

All Team Member Training

Training is currently underway for all team members. These training courses can be used as guides on March 1.

Please ensure all team members complete these two courses no later than **Friday, February 28**.

- [UKG Scheduling for Team Members](#): learn how to view your schedule, pick up shifts and request time off.
- [UKG Time & Attendance for Team Members](#): learn how to use the timeclock, make edits to your timecard and submit your timecard.