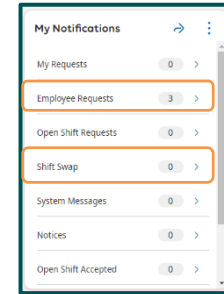


Volume 4 - Dimensions Manager or Director

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

Let's Get to Know Your New Employee Requests View

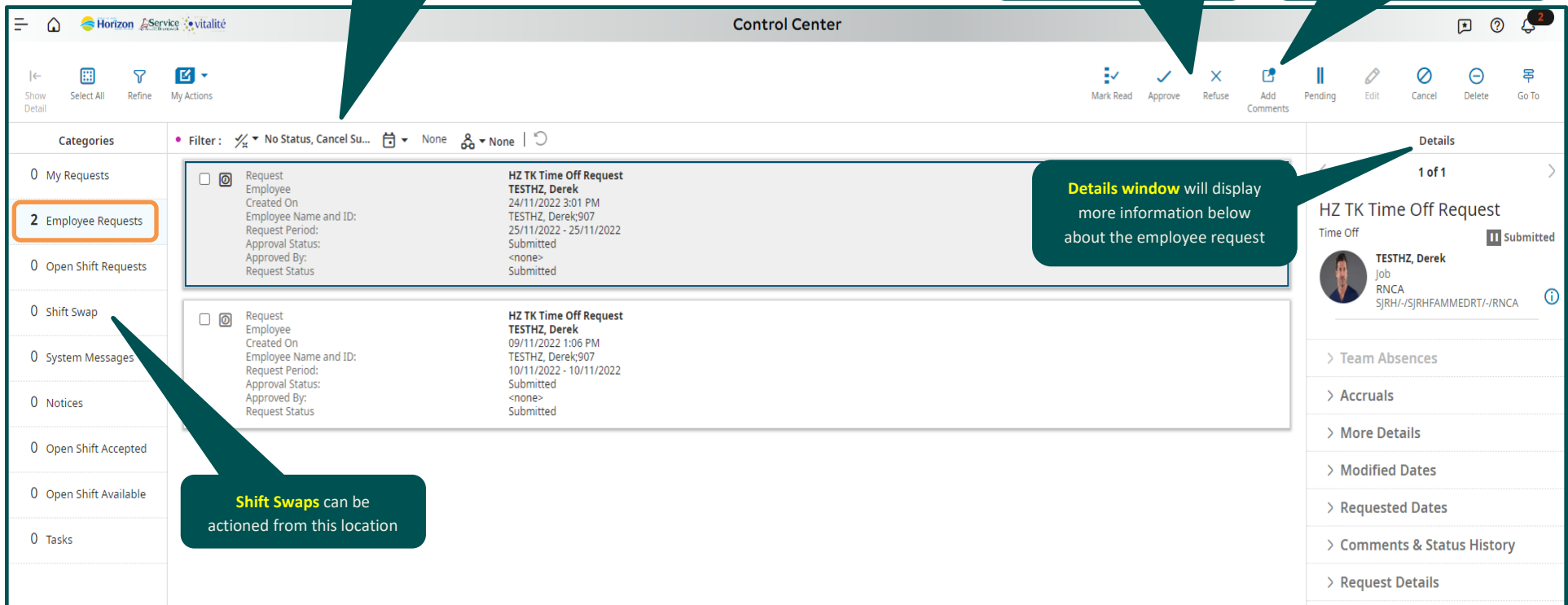
- Google Chrome is the recommended browser.
- Actioning an employee request can be done multiple ways on the home screen, one being the **My Notifications** tile.
 - Shift swap requests can also be actioned from the **My Notifications** tile.
- Some features may not be available to all users (options will be based on role).



Filter option permits users to select specific statuses to display

Action buttons to review and decide upon the request

Add Comments button to send a message back to the employee



The screenshot shows the 'Control Center' interface with a sidebar on the left containing a 'Categories' list. The 'Employee Requests' category is selected, showing a count of 2. The main area displays a list of requests, with the first one expanded into a 'Details' window. The details window shows information for 'HZ TK Time Off Request' for employee 'TESTHZ, Derek', including creation date, employee name and ID, request period, approval status, and request status. The right sidebar shows a 'Details' section for the selected request, including the employee's profile and a list of related items like 'Team Absences', 'Accruals', and 'Request Details'. A filter bar at the top of the list shows 'Filter: No Status, Cancel Su...'. Action buttons like 'Mark Read', 'Approve', 'Refuse', 'Add Comments', 'Pending', 'Edit', 'Cancel', 'Delete', and 'Go To' are visible at the top right of the list area.

Shift Swaps can be actioned from this location

Details window will display more information below about the employee request

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

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