Download the Workforce Dimensions App

From the Apple store:

- Tap the App Store icon.
- Tap the magnifying glass in the bottom-right, type in **Workforce Dimensions**.
- Tap the Workforce Dimensions app to download it on your Apple device and tap **Install**.
- Tap the App in your Apple device to launch it.

From the Android store:

- Tap the Apps icon in the bottom-right of the home screen.
- Swipe left and right until you find the **Play Store** icon. Tap it.
- Tap the magnifying glass in the top-right, type in **Workforce Dimensions** and tap the magnifying glass in the bottom right.
- Tap **Install** and then tap **Open** to launch the Workforce Dimensions app.

To access Kronos Workforce Dimensions, enter [https://usnh-sso.prd.mykronos.com](https://usnh-sso.prd.mykronos.com) in the URL field. This will take you to our USNH Single Sign-On screen.
Recording Time Using Your Mobile Device

Depending how your Time Stamp tile is configured, you can record a number of activities such as recording in and out punches, cancelling meal or break deductions, starting a new shift, or transferring time to another job, labor category, or work rule.

Open the Punch page

1. Log in to Workforce Dimensions from your mobile device.
2. From the Home page, select the **Punch** tile.
Record Time with Punches

1. Once the Punch page opens, select the **Punch** button to record your start time.
2. When your shift is over or when you need to punch out for breaks, select the **Punch** button again to record your end time.
3. Optional: If you have automatic deductions, and would like to cancel them for that punch, select **Yes** in the **Cancel Deductions** field.

**Note:** The system will display a green success message at the top of the screen if your punch is successful and a red error message if there was an error with the punch.
Transfer Time to Another Job, Labor Category, or Work Rule

1. From the punch screen locate the **Transfer** field and select the dropdown to open the Transfer panel.
2. Select which **Business Structure**, **Work Rule**, **Cost Center**, or **Labor Category** you would like to transfer your time to by choosing **Select** under that category.
3. Select a specific Business Structure, Work Rule, Cost Center, or Labor Category using the dropdown fields.
4. Select **Ok**.
5. Select **Apply**.
6. Continue with recording your time.
**Review My Timecard on Your Mobile Device**

Use the hourly timecard to enter your time, confirm that your work record is accurate, verify that no unauthorized edits have been made, and, in some cases, correct exceptions.

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**The My Timecard Page Overview**

The My Timecard page displays each day in the selected timeframe. Each day shows information about punches, paycodes, and time totals for that day. Select a day to review your punches and access more detailed information about that day.
My Timecard Icon Overview

There are numerous icons on the My Timecard page that perform various functions. View the image and table below to learn more about these icons.

A: Select the Calendar icon to change the date range shown on the page.

B: Select the Refresh icon to refresh the page.

C: Select the Approve icon to approve your timecard.

D: Select the Remove Approval icon to remove the approval from your timecard if you already approved it.

E: Select the Action Required icon to filter the view to show only days with unresolved exceptions.

F: Select the Collapse icon to hide some of the functions on the page and increase visibility of the day tiles.

G: The Status icon indicates the approval status of your timecard. The brown bar indicates that time has been approved by you, the purple indicates it has been approved by a manager, and the gray indicates it has been signed off.
Reviewing Punches and Exceptions

Exceptions are indicated by the warning icon in the My Timecard page and by an Exception Indicator in the Details panel. Here is how to review a punch and identify exceptions.

1. Select the **Action Required** icon to filter all days with exceptions.
2. Select a day.
3. From here, view details about a punch, edit it, add transfers, and add paycodes.
   - Note: Some functions may be limited based on your access level.
4. Locate the **Exception Indicator** under the punch.
5. Select the dropdown arrow next to the **Exception Indicator**.
6. Depending on your access level, you can choose between **Mark as Reviewed**, **Edit**, or **Comments** to resolve the exception.
Exception Indicators

Icons are used as indicators within the timecard to call attention to these exceptions:

- When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
- When an employee justifies a missing time exception, the icon color changes to orange (with two white lines).
- When the manager addresses the exception, the icon changes to green (with three white lines).
- If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
- If an absence has been excused, icon is blue with three horizontal lines.
- When a punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
- Holiday exceptions