

Introducing the UKG Dimensions Software from a Manager or Director Point of View.

Let's Get to Know Your New Home Screen View

- Google Chrome is the recommended browser.
- Home Screen is comprised of **Tiles** (options will be based on role).

Additional selections based on role. IE: Reports

Another way to view notifications

The screenshot shows a user interface for a Manager or Director. At the top, it says "Welcome back, Richard MANAGER Acting as Initial Role". The home screen is filled with several tiles:

- My Notifications:** A list of notification categories with counts: Tasks (0), My Requests (0), Employee Requests (0), Notices (0), Shift Swap (0), and System Messages (0).
- Manage Timecards:** Shows "107 Clean Timecards" with a button to "Approve All".
- Manage Schedule:** Shows starting and leaving counts for different departments (LH, PH, EH, AH, JH).
- My Schedule:** A calendar view showing "No Event" for today and the next few days, with a note for "Open Shifts [1]" on Monday.
- My Timecard:** Shows "0 Exceptions" and a note "No data to display".
- My Business Processes:** Shows "Manager Delegation Standard".
- Verifications and Approvals:** A bar chart showing "TTL REQ HRS" by department: JH (472.50), AH (407.25), PH (37.50), and EH (75.00).
- My Time Off:** A form to submit a time off request, including fields for Reason (HZ Vacation: Multiple A...), Dates (21/10/2022), and a Submit button.

Callout boxes provide additional context for these tiles:

- Return to Home Screen:** Points to the home icon in the top left.
- Additional selections based on role. IE: Reports:** Points to the menu icon in the top left.
- This Tile provides quick access to view your Department Timecards:** Points to the Manage Timecards tile.
- This Tile provides quick access to view your Department Schedules:** Points to the Manage Schedule tile.
- This Tile provides quick access to view your own Schedule:** Points to the My Schedule tile.
- This Tile provides quick access to view your notifications:** Points to the My Notifications tile.
- This Tile provides quick access to view your own Timecard:** Points to the My Timecard tile.
- This Tile provides quick access to Delegation requests:** Points to the My Business Processes tile.
- This Tile provides quick access to submit a Time Off Request:** Points to the My Time Off tile.
- This Tile provides quick access to review Verifications and complete weekly Approvals:** Points to the Verifications and Approvals tile.

Note: Some features displayed may not be available for your specific user role. For questions contact Dimensions.Inquiries@HorizonNB.ca

Stay Tuned for **Volume 2** arriving in November 2022!