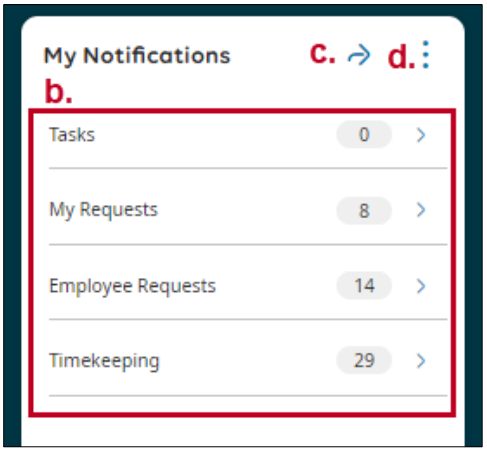
UKG – Control Center Notifications Quick Reference Guide

In UKG Workforce Management the Control Center acts as your messaging inbox for alerts and activities that need your review and/or action.

Control Center



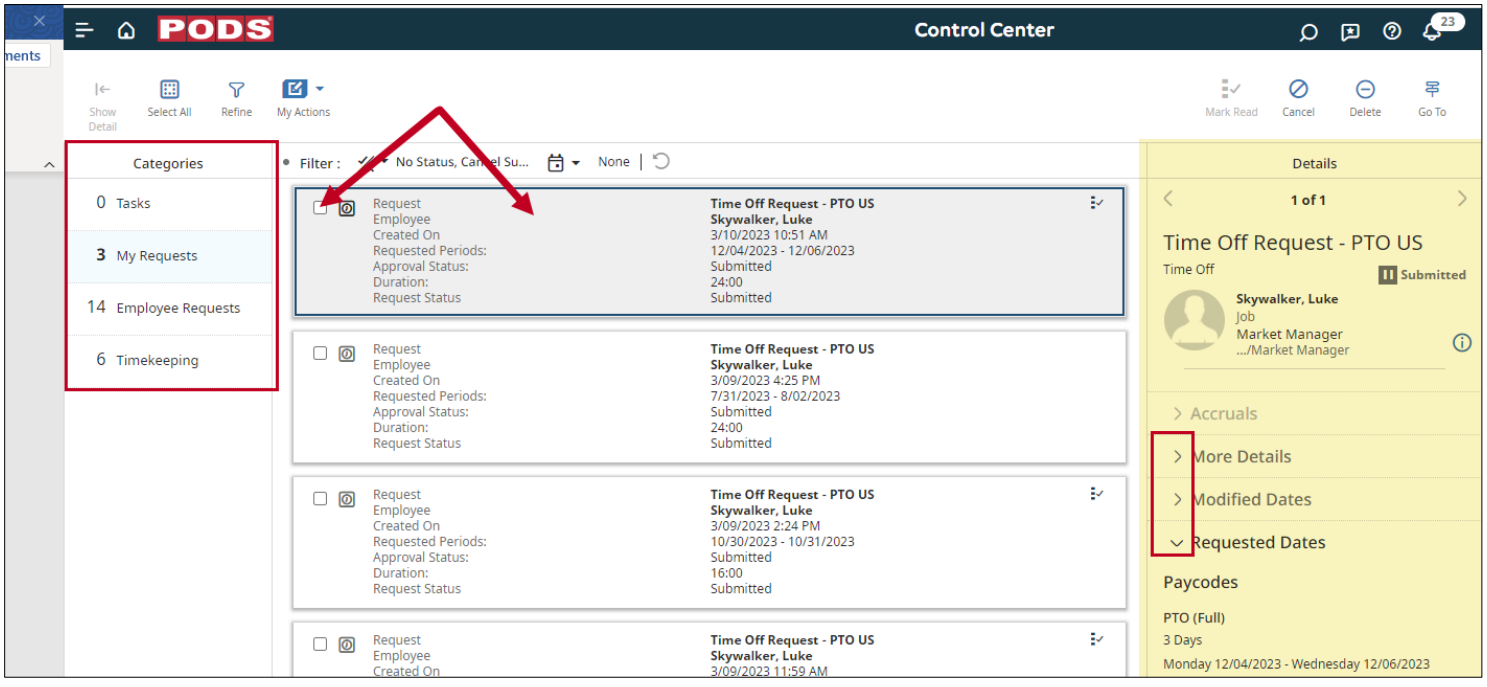
Accessing Control Center – **Control Center** can be accessed from several points on the **Workforce Management Homepage**



a. **Bell icon –** The bell icon appears on every page within UKG to allow quick access to the **Control Center** from anywhere within **Workforce Management**
b. **My Notifications tile** – **select** any of the listed **categories** to open the **Control Center** to a view of the selected category notifications
c. **View All Notifications link – Use** the **link** at the top of the **My Notifications tile** to open the **Control Center**
d. **Tile Actions icon – Click** the **Refresh** option under the **Tile Actions icon** to update your notifications

Viewing Notifications – Review and mark notifications as read from the **Control Center** view.

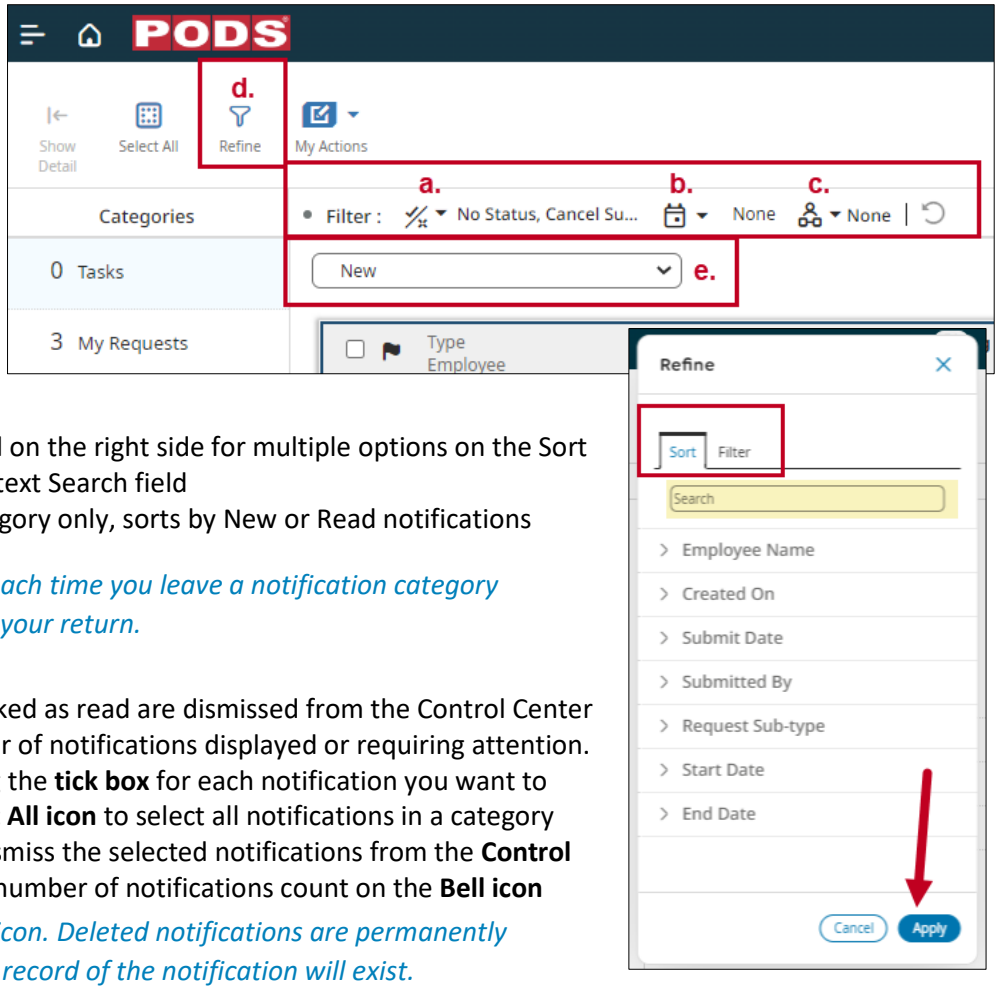
1. **Select** the **category** of notification from the **Categories** list on the left of the **Control Center**
2. **Mark** the **tick box** of the notification OR **click** anywhere in the **gray area of the notification** to display the **Details** on the right side of the **Control Center** page
3. **Click** the **arrows** next to any of the available fields in the **Details** to expand the field and view additional information (i.e. **Comments, Requested Dates**, etc.)



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Filter and Sort Notifications – UKG provides several ways to refine the view for your notifications. Filter options will vary depending on the notification category

a. **Status = s**elect notification status from the dropdown (i.e. Submitted, Pending, Cancelled)
b. **Timeframe** = define notification receipt timeframe (Today, Yesterday, Last 30 days, etc.)
c. **Hyperfind = s**elect location or employee type (i.e. All SSC Employees, CAN – part time, Corp Ops Albany, NY, etc.)



d. **Refine** = open the **Refine panel** on the right side for multiple options on the Sort or Filter tab including an open text Search field
e. **New/Read** = Timekeeping category only, sorts by New or Read notifications

***Tip:** Filters are reset each time you leave a notification category and are not saved on your return.*

Mark as Read – Notifications marked as read are dismissed from the Control Center and will reduce the overall number of notifications displayed or requiring attention.

1. **Select notifications** by marking the **tick box** for each notification you want to mark as read OR use the **Select All icon** to select all notifications in a category
2. **Click** the **Mark Read icon t**o dismiss the selected notifications from the **Control Center** and reduce the overall number of notifications count on the **Bell icon**

***Tip:** Do not use the Delete icon. Deleted notifications are permanently removed from UKG and no record of the notification will exist.*

