

Introducing the UKG Dimensions Software from a Scheduler-Timekeeper 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).

The screenshot shows a user interface for a Scheduler-Timekeeper. At the top, there is a navigation bar with a home icon, a user profile picture, and the text "Welcome back, Meredith SCHEDULER-TIMEKEEPER". The main area contains several tiles:

- My Notifications:** A list of notifications including System Messages (1), Notices (0), My Requests (0), and Tasks (0).
- Manage Schedule:** Shows a starting time of 24/10/2022 and a last update of 11:15. It lists starting and leaving times for GA, NH, and PH.
- Manage Timecards:** Displays "752 Clean Timecards" with a button to "Approve All".
- Verifications and Approvals Scheduler:** A bar chart showing verification counts across various departments.
- My Schedule:** A calendar view showing "Open Shifts [1]" for today, Tuesday, and Wednesday.
- My Timecard:** Shows "0 Exceptions" and a note "No data to display".
- My Time Off:** Includes fields for Reason (HZ Vacation: Multiple A...), Dates (24/10/2022), and a Submit button.
- Manage My Schedule:** Offers options to "Swap my shift", "Pick up an open shift", and "Change my availability".

Callout boxes provide additional context:

- Additional selections based on role.IE: Reports:** Points to the hamburger menu icon.
- Another way to view notifications:** Points to the notification bell icon in the top right.
- Return to Home Screen:** Points to the home icon in the top left.
- This Tile provides quick access to view your notifications:** Points to the My Notifications 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 Department Timecards:** Points to the Manage Timecards tile.
- This Tile provides quick access to review Verifications and complete weekly Approvals:** Points to the Verifications and Approvals Scheduler 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 own Timecard:** Points to the My Timecard tile.
- This Tile provides quick access to request a Shift Swap, review Open Shifts, or update your Availability:** Points to the Manage My Schedule tile.
- This Tile provides quick access to submit your own Time Off Request:** Points to the My Time Off 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!