



UKG Dimensions: Timekeeping - Adjunct Hourly or Student Employees



What is UKG Dimensions?

UKG Dimensions (formerly Kronos WFD) is the time management system that will be used by ALL USNH employees.

- UKG links with USNH Banner Finance/HR system used to process payroll
- Employees can access UKG via Desktop, Mobile application process **OR** a Timeclock

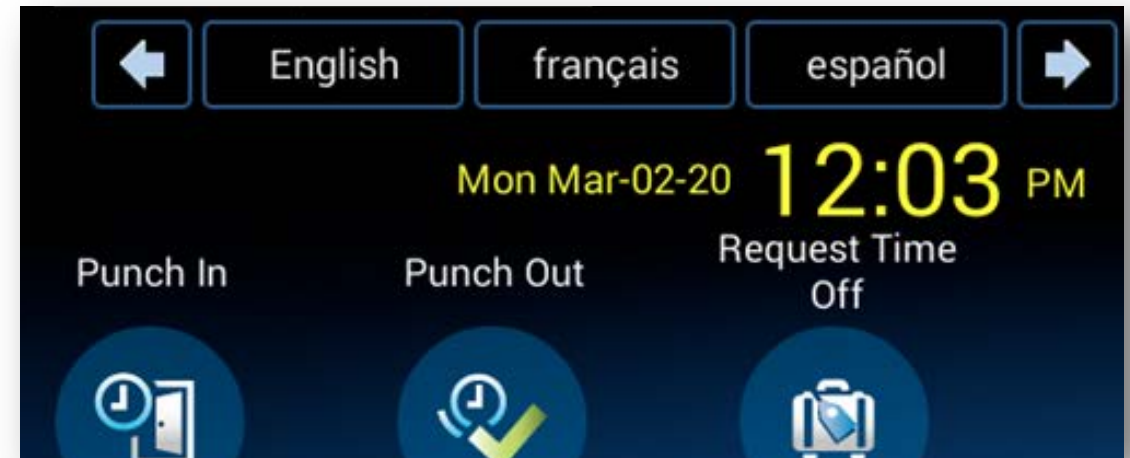
UKG Communications Methods

Within UKG(formerly Kronos), there are system generated communications and notifications to alert you to action that may require your attention

- Email communications will be sent to the campus email address we have on file in Banner HR.
- Notifications that require action will be displayed - such as a **missed Punch** display in your Control Center when using Desktop or Mobile application or through a clock display for Timeclock users

Language Preferences?

- **For Timeclock users:** Set the language (*at auxiliary clocks*) while you navigate in UKG to review & respond to notifications



- **For Desktop or Mobile users:** Notify your supervisor and they can set the default language for you to use every time you login to UKG Dimensions.

UKG Learning Resources:

- **Job Aids** – How to **Punch In** and **Out**, and job transfers (*if applicable*) are online
- **Supplemental Job Aids** (*step by step instructions and screens shots*) for actions you can make in UKG Dimensions are posted online
- **Overview Presentations** – for **Desktop / Mobile** and **Timeclock** users are posted online for access and review at anytime

Overview Objectives

After completing this review, you should have an understanding of how to do the following:


- Access and navigate in UKG Dimensions (*desktop or mobile*)
- Enter **IN** and **OUT Punch** times using **Punch In/Punch Out** buttons
- Navigate your **Timecard** to perform edits/corrections
- **Approve your Timecard** on a bi-weekly basis, & prior to the deadline



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Navigating your Home Page

Access UKG Dimensions - Desktop



- **Login to UKG Dimensions via USNH Single Sign-On (SSO)**
<https://usnh-sso.prn.mykronos.com>
 - **Tip:** bookmark the login page for future use
- Takes you directly to your Kronos home page, where you can:
 - Access, view and modify your data using tiles
 - Configured to reflect your role



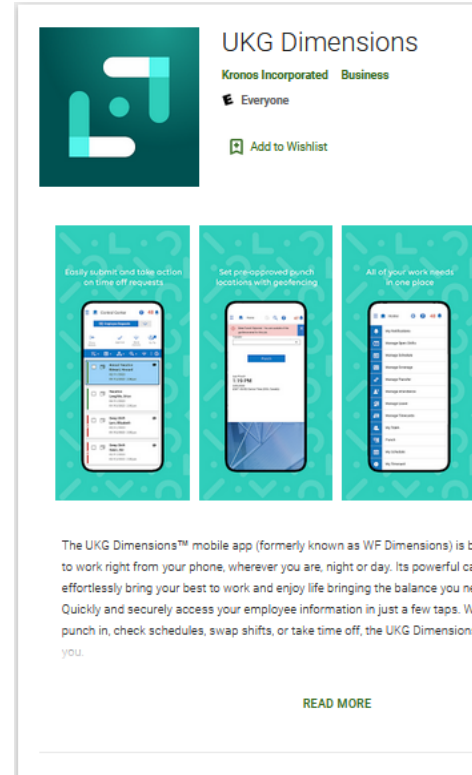
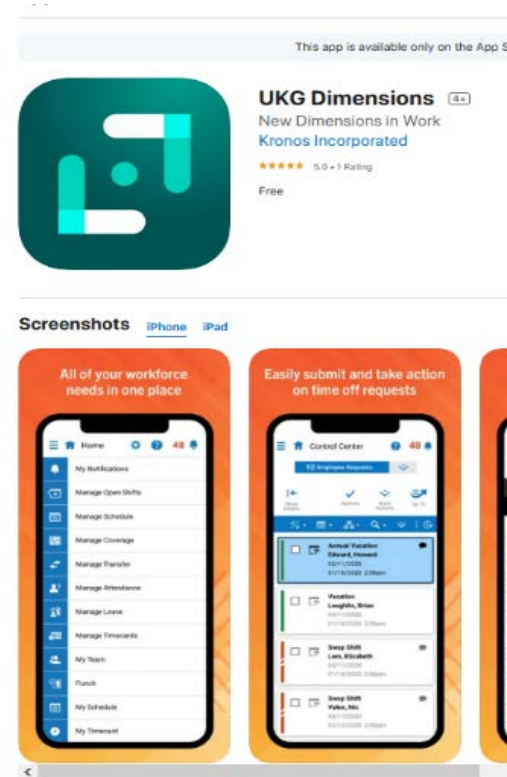
Job Aid: Getting Started - Employee Desktop

Access UKG Dimensions - Mobile

Download the “**UKG Dimensions**” application for use on your mobile device

- Full functionality, in a mobile-enhanced view.
- Download from the *Apple* app store or android app store (such as *Google Play*.)
- When asked, use the same URL as the desktop:

<https://usnh-ss0.prd.mykronos.com>



Job Aid: Getting Started – Mobile Application

Navigating the Home Page

The screenshot displays the UKG Dimensions Home Page interface. At the top, there is a navigation bar with a hamburger menu icon, a home icon, and a UKG logo. The word "Home" is centered in the top bar. On the right side of the top bar, there are icons for a refresh button, settings, help, and an alert bell. The main content area is divided into several sections: "Punch" with a transfer dropdown and "Punch In" / "Punch Out" buttons; "My Schedule" showing a calendar for June 3rd to 9th; "My Profile" with a user silhouette and an "Edit Profile" button; and "My Notifications" listing zero items for System Messages, My Requests, Leave of Absence Requests, Timekeeping, and Timekeeping Requests. A "Timecard" section shows 6 exceptions and a "There are no items to display" message. Blue callout boxes with white text provide instructions: "Access Main Menu" points to the hamburger menu; "Home page icon" points to the home icon; "Alert icon" points to the bell icon; "Take actions directly in this tile" points to the Timecard tile; and "Click tile background to view source" points to the My Schedule tile.

Home

Home page icon

Alert icon

Access Main Menu

Punch

Transfer

Punch In

Punch Out

Last Punch
7:51 AM
9/23/2020
(GMT -05:00) Eastern Time
(USA; Canada)

Timecard

6 Exceptions

There are no items to display.

My Timecard

My Schedule

Jun 03 - Jun 09

Wed 3

Thu 4

Fri 5

Sat 6

Sun 7

Mon 8

Tue 9

My Profile

Edit Profile

My Notifications

0 System Messages

0 My Requests

0 Leave of Absence Requests

0 Timekeeping

0 Timekeeping Requests

Take actions directly in this tile

Click tile background to view source

Viewing alerts and accessing the Control Center

To view your alerts:



- Click the **Bell** icon to view a summary of alert(s)
- Click **View All** to view the Control Center
- Click a category in the **My Notifications** tile

The screenshot shows the UKG Dimensions Home page. The top navigation bar includes a home icon, a user profile icon, and a 'Home' label. The main content area is divided into several tiles: 'Punch' (with 'Punch In' and 'Punch Out' buttons), 'My Schedule' (showing a calendar for June 03 - Jun 09), 'My Profile' (with a user profile picture), and 'My Notifications' (listing categories like System Messages, My Requests, Timekeeping Requests, and Timekeeping). The 'Timekeeping' category in 'My Notifications' is circled in orange. To the right, the 'Control Center' panel is visible, showing a list of alerts for Justin Welch, including 'Missed Punch' and 'Missed Out Punch'. An orange arrow points from the 'Bell' icon in the top right to the 'Control Center' panel. A blue callout box labeled 'Quick actions' points to the 'Control Center' panel. Another blue callout box labeled 'Click anywhere to close Control Center panel' points to the 'Control Center' panel. A third blue callout box labeled 'Click to open Control Center' points to the 'View All' button at the bottom of the 'Control Center' panel.

Click anywhere to close Control Center panel

Click to open Control Center

Control Center








Show Detail Select All Refine

Filters

Available actions



Control Center

3






Mark Read Delete Go To

- Categories
- 0 My Requests
 - 0 Leave of Absence Requests
 - 3 Timekeeping
 - 0 Timekeeping Requests

Filter :  None 

New


<input type="checkbox"/>		Type Employee Created On Edit Punch Approver Name Approval Status	Timecard Request Review Cotter, Annie R 7/09/2020 1:30 PM Punch In Punch - Added 6/29/2020 8:00AM Waters, Trisha A Approved
<input type="checkbox"/>		Type Employee Created On Edit Punch Approver Name Approval Status	Timecard Request Review Cotter, Annie R 7/09/2020 1:28 PM Punch In Punch - Added 7/09/2020 10:00AM Waters, Trisha A Approved
<input type="checkbox"/>		Type Employee Created On Edit Punch Approver Name Approval Status	7/09/2020 1:28 PM Punch In Punch - Added 7/09/2020 10:00AM Waters, Trisha A Approved

Notification list

Details panel

Details

1 of 1

 **Cotter, Annie R**
Administrative Support , USNH/UNH/

Punch Added
Submitted 7/09/2020 4:39 PM
6/29/2020 8:00 AM
In Punch
☒ Approved



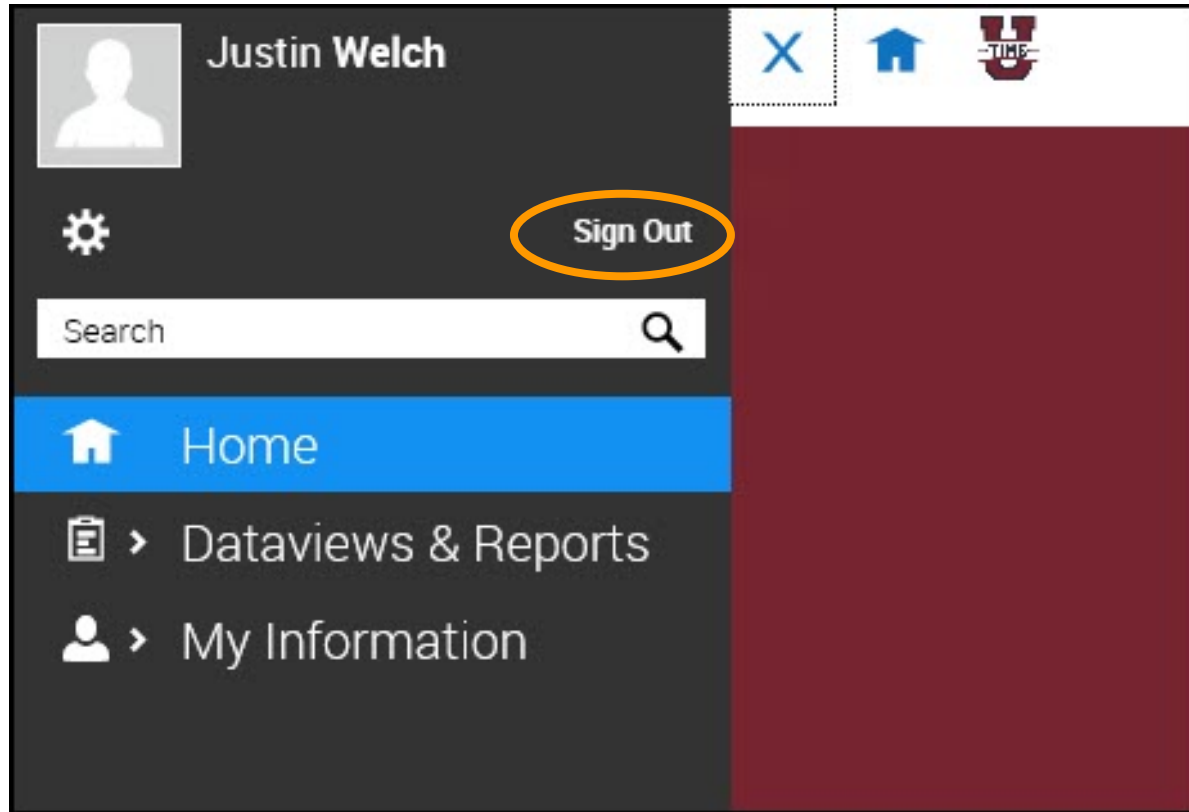
Job Aid: Review Control Center Notifications

Signing Out

When you are done:

- Access the **Main Menu**
- Select **Sign Out** to exit

NOTE: UKG Dimensions will automatically log you out after 10 minutes of inactivity on desktop or mobile screen





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Time Entry via Desktop

Punching In and Out

- Time is recorded via **Punch** tile and is added to your **MY Timecard**

Provides accurate, timely documentation of hours worked

- Punch Locations**

You should only be punching in at your designated work locations

- Employees with multiple jobs**

Required to complete steps to select correct job you are punching **In** for.

*See Job Aid – ***“Using the Punch Tile – Select Transfer Position”***



The screenshot displays the UKG Dimensions employee interface. At the top, there is a navigation bar with a menu icon, a home icon, a profile icon, and the word 'Home'. On the right side of the navigation bar are icons for alerts, settings, help, and a notification bell. The main content area is divided into four sections:

- Punch**: This section contains a 'Transfer' dropdown menu, two large blue buttons labeled 'Punch In' and 'Punch Out' (both circled in orange), and a 'Last Punch' section showing '7:51 AM' on '9/23/2020' in '(GMT -05:00) Eastern Time (USA; Canada)'.
- My Schedule**: This section shows a calendar for 'Jun 03 - Jun 09'. The days are listed as Wed 3, Thu 4, Fri 5, Sat 6, Sun 7, Mon 8, and Tue 9.
- My Profile**: This section features a profile picture placeholder, a blurred name, and an 'Edit Profile' button.
- My Notifications**: This section lists five notification categories, each with a count of 0: 'System Messages', 'My Requests', 'Leave of Absence Requests', 'Timekeeping', and 'Timekeeping Requests'.

Job Aid: Using the Punch Tile **OR** **Using the Punch Tile – Select Transfer Position**

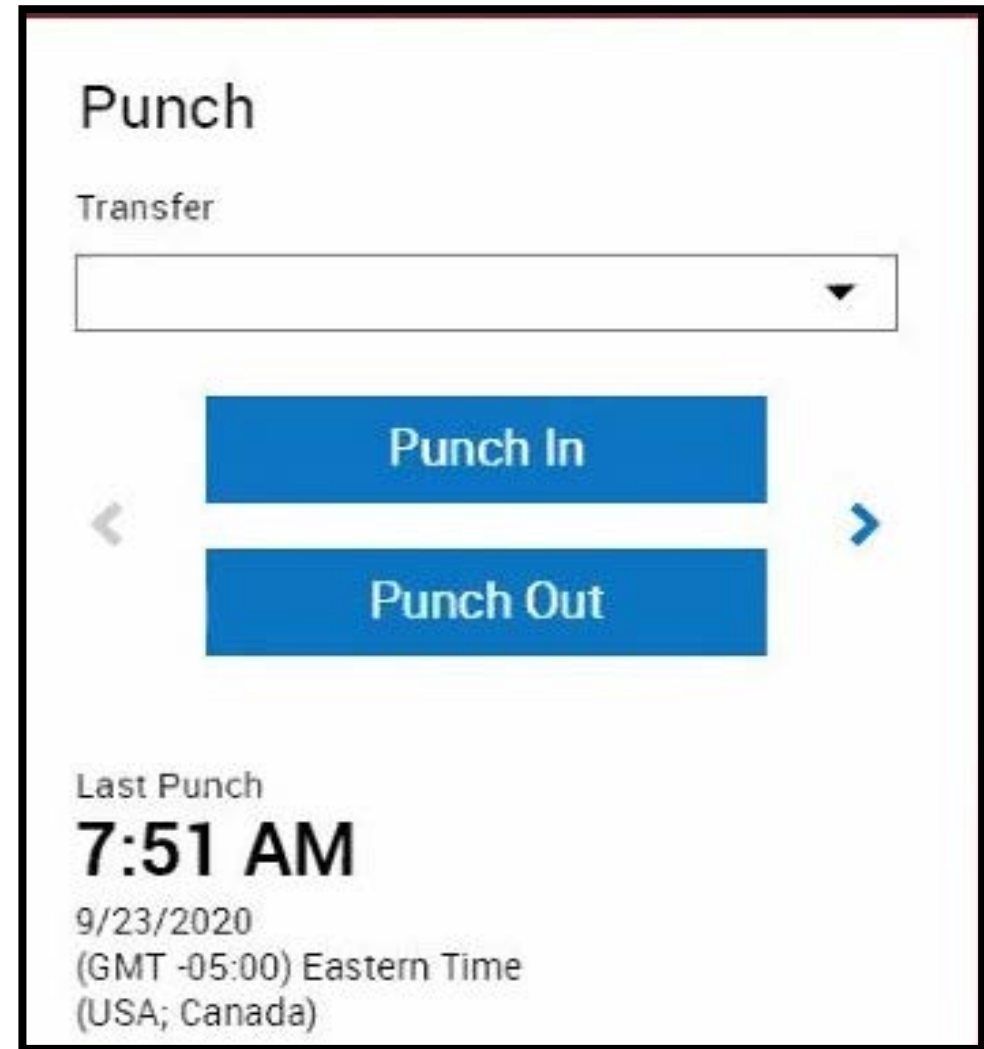
Punching In and Out (cont.)

Track hours worked by clicking on **Punch IN** and **OUT** according to your work schedule

- If you forget to **Punch Out** one day, you will be alerted at your next punch – of a **Missed Punch**
 - Fix immediately or access timecard later to make correction, **but prior to the end of that pay period**

Supervisors are required to Approve ALL edits on a timecard.

They receive an email alerting them of any Pending edits you made on your timecard that require their approval.



The screenshot displays a web interface for tracking work hours. At the top, the word "Punch" is prominently displayed. Below it is a "Transfer" label followed by a dropdown menu. In the center, there are two large blue buttons: "Punch In" on top and "Punch Out" on the bottom, flanked by left and right navigation arrows. At the bottom of the interface, the "Last Punch" section shows the time "7:51 AM" in large font, with the date "9/23/2020" and the time zone "(GMT -05:00) Eastern Time (USA; Canada)" below it.

1/4 Hour Rounding Rules - for Punching IN and OUT

Rounding Rules calculate an employee's IN or OUT Punch time to the nearest 1/4 hour

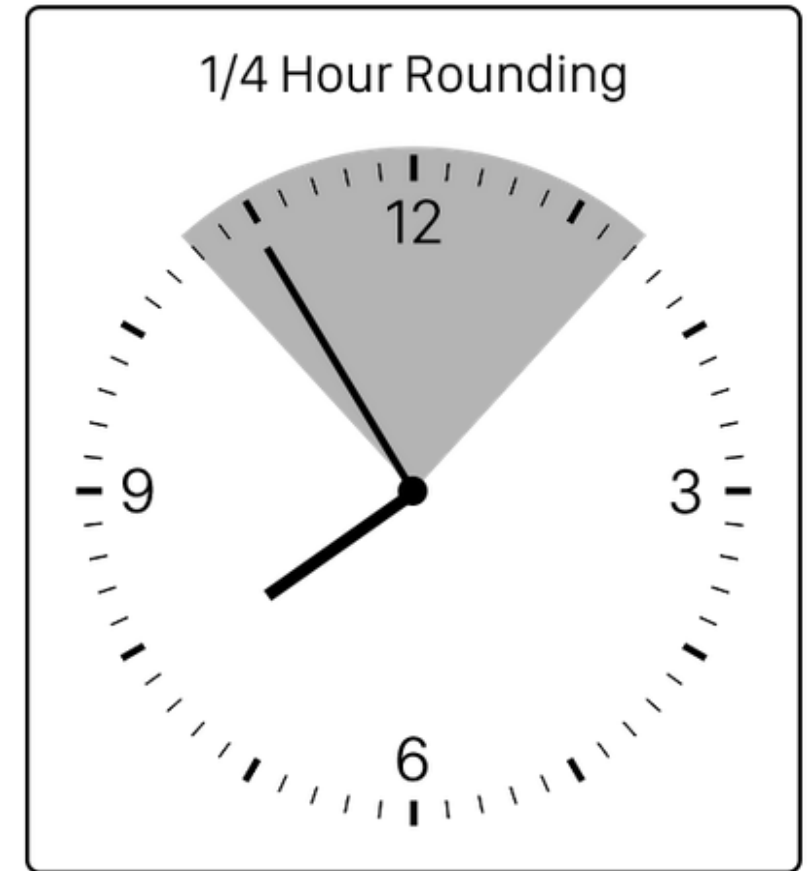
- Chart shows example of how a Punch anytime during **7:53 to 8:07** would round to an 8:00am Start Time

Examples:

Punch IN at 7:52am would round back to a start time of 7:45am

Punch OUT at 4:38pm would round up to an end time of 4:45pm

Actual Start Time	Rounded Start Time (Quarter Hour)
7:53-8:07	8:00
8:08-8:22	8:15
8:23-8:37	8:30
8:38-8:52	8:45
8:53-9:07	9:00



Punching OUT & Meal Attestation – (After 5 or more hours worked)

If you worked 5 or more consecutive hours, **CONFIRM** whether you took your unpaid meal break:

YES **OR** **NO** **AND** **WHY?**

Confirm

I certify I took an unpaid meal break within 5 consecutive hours of my workday and in compliance with NH Department of Labor law RSA 275:30-a (“An employer may not require an employee to work more than 5 consecutive hours without granting him a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do so.”)*

YES

Submit

Cancel

Confirm

I certify I took an unpaid meal break within 5 consecutive hours of my workday and in compliance with NH Department of Labor law RSA 275:30-a (“An employer may not require an employee to work more than 5 consecutive hours without granting him a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do so.”)*

NO

Submit

Cancel

Confirm

Why did you miss your owed meal break today?
*

Mutual agreement...

Mutual agreement with supervisor to wor...

Worked through my meal break without s...

Meal break was not provided



3

Navigating My Timecard

Viewing My Timecard

From **Main Menu**:

- Select **My Information**
- Select **My Timecard**

OR use your **Timecard** tile which contains:

- Total number of exceptions in your timecard
- Name & day that someone other than you edited your timecard
- Click tile to **My Timecard**

The screenshot shows the UKG Dimensions user interface for Maria Garcia. The sidebar menu on the left includes options like Home, Dataviews & Reports, My Information, My Calendar, and My Timecard (which is highlighted with an orange box). The main dashboard area contains several widgets: 'My Notifications' showing counts for System Messages, My Requests, Timekeeping Requests, and Timekeeping; 'My Schedule' for the period Jun 03 - Jun 09; 'My Profile' with a user photo and name; and a 'Punch' section with a transfer input and punch buttons. In the foreground, a 'Timecard' tile is displayed, showing '5 Exceptions' and a message 'There are no items to display.' It also indicates the timecard was 'Edited Mon 9/30 by Martin, Michael' and provides a 'My Timecard' link with a right arrow.



Job Aid: View My Timecard

Hourly Timecards

- List View
- Approve
- Remove Approval
- Sign-Off
- Remove Sign-Off
- Reset Accruals
- Move Accruals ...
- Rule Analysis
- Go To

- Share
- View Pending
- Calculate Totals
- Save

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	🗑	Sat 10/03										
+	🗑	Sun 10/04										
+	🗑	Mon 10/05										
+	🗑	Tue 10/06			12:55 PM	3:57 PM				3:00	3:00	3:00
+	🗑	Wed 10/07										3:00
+	🗑	Thu 10/08			12:59 PM	4:01 PM				3:00	3:00	6:00
+	🗑	Fri 10/09			8:00 AM	12:07 PM				4:00	4:00	10:00
+	🗑	Sat 10/10										10:00
+	🗑	Sun 10/11										10:00
+	🗑	Mon 10/12										10:00
+	🗑	Tue 10/13			12:59 PM	4:02 PM				3:00	3:00	13:00
+	🗑	Wed 10/14										13:00
+	🗑	Thu 10/15										13:00
+	🗑	Fri 10/16										13:00

Totals

Accruals

Historical Corrections

Audits

Timecard Add-ons Bar



Job Aid: *View My Timecard*



4

Performing Timecard Tasks

Add, Edit & Delete Punches

Add, edit or delete a punch error and provide details on exceptions in **My Timecard** and **SAVE**

EX: A Missed punch are called out by a **solid red block** in the missing field

oyee Timecards

Previous Pay Period

Current Pay Period

Loaded: 10:18 PM

In

Out

Transfer

Pay Code

Amount

12:30 PM	4:30 PM			
12:30 PM	4:30 PM			
12:30 PM	4:30 PM			
12:30 PM	4:30 PM			
12:30 PM				

Amount

Shift

Daily

	7:18	7:18
8:00	8:00	16:00
8:00	8:00	24:00
8:00	8:00	32:00
8:00	8:00	40:00
		40:00

View Pending

Save

IMPORTANT:

- Your **SAVED** edits don't re-appear on your timecard *UNTIL they have been approved*
- You can view your edits by selecting **View Pending**. All Pending edits MUST be approved by the end of pay period before a timecard can be approved and sent to payroll.



Job Aid: Add, Edit & Delete Punches

Adding Comments

- Add comments on your Timecard to explain a punch, or exceptions
- Choose from list of available comments
 - **Do ENTER** comments that explain a missed punch, a late in/out punch or an early in/out punch.
 - **Do NOT disclose personal, private information in your comments.**
- You can add more than one comment
- View comment details in **My Timecard**, by hovering over the *comments bubble* icon

NOTE: You may be able to type additional notes to accompany the comment(s).

The image shows a screenshot of a Timecard interface. On the left, the 'Punch Actions' section displays details for a punch on 9/26/2019 at 6:00 PM, including the time zone (GMT -05:00 Eastern Time (USA; Canada)) and a 'Comments' bubble icon circled in orange. An orange arrow points from this icon to a 'Comments (0)' modal on the right. The modal has a title bar with a close button, a 'Comment On' dropdown set to 'Late Out', and a 'Select a Comment' dropdown. Below this, a list of comment options is shown: 'Curtailed Operations', 'Doctor's Appointment', 'Family Emergency', 'Other', and 'Provided Advance Notice'. At the bottom of the modal are 'Cancel' and 'Apply' buttons.

Approving Your Timecard

- You are required to approve your timecard at the close of each pay period
- On **My Timecard** – review the correct pay period, check your **Totals** & then click **APPROVE**
- Once your manager approves your Timecard, you will not be able to make any additional edits

Employee Timecards

< 1 of 1 >

Current Pay Period
1 Employee(s) Selected
Loaded: 11:59 AM

List View
 Approve
 Refresh
 Sign-Off
 Remove Sign-Off
 Reset Accruals
 Move Accruals ...
 Rule Analysis
 Go To

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+		Sat 10/03										
+		Sun 10/04										
+		Mon 10/05										
+		Tue 10/06			12:55 PM	3:57 PM				3:00	3:00	3:00
+		Wed 10/07										3:00
+		Thu 10/08			12:59 PM	4:01 PM				3:00	3:00	6:00
+		Fri 10/09			8:00 AM	12:07 PM				4:00	4:00	10:00
+		Sat 10/10										10:00
+		Sun 10/11										10:00
+		Mon 10/12										10:00
+		Tue 10/13			12:59 PM	4:02 PM				3:00	3:00	13:00
+		Wed 10/14										13:00
+		Thu 10/15										13:00
+		Fri 10/16										13:00

Totals
Accruals
Historical Corrections
Audits



Job Aid: *Approve Your Timecard*



5

Resources

USNH UKG/Kronos site:

<https://usnh-sso.prn.mykronos.com/>

Visit the UKG/Kronos webpage to find:

- Announcements
- Training presentations
- Job Aids
- Contact info for Campus System Admins

<https://www.usnh.edu/human-resources/kronos-information-and-resources>