

Notifications within Staffing Dashboard

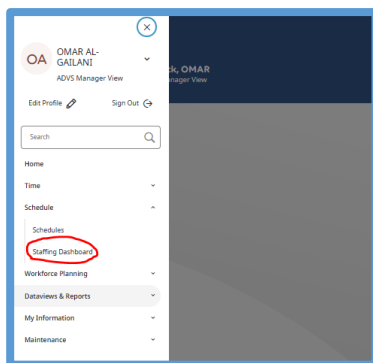
This documentation explains how to make changes in shifts and schedules in the staffing dashboard and notify the employee(s) that changes have been made.

About Notifications within Staffing Dashboard

- The Staffing Dashboard provides a view of real-time staffing needs for a single day, or even a single shift. It gives access to your daily staffing plan so you can make adjustments to your schedule when unforeseen events occur. However, it is a tool for daily operations and does not have all the functionality of the Schedule planner.
- If the user chooses to notify the relevant employee(s), the notification will then go out to the employee control center once changes have been made to their shift and schedules.

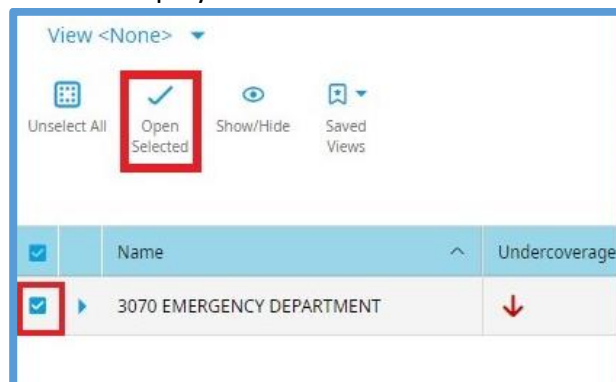
Notifying Employees after changes in the Dashboard

Navigation: Main Menu → Schedule → Staffing Dashboard



In the Summary View:

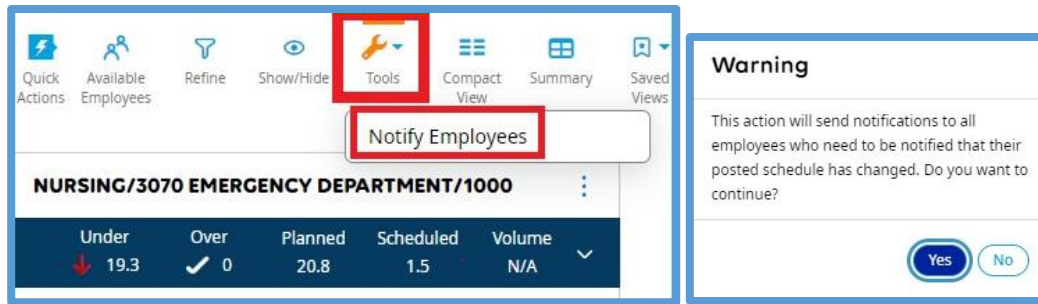
- Select the units you want to work with. If you wish to select all units, click **Select All**, to select individual units, click the corresponding check box beside the unit.
- Click **Open Selected** to display the units in the Detail View.



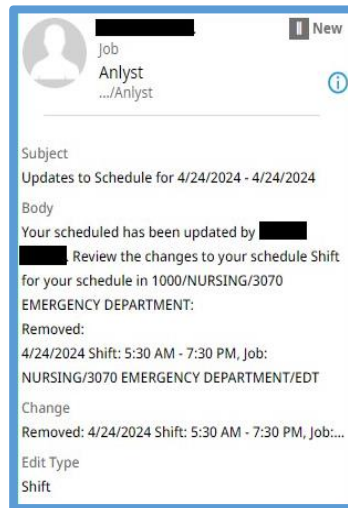
UKG – Notifications within Staffing Dashboard

- If you make any changes to the employee shifts/schedule and want to notify the employee/s of the change, click **Tools** → **Notify Employees**. Click **Yes** or **No** when the following warning appears:

(Please note that notifications are only sent to employees who's had their schedule modified.)



- Employees will receive a notification in their control center along with an email:



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