

View and Respond to Push Notifications to Fill Open Shifts

This job aid explains how managers can push notifications to some or all employees on the Call List to notify them about open shifts.

Note: To receive these notifications, you must download and install the UKG mobile app. You will need to enter the URL for your organization's tenant. View these instructions for help:

<https://tech.rochester.edu/wp-content/uploads/Download-UKG-Pro-on-Mobile-Device.pdf>

To view/respond to push notifications:

1. When the manager sends the notification, it will automatically display through the UKG app on your phone.
2. On the notification, select Reject if you are unable or unwilling to accept the open shift.
3. On the notification, select Accept if you are ready to commit to working the open shift (if you are the first to accept the request).
4. If you are the first to accept, you will see a message indicating the open shift has been assigned to you.
5. If another employee has already been assigned the open shift, you will see a message indicating it is no longer available.

