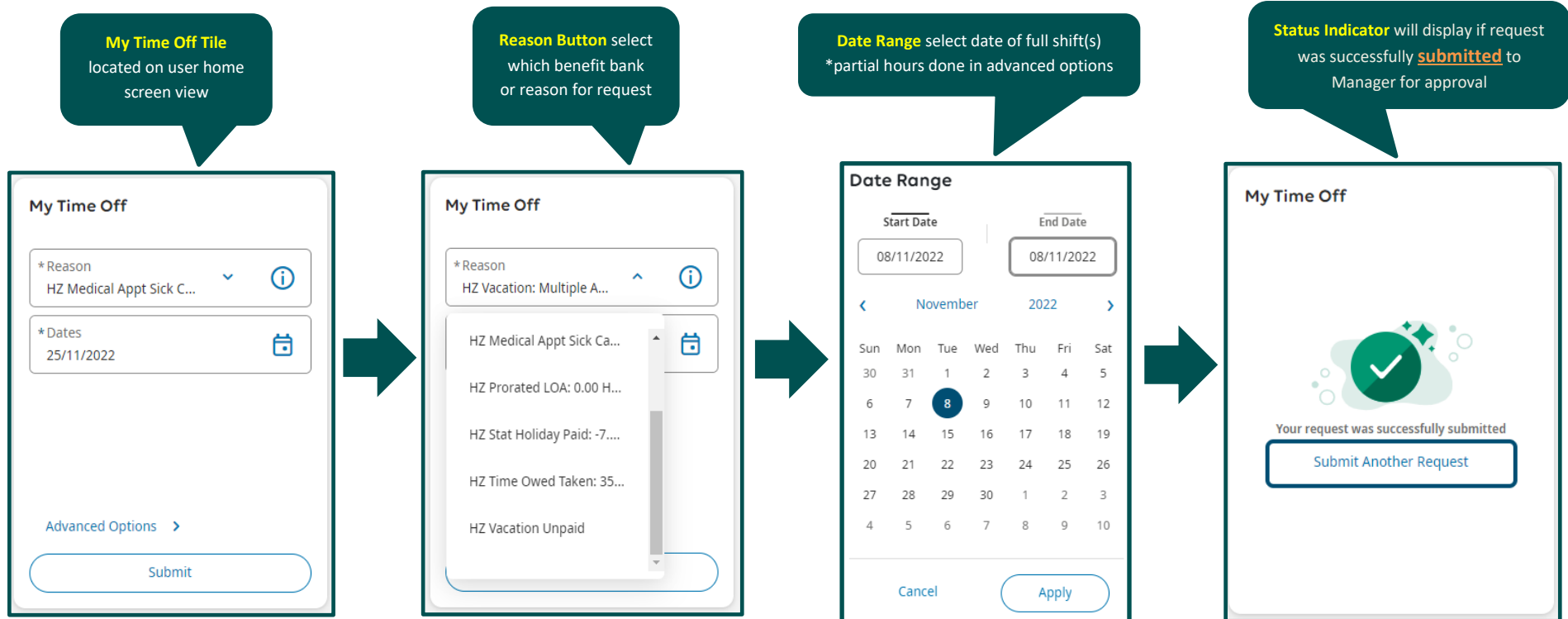


Introducing the UKG Dimensions Software from an Employee Point of View.

### Let's Get to Know Your New Time Off Request View

- Google Chrome is the recommended browser.
- Submitting a request for time off will be done on the home screen using the **My Time Off** tile.
  - Full shift can be done without leaving the tile / Partial shift can be done using **advanced options** feature
- Some features may not be available to all users (options will be based on role).



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

Stay Tuned for **Volume 5** arriving in March 2023!