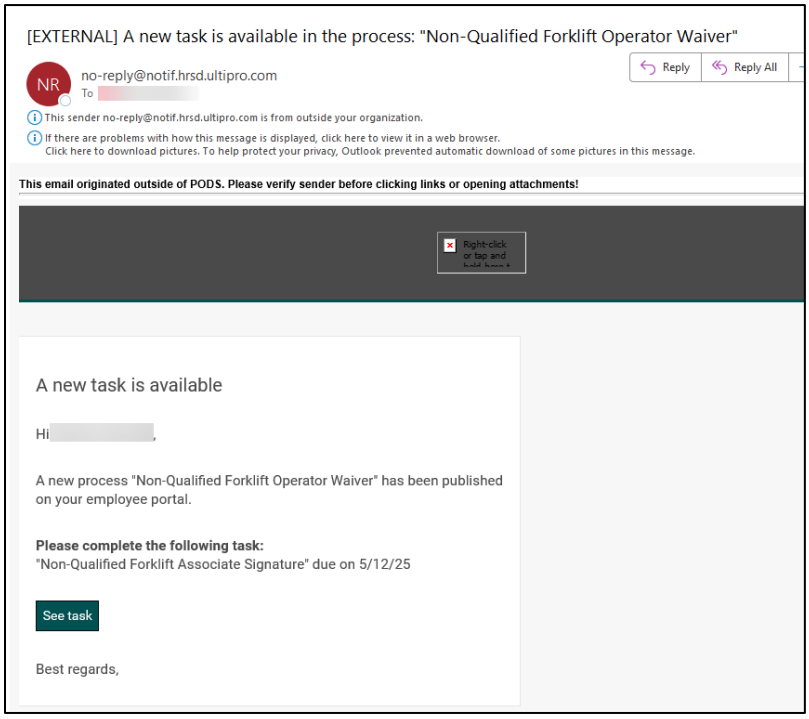
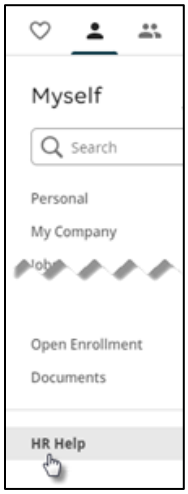
Non-qualified Forklift Operator Waiver Quick Guide

The Non-qualified Forklift Operator Waiver will be assigned to all Corp Ops personnel not qualified to operate a forklift.

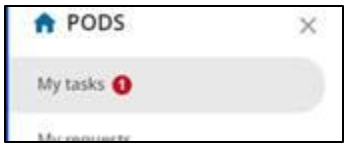
Upon assignment the employee will receive an email notifying them of the task. They will click the “See task” button to launch the task. Before launching they must already be logged into UKG or they will just be taken to the login screen and not to the task itself (applies to managers as well).



In the event they do not have access to the task by logging into UKG and clicking on “HR Help”



Then click on **My tasks**



The form will include four fields. The first two will only be available to the associate. Upon completing the first two fields and clicking “Submit” the manager will receive a notification and be able to complete the next two fields.

