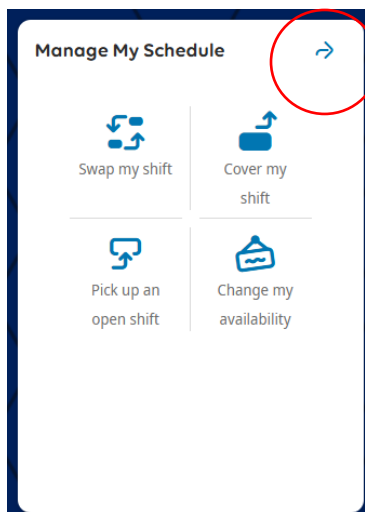


Collaborative/Self-Scheduling

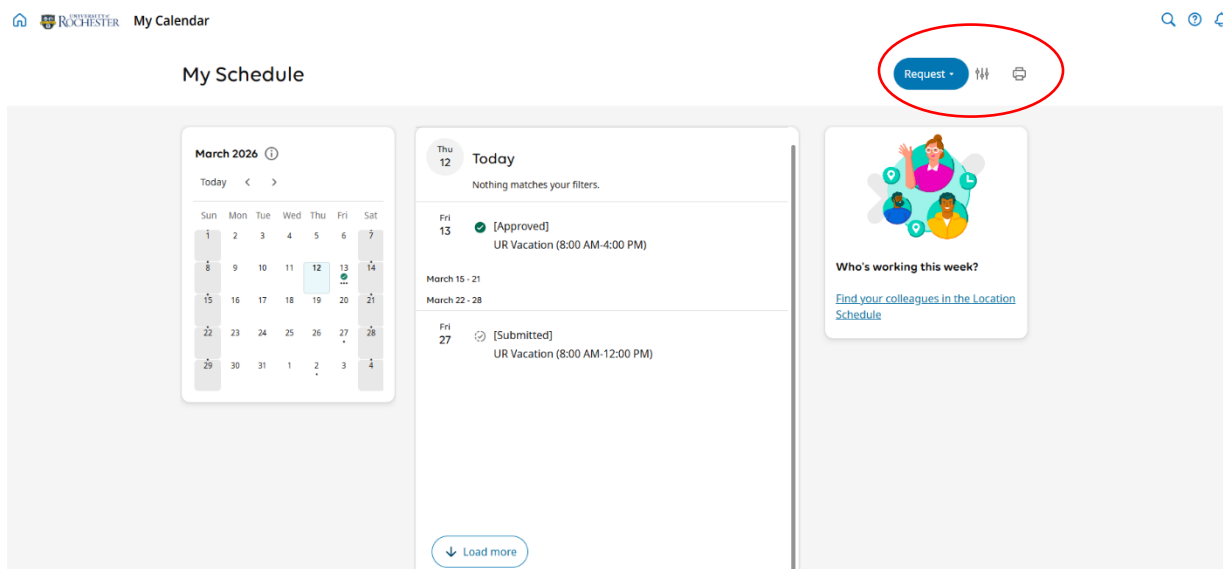
During the self-scheduling period, employees can request the shifts that they would like to work by viewing open shifts or shift templates from their calendar in UKG.

Notification of an open collaborative scheduling period will be in your Control Center or if you are using the UKG Mobile App and have opted to receive notifications, you will receive notification via the app. It is recommended that you use a PC to build your schedule. The mobile app is best for tasks such as checking your schedule or sending/responding to requests.

1. From **Manage My Schedule** or **My Schedule** tile, click the arrow.



2. Select **Request**.





3. The **Select Self-Schedule** option will show once your scheduling period has started. If you do not see this option, first check the “[Collaborative Scheduling Periods/Schedule of Schedules](#)” for your location and verify the scheduling start date **per your scheduling group. If you aren’t sure which scheduling group you are in, contact your Manager/Scheduler for this information.**
4. Select your preferred shifts. use the **Refine** filter if needed to narrow down your selections.
5. **Review** and **Submit** your request when complete.