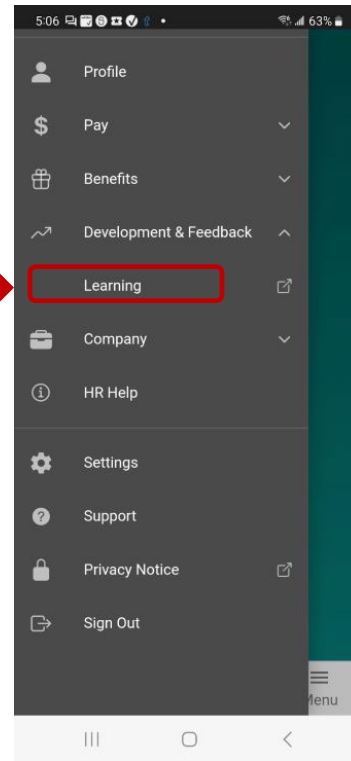
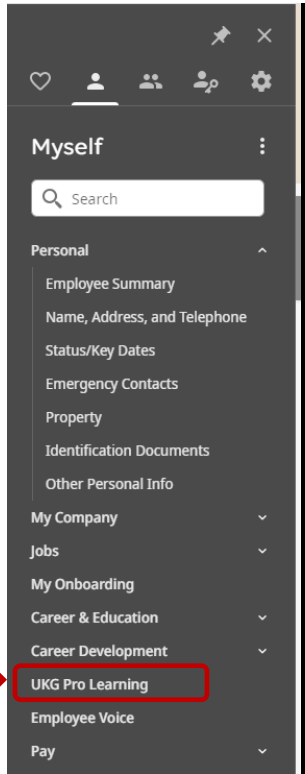


# UKG PRO LEARNING

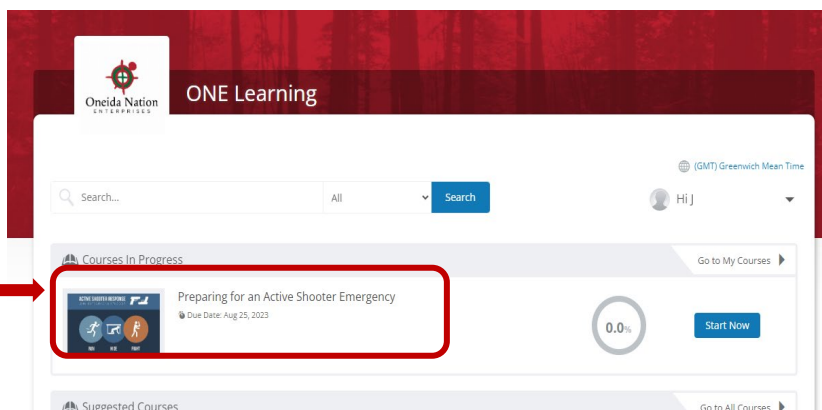
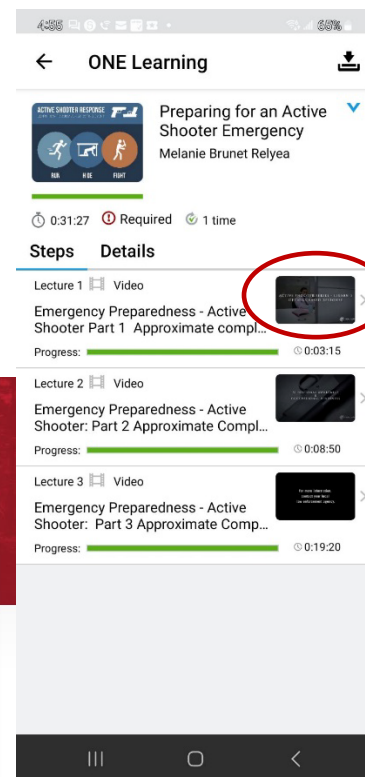
Access Your Training in UKG Pro Learning:

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Click on the course from your Pro Learning page and complete the 3 video modules of the course by clicking on each thumbnail.



**FAQs:**

**Q. Where at work can team members complete the training?**

A. Team Members who have a desktop or laptop computer can complete the training at their workstations, schedule permitting, and with their supervisor's permission. Other Team Members can use their own mobile device, the computers in the Internet Café at Turning Stone, the common terminals at other locations, or within departments if that is convenient.

**Q. If I am scheduled to complete the training while on shift, does my leader need to let Workforce Management know?**

A. A department can schedule team members to complete the training at a specific time on shift if they choose. You do not need to let Workforce Management know.

**Q. Can I complete the training before or after my shift?**

A. Yes.

**Q. What if a team member completes the training at work or at home off-shift, is paid for the additional 45 mins. and is then in overtime?**

A. Leadership should make every effort to provide opportunity for team members to review this material while on shift. However, understanding the demands of the workplace, if not available, all overtime rules will apply.

**Q. How will Payroll know that team members have completed the training?**

A. The People Development Team will provide Payroll with a report of those that have completed the training.

**Q. Will Tipped/Toked team members be paid the Training Rate vs. their usual hourly minimum and will dealers be removed from the token pool?**

A. Yes, tipped/toked team members will be paid the training rate; which is ineligible for token consideration.

**Q. Why are we being asked to do Active Shooter Preparedness training? Is something happening that we should know about?**

A. Emergency Preparedness Training for Evacuations and Active Shooter is provided as a precautionary measure. This is a new and convenient way for Team Members to complete the annual training requirement for this module.