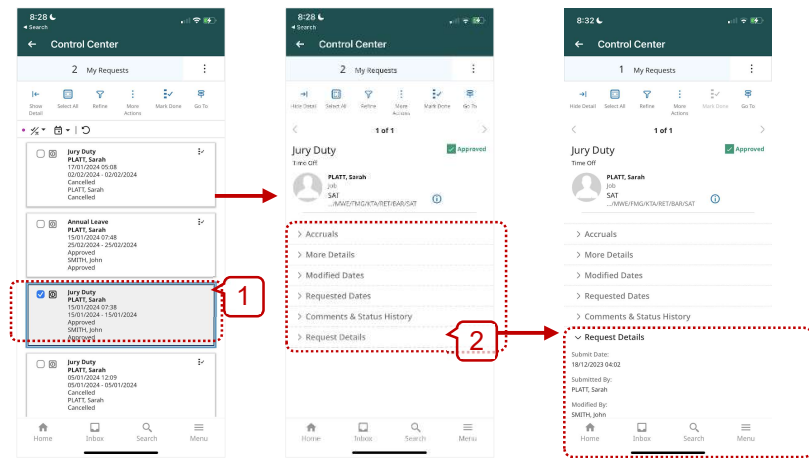
- To view *all* your requests, regardless of status, tap the **Filter** icon .
- Tap the **All Status** checkbox to select all status types.
- Tap the **X** in the top right and all requests will display.



Review the details of a time off request notification

- From My Requests category opened in the Control Center, tap on a **request** to open it.
- Tap on any of the **section headings** to view more detail.

For example, if your manager has refused your request, you may wish to view their comment in 'Comments & Status History'.



SmartPay Training – UKG Mobile App

3. Optionally, to action a request notification from your Control Center, tap **More Actions** and then either:
 4. Tap **Cancel** to cancel the request for time off,
 5. Tap **Delete** and **Yes** (from the warning screen) to permanently delete the notification, or
 6. Tap the **X** in the top-right to close.

