

Subject: IMPORTANT UPDATE: YOU-KG (Time & Attendance) COMING SOON!
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From: Patti Greco (SC)
To: *Everyone
Priority: High
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Hello Everyone!

Here is an update and important information about the upcoming switch from eSmiles to YOU-KG! We want to be sure that all DecisionOne Team Members are ready to go on October 16th, so please read the following brought to us from Annelise Galaup and the YOU-KG Project Team.

We are officially one month away from our exciting switch to *YOU-KG*! While *YOU-KG* is incredibly user-friendly, it's important to note that this transition *will* affect your existing daily workflow – especially for our hourly or non-exempt Team Members.

Currently, all Team Members use two different systems for scheduling and attendance (eSmiles Time and Attendance) and payroll (UltiPro). *YOU-KG* will combine the best of both worlds and become a one-stop shop for all your scheduling, payroll, and Human Resources Information System (HRIS) needs. When *YOU-KG* goes live on October 16, eSmiles Time and Attendance will disappear...forever. *Do not fear; the Project Team and field champions (Directors of Operations, Regional Coaches and Team Leaders) are here* – to help! Moving forward, UltiPro will be known as *YOU-KG* as it will now encompass so much more than payroll and HRIS records. Basically, *YOU-KG* is the new and improved UltiPro; it's like your cooler older sister or brother. *YOU-KG* is the next best thing since sliced bread! Ok, we get it – we'll stop while we're ahead!

The most important thing to have ready before go-live is your login information. The login credentials you use for UltiPro are the same as what you'll use to log into *YOU-KG*. **If you don't remember your username or password, please email humanresources@decisiononedental.com as soon as possible.** The HR team will help you confirm your username and/or reset your password ahead of the 16th. As we're sure you can imagine, the 16th will be a pretty hectic day! So, we're being proactive to ensure you're set up for success when you access *YOU-KG* for the first time.

From now through October 16, we'll share additional updates about *YOU-KG*, training resources, job aids, and best practices in preparing for the transition. If you have questions related to *YOU-KG*, email our Project Team at YOU-KG@smilebrands.com. As always, you can visit the D1 Team Site, and click on the *YOU-KG* tab at the top of the Home Page to find more information or review past communications. Talk soon!



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