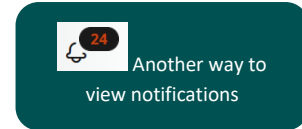
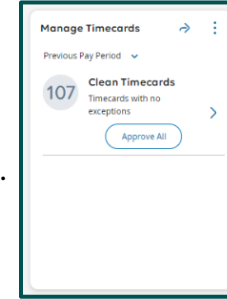


Volume 2 - Dimensions Manager or Director

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

Let's Get to Know Your New Timecard View

- Google Chrome is the recommended browser.
- Multiple ways to access your employees timecards. Home screen **Manage Timecards** tile being one option.
- Weekly Timecard Approvals can be done directly from the **Manage Timecards** Tile.
- Some features may not be available to all users (options will be based on role).



Return to Home Screen

Approval button provides access to approve a timecard

Scroll button provides access to review multiple employee timecards

This **option** provides access to select a desired time period

Employee Timecards

TESTHZ, Derek | TESTHZ0013 | 59 of 107

Previous Pay Period | 107 Employee(s) Selected | Loaded: 3:49 PM

List View | Zoom | Approve | Remove Approval | Analyze | Go To | Share | View Pending | Calculate Totals | Save

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ -	Fri 10/21	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	7.50
+ -	Sat 10/22	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	15.00
+ -	Sun 10/23	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	22.50
+ -	Mon 10/24	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	30.00
+ -	Tue 10/25	12:00 PM - 8:00 PM		12:00 PM	8:00 PM							7.50	7.50	37.50
+ -	Wed 10/26													37.50
+ -	Thu 10/27													37.50

Go To button provides access to another area in the software

The **Share** button provides access to print a timecard

In and Out Columns display hours worked

Paycode column displays when a benefit bank is used

Schedule column displays hours scheduled to work

Shift Column displays total amount of hours worked on a single shift

Daily Column displays total amount of hours worked on a single date

Date column displays calendar dates of time period selected

Period Column displays total amount of hours worked in selected date range

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

Stay Tuned for **Volume 3** arriving in December 2022!