



UKG Dimensions: Timekeeping - Hourly Paid 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 will work with your campus admins to set the default language for you to use every time you login to UKG Dimensions.

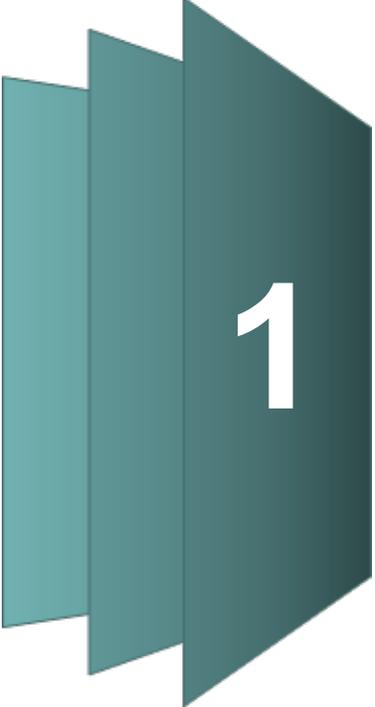
UKG Learning Resources:

- **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*)
- View **My Schedule** and **My Calendar**
- Submit **Time Off** Requests
- 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



1

Navigating your Home Page

Access UKG Dimensions - Desktop

University System
of New Hampshire

USNH UKG Dimensions
(Kronos)

Please select the 'Public Computer' option if this is not a machine you use regularly.

This is a public computer

This is a private computer

Username

Username

Password:

Password

Submit

[Need Assistance?](#)

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Durham, NH 03824 • UNH IT Service Desk (603) 862-4242 •
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)

- **Log in 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 UKG home page, where you can:
 - Access, view and modify your data using tiles
 - Configured to reflect your role



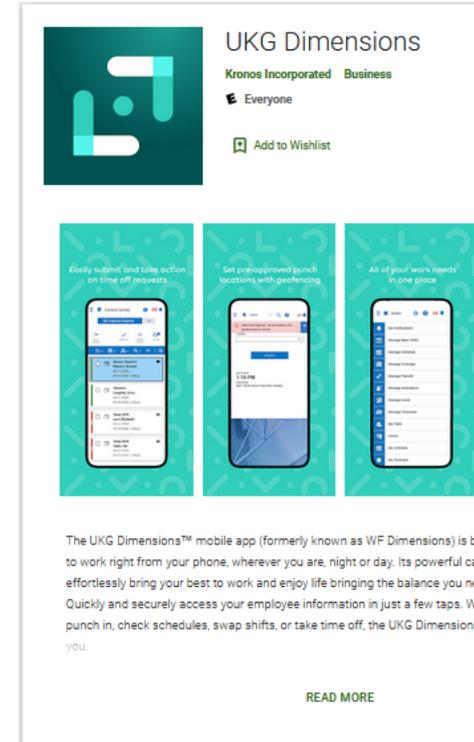
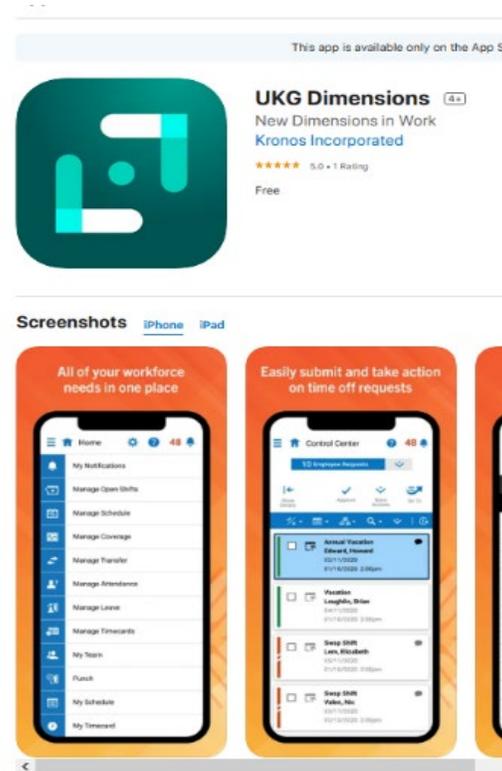
Job Aid: Getting Started - Employee Desktop

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 shows the Home page interface with the following components and callouts:

- Home page icon:** A blue callout box points to the home icon in the top navigation bar.
- Access Main Menu:** A blue callout box points to the hamburger menu icon in the top navigation bar.
- Alert icon:** A blue callout box points to the bell icon in the top right corner.
- Take actions directly in this tile:** A blue callout box points to the 'Punch In' and 'Punch Out' buttons in the 'Punch' tile.
- Click tile background to view source:** A blue callout box points to the background of the 'My Schedule' tile.

Home Page Content:

- Header:** 'Home' text, navigation icons (home, menu, logo), and utility icons (refresh, settings, help, alert).
- Punch Tile:** Includes a 'Transfer' dropdown, 'Punch In' and 'Punch Out' buttons, and a 'Last Punch' section showing '7:51 AM' on '9/23/2020'.
- My Schedule Tile:** A calendar view for 'Feb 28 - Mar 05' showing work hours (8:00 AM - 4:30 PM) for days Fri 28, Mon 2, Tue 3, Wed 4, and Thu 5.
- My Profile Tile:** Features a profile picture placeholder and an 'Edit Profile' button.
- My Notifications Tile:** Lists notification counts for 'System Messages', 'My Requests', 'Leave of Absence Requests', 'Timekeeping', and 'Timekeeping Requests'.
- Timecard Tile:** Shows '6 Exceptions' and a message 'There are no items to display.' with a 'My Timecard' link.

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 displays a user interface with several components:

- Home Header:** Includes a home icon, a user profile icon, and the text "Home".
- Punch Section:** Features a "Punch" dropdown menu, "Punch In" and "Punch Out" buttons, and a "Last Punch" record: 7:51 AM on 9/23/2020 (GMT -05:00) Eastern Time.
- My Schedule:** A calendar view for Feb 28 - Mar 05 showing work hours from 8:00 AM to 4:30 PM for "Source Assistant".
- My Profile:** Shows a placeholder for a user profile picture.
- Control Center:** A panel on the right with a bell icon and a count of 3. It contains three alert cards for Justin Welch, including a "Missed Punch" and a "Timekeeping Request Review". Each card has "Mark Read", "Delete", and "Go To" actions.
- My Notifications:** A list on the left with categories: System Messages (0), My Requests (0), Timekeeping Requests (0), and Timekeeping (3). The "Timekeeping" category is circled in orange.

Callouts and annotations:

- A blue callout box says "Click anywhere to close Control Center panel" with an arrow pointing to the top of the Control Center panel.
- A blue callout box says "Click to open Control Center" with an arrow pointing to the "View All" button at the bottom of the Control Center panel.
- A blue callout box says "Quick actions" with an arrow pointing to the action icons (Mark Read, Delete, Go To) on the alert cards.
- An orange arrow points from the "Bell" icon in the top right to the "View All" button.
- An orange circle highlights the "3 Timekeeping" notification in the "My Notifications" list.

Control Center

The screenshot shows the Control Center interface with several callouts:

- Filters:** A callout pointing to the top navigation area containing icons for home, user profile, and a filter icon, along with the text "Control Center".
- Available actions:** A callout pointing to the top right corner, which includes icons for "Mark Read", "Cancel", "Delete", and "Go To".
- Categories:** A callout pointing to the left sidebar menu, which lists categories like "System Messages", "My Requests", "Leave of Absence Requests", "Timekeeping", and "Timekeeping Requests".
- Notification list:** A callout pointing to the central list of notifications, which shows a single notification for "USNH Personal Time Non Exempt" with details like "Created On", "Requested Period", "Approval Status", "Approver Name", and "Request Status".
- Details panel:** A callout pointing to the right sidebar, which provides detailed information for the selected notification, including "Accruals", "More Details", "Modified Dates", "Requested Dates", "Paycodes", and "Comments & Status History".



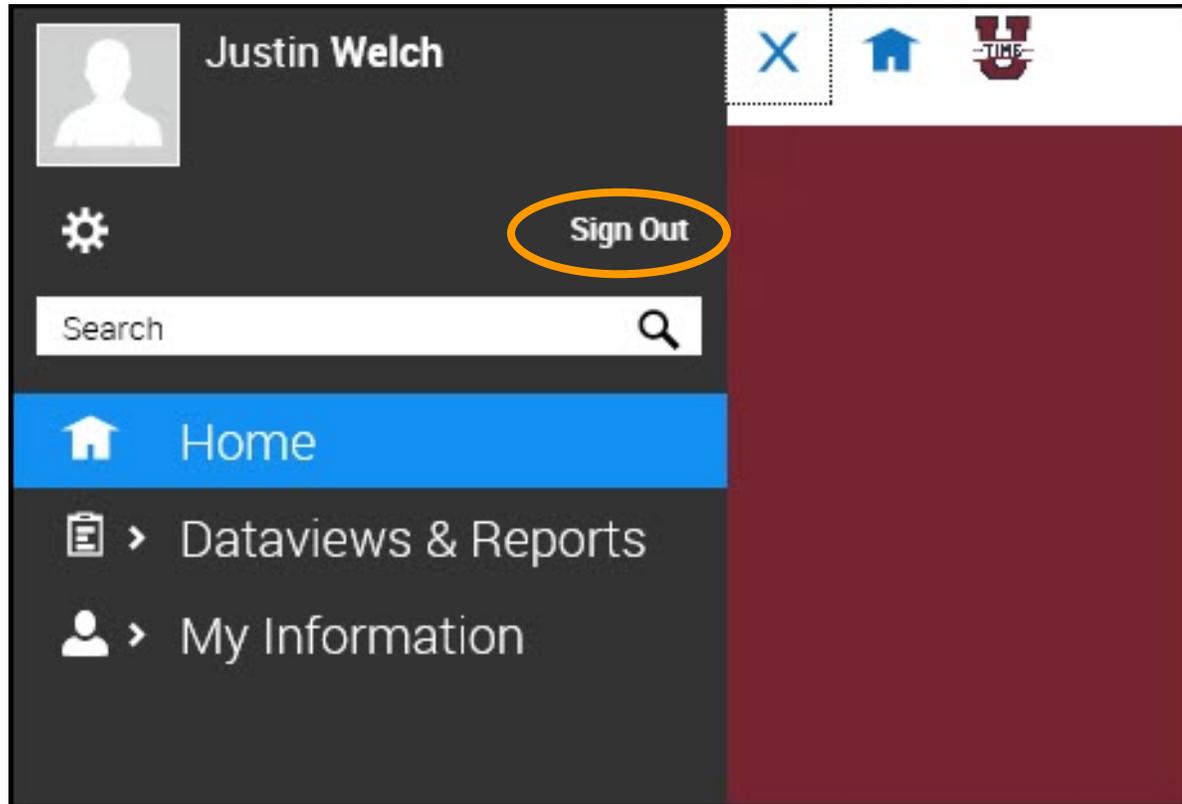
Job Aid: Review Control Center Notifications

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





2

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 a **Transfer** process to select the correct job you are punching in for.
See Job Aid – *“Using the Punch Tile – Select Transfer Position”*

The screenshot displays the UKG Timecard application interface. At the top, there is a navigation bar with a menu icon, a home icon, a user profile icon, and the text 'Home'. On the right side of the navigation bar are icons for a warning, settings, help, and a notification bell.

The main content area is divided into four sections:

- Punch:** This section features a 'Transfer' dropdown menu. Below it are two large blue buttons labeled 'Punch In' and 'Punch Out', both of which are circled in orange. Below the buttons, it shows 'Last Punch 7:51 AM' on '9/23/2020 (GMT -05:00) Eastern Time (USA; Canada)'.
- My Schedule:** This section shows a calendar view for 'Feb 28 - Mar 05'. It lists days from Friday to Thursday, each with a time range of '8:00 AM - 4:30 PM [8:30]' and the job title '...ource Assistant'.
- My Profile:** This section shows a user profile card with a placeholder for a photo and the text 'Edit Profile' with a right-pointing arrow.
- My Notifications:** This section lists several notification categories, each with a zero count: 'System Messages', 'My Requests', 'Leave of Absence Requests', 'Timekeeping', and 'Timekeeping Requests'.



Job Aid: Using the Punch Tile

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**

Your time-approver will receive notifications for any **Pending Edits** manually made to your timecard.

Supervisors are required to review and Approve or Refuse ALL manual edits made to a timecard.

The screenshot shows a mobile application interface for punching in and out. At the top, the word "Punch" is displayed. Below it is a "Transfer" label and a dropdown menu. In the center, there are two large blue buttons: "Punch In" on top and "Punch Out" on the bottom. To the left of the buttons is a left-pointing chevron, and to the right is a right-pointing chevron. At the bottom, the "Last Punch" information is shown: "7:51 AM" in large bold text, followed by "9/23/2020" and "(GMT -05:00) Eastern Time (USA; Canada)".

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

EXAMPLE: Punching IN anytime from **7:53 to 8:07** would round to an 8:00am **Start Time**

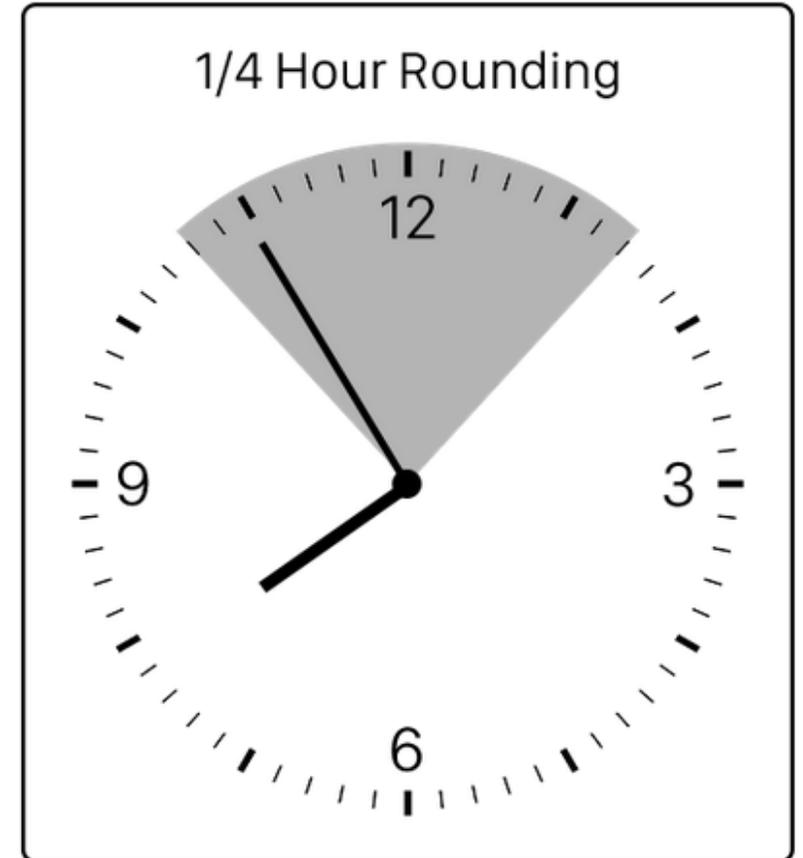
- Track on your daily punches, because if you repeatedly **Punch IN** early or **Punch OUT** late you could trigger overtime for that week
- Overtime is triggered by hours worked over **40/per week**

Additional 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 in a day)

If working 5 or more hours, UKG will ask you to **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

Requesting Time Off

Viewing My Schedule

From **My Schedule** tile, you can:

- View your schedule for the next seven days
- Access **My Calendar** to view additional dates.

My Schedule
Feb 28 - Mar 05

Fri 28	8:00 AM - 4:30 PM [8:30] ↔ ...ource Assistant
Sat 29	
Sun 1	
Mon 2	8:00 AM - 4:30 PM [8:30] ↔ ...ource Assistant
Tue 3	8:00 AM - 4:30 PM [8:30] ↔ ...ource Assistant
Wed 4	8:00 AM - 4:30 PM [8:30] ↔ ...ource Assistant
Thu 5	8:00 AM - 4:30 PM [8:30] ↔ ...ource Assistant

My Calendar
Feb 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	✓ Sick (Approved) 8:00 am - 12:00 pm Sick [2:48] 2:48 pm - 4:30 pm	✓ Sick (Approved) Sick [8:00] 4:00 pm - 4:30 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm	
	8:00 am - 4:30 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm	✓ Personal (Appr...) Personal [3:00] 11:00 am - 4:30 pm	

Events Requests

28 Tuesday

- ✓ USNH Sick Time Non Exempt - Hours - Approved
- Sick - Approved Time-Off Requests
- Sick [8:00] / 8:00 AM - 4:00 PM
- 4:00 PM - 4:30 PM [0:30]
- zzzSr Human Resource Assistant

29 Wednesday

- 8:00 AM - 4:30 PM [8:30]



Job Aid: 'View My Schedule/My Calendar - Hourly'

Requesting Time Off

From **My Calendar**, you can:

- View your schedule
- View existing **Requests**
- Cancel a **Request**
- Make a **New Request**

The screenshot displays the 'My Calendar' interface. At the top, there are navigation icons for home, calendar, and user profile, along with the title 'My Calendar'. Below this is a navigation bar for 'Feb 2020' with 'Previous', 'Today', and 'Next' buttons. The main area is a calendar grid showing days from Sunday to Saturday. On Monday, February 27, there are two 'Sick (Approved)' requests: one from 8:00 am to 12:00 pm and another from 2:48 pm to 4:30 pm. On Tuesday, February 28, there are two 'Sick (Approved)' requests: one from 8:00 am to 4:30 pm and another from 4:00 pm to 4:30 pm. On Friday, February 31, there is a 'Personal (Approved)' request from 11:00 am to 4:30 pm. On the right side, there is a 'Requests' sidebar with a 'New Request' button and a list of requests. A callout box 'Make a New Request' points to the 'New Request' button. Another callout box 'View existing request' points to a 'Sick (Approved)' request on Tuesday. A third callout box 'View details of your request' points to a request detail view for Tuesday, February 28, showing 'USNH Sick Time Non Exempt - Hours - Approved' and 'Sick - Approved Time-Off Requests'.



Job Aid: Request Time Off - Hourly

New Request for Time Off

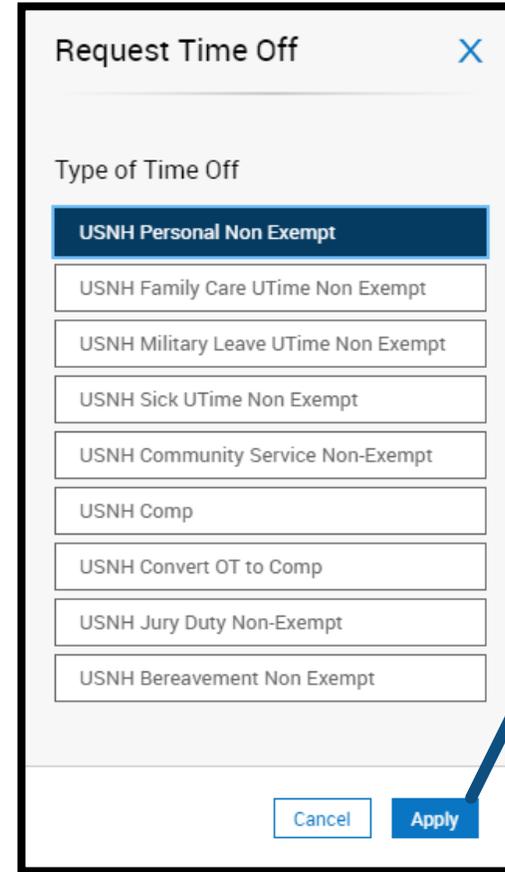
From My Calendar

1. Select a start date on your calendar
2. Select **New Request**

From the Request Time Off panel:

1. Select a **Type of Time Off**
2. Select **Apply**
3. Select any additional dates, if needed
4. Enter a **Start** time
5. Enter a **Duration** (hh:mm)
6. Select **Review** to add a comment
7. Select **Submit**

***ALL Time Off requests must be made prior to the close of the pay period in which the time will be taken.**

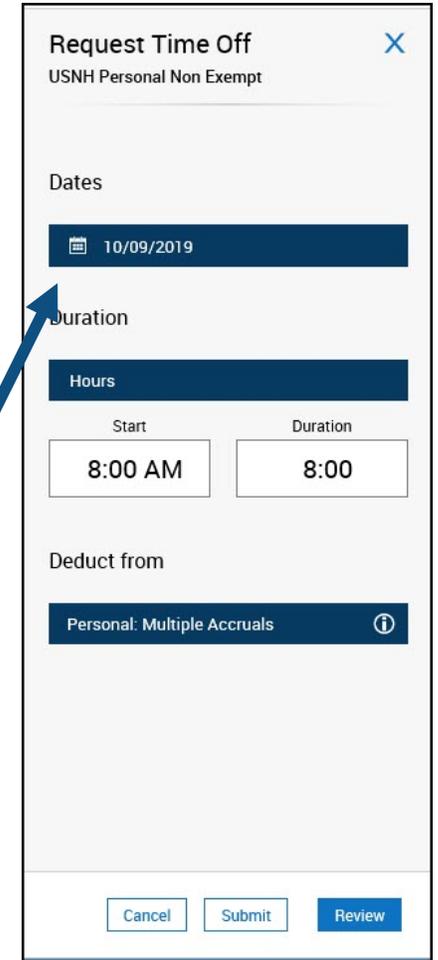


Request Time Off

Type of Time Off

- USNH Personal Non Exempt
- USNH Family Care UTime Non Exempt
- USNH Military Leave UTime Non Exempt
- USNH Sick UTime Non Exempt
- USNH Community Service Non-Exempt
- USNH Comp
- USNH Convert OT to Comp
- USNH Jury Duty Non-Exempt
- USNH Bereavement Non Exempt

Cancel Apply



Request Time Off

USNH Personal Non Exempt

Dates

10/09/2019

Duration

Hours

Start Duration

8:00 AM 8:00

Deduct from

Personal: Multiple Accruals

Cancel Submit Review

Cancelling Time Off

If you made a request in error or something changed, the way to fix it is by first cancelling the prior request and then making a new one (if necessary.)

From **My Calendar**:

- Select the date of the prior request
- Select **Review**

From the panel:

- Select the **More Options** icon
- Select **Cancel Request**

The screenshot displays a user interface for managing time off requests. On the left, a calendar view shows dates from Friday, February 28th to Saturday, March 1st. A request for 'Personal (Approved) Personal [8:00]' on Friday, Feb 28th is highlighted with an orange circle. An orange arrow points from this request to the 'Requests' tab in the top right navigation bar. Below the calendar, a list of requests is shown for the dates 25th, 27th, and 28th. On the right, a 'Time Off Request' details panel is open, showing the request type as 'Personal Full Day Feb 28 2020', submitted by 'Fournier, Marc' on '2/24/2020 12:28 PM'. The panel includes a 'History' section with 'Approved' and 'Submitted' entries. At the bottom of the panel, a 'Cancel Request' button is circled in orange, with an orange arrow pointing to it from the 'More Options' icon (three dots) in the bottom right corner of the request card.



4

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 displays a user interface for a timecard system. On the left, a navigation menu for Maria Garcia includes options like Home, Dataviews & Reports, My Information, My Calendar, and My Timecard (highlighted with an orange box). The main content area features a 'My Notifications' section with counts for System Messages (2), My Requests (1), Timekeeping Requests (0), and Timekeeping (0). A 'Timecard' tile (highlighted with a red box) shows '5 Exceptions' and a message: 'There are no items to display.' Below this, it states 'Edited Mon 9/30 by Martin, Michael' and includes a 'My Timecard' button with a right arrow. To the right, the 'My Schedule' section shows a calendar for Feb 28 - Mar 05 with work hours from 8:00 AM to 4:30 PM. The 'Punch' section includes a 'Transfer' input field, 'Punch' buttons, and a 'Last Punch' record of 7:51 AM on 9/23/2020.



Job Aid: View My Timecard

Hourly Timecards


Current Pay Period

Loaded: 11:10 AM

 Approve
  Remove Approval
  Sign-Off
  Remove Sign-Off
  Rule Analysis

 Share
  View Pending
  Calculate Totals
  Save

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
	Sat 2/22									
	Sun 2/23									
	Mon 2/24			8:00 AM		... Resource Assistant;;;	Sick	8:00		
		4:00 PM - 4:30 PM								8:00
	Tue 2/25	8:00 AM - 4:30 PM		7:55 AM	4:30 PM				8:00	8:00
	Wed 2/26	8:00 AM - 4:30 PM		7:55 AM	4:30 PM				8:00	8:00
	Thu 2/27	8:00 AM - 4:30 PM		7:51 AM	4:33 PM				8:15	8:15
	Fri 2/28			8:00 AM		... Resource Assistant;;;	Personal	8:00		
		4:00 PM - 4:30 PM								8:00
	Sat 2/29									
	Sun 3/01									
	Mon 3/02	8:00 AM - 4:30 PM		7:51 AM	4:30 PM				8:15	8:15
	Tue 3/03	8:00 AM - 4:30 PM		7:55 AM	4:30 PM				8:00	8:00

Timecard Add-ons Bar

Totals

Accruals

Historical Corrections

Audits



Job Aid: Timecard Add-ons

Accruals

Current Pay Period Loaded: 3:06 PM
 Share View Pending Calculate Totals Save

View Approve Remove Approval Sign-Off Remove Sign-Off Rule Analysis

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
	Sat 2/22									
	Sun 2/23									
	Mon 2/24			8:00 AM		... Resource Assistant;;;	Sick	8:00		
		4:00 PM - 4:30 PM								8:00
	Tue 2/25	8:00 AM - 4:30 PM		7:55 AM	4:30 PM				8:00	8:00
	Wed 2/26	8:00 AM - 4:30 PM		7:55 AM	4:30 PM				8:00	8:00

	Accrual Code	Accrual Units	Accrual Available Balance	Accrual Reporting Period	Accrual Opening Vested	Accrual Ending Vested
	Bereavement	Hour	00:00	Mon 7/01 - Tue 6/30	00:00	00:00
	Community Service	Hour	08:00	Mon 7/01 - Tue 6/30	00:00	08:00
	Comp Time	Hour	00:00	Mon 7/01 - Tue 6/30	00:00	00:00
	Comp Time Overflow	Hour	00:00	Mon 7/01 - Tue 6/30	00:00	00:00
	Curtailment	Hour	-17:54	Mon 7/01 - Tue 6/30	00:00	-17:54

Timecard Add-ons

Totals **Accruals** Historical Corrections Audits



Job Aid: View My Balances



5

Performing Timecard Tasks

Add, Edit & Delete Punches

- Correct errors and provide details on exceptions in **My Timecard**

- Missed punches are called out by a **solid red block** in the missing field

- If punches don't align with your schedule, an indicator appears in the cell containing the issue

Atkisson, Jeffrey 5121955 6 of 258

Current Pay Period 258 Employee(s) Selected Loaded: 9:20 PM

List View Approve Remove Approval Sign-Off Remove Sign-Off Reset Accruals Move Accruals Rule Analysis View Moved Amounts Go To Share View Pending Calculate Totals Save

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	🗑️	Sat 4/04			11:28 AM	7:27 PM				7:30	7:30	7:30
+	🗑️	Sun 4/05			11:25 AM	7:09 PM				7:15	7:15	14:45
+	🗑️	Mon 4/06	8:00 AM ...	🚫								14:45
+	🗑️	Tue 4/07	8:00 AM ...		11:25 AM	7:21 PM				7:15	7:15	22:00
+	🗑️	Wed 4/08	8:00 AM ...		11:27 AM	7:27 PM				7:30	7:30	29:30
+	🗑️	Thu 4/09	8:00 AM ...		11:32 AM	7:42 PM						
+	🗑️				7:43 PM	🚫						
+	🗑️	Fri 4/10	8:00 AM ...									

IMPORTANT:

- Edits don't appear on your timecard *until they have been approved*
- You can view your unapproved edits by selecting **View Pending**

Current Pay Period Loaded: 10:18 PM

View Pending Save

Amount	Shift	Daily
	7:18	7:18

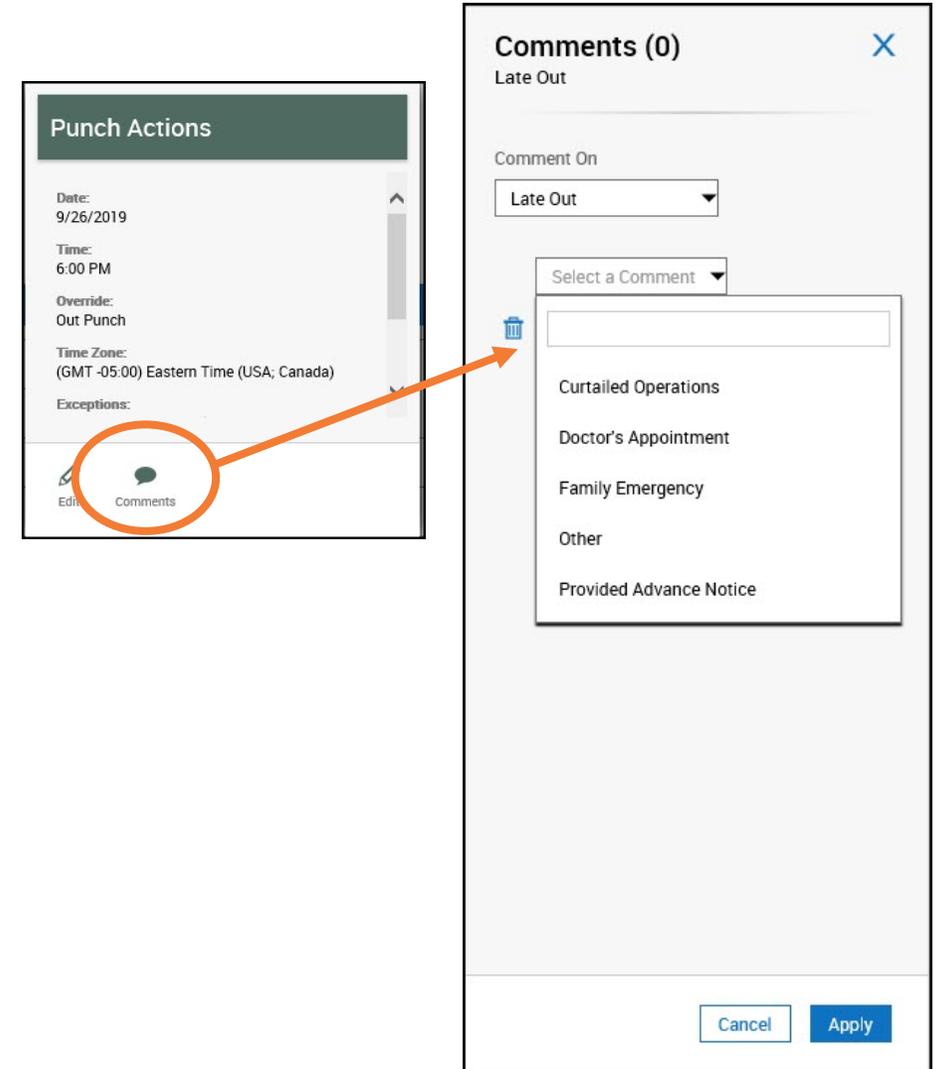


Job Aid: Add, Edit & Delete Punches

Adding Comments

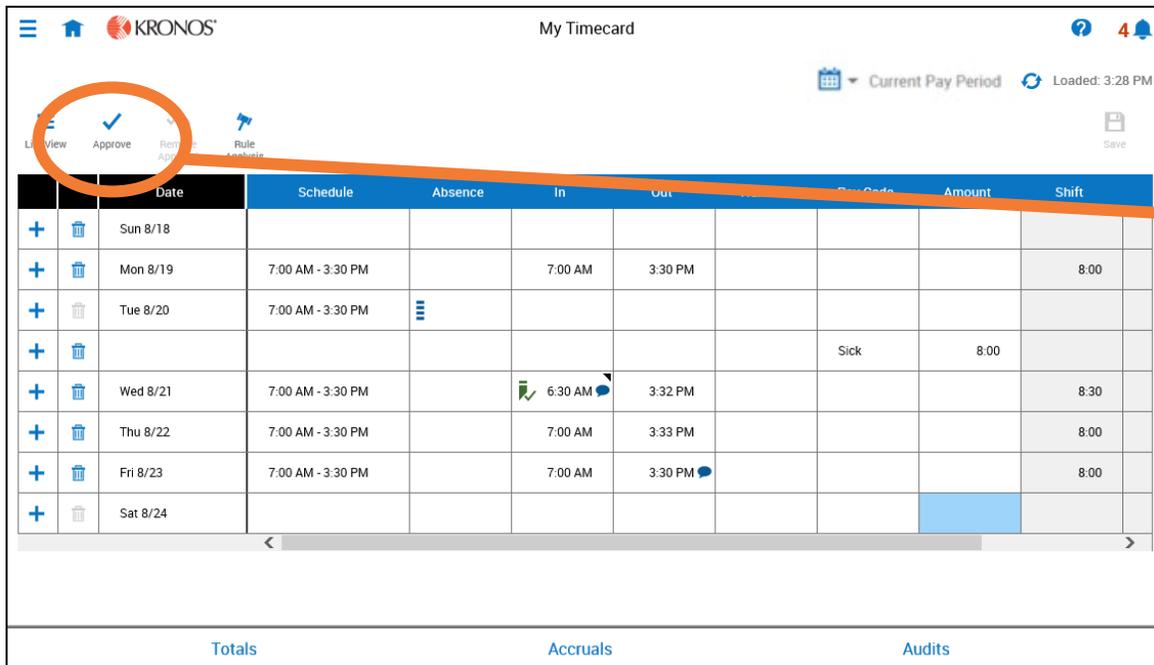
- Add comments on your Timecard to explain a punch, or exceptions
- Choose from list of available comments
 - **Do ENTER** comments that explain a missed punch, a late in/out punch or an early in/out punch.
 - **Do NOT disclose personal, private information in your comments.**
- You can add more than 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).



Approving Your Timecard

- You are required to approve your timecard at the close of each pay period
- On **My Timecard** – be sure you are reviewing the **Current Pay Period** display & **APPROVE**
- Once your manager approves your Timecard, you will not be able to make additional edits



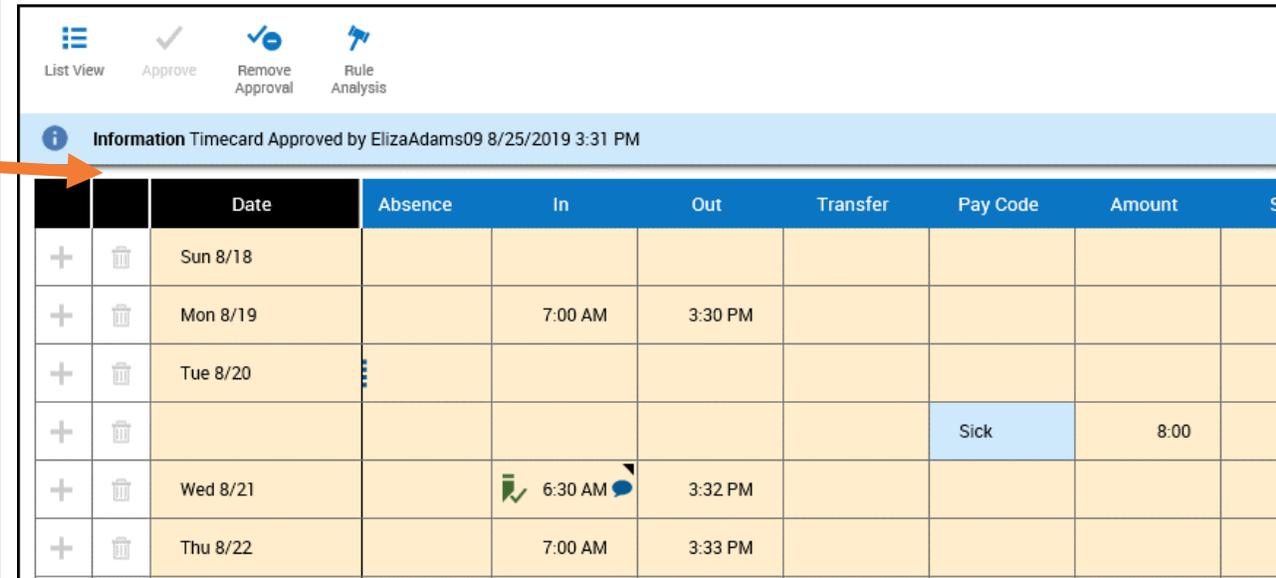
My Timecard

Current Pay Period Loaded: 3:28 PM

Approve

Date	Schedule	Absence	In	Out	Pay Code	Amount	Shift
Sun 8/18							
Mon 8/19	7:00 AM - 3:30 PM		7:00 AM	3:30 PM			8:00
Tue 8/20	7:00 AM - 3:30 PM				Sick	8.00	
Wed 8/21	7:00 AM - 3:30 PM		6:30 AM	3:32 PM			8:30
Thu 8/22	7:00 AM - 3:30 PM		7:00 AM	3:33 PM			8:00
Fri 8/23	7:00 AM - 3:30 PM		7:00 AM	3:30 PM			8:00
Sat 8/24							

Totals Accruals Audits



Information Timecard Approved by ElizaAdams09 8/25/2019 3:31 PM

Date	Absence	In	Out	Transfer	Pay Code	Amount	Shift
Sun 8/18							
Mon 8/19		7:00 AM	3:30 PM				
Tue 8/20							
					Sick	8.00	
Wed 8/21		6:30 AM	3:32 PM				
Thu 8/22		7:00 AM	3:33 PM				



Job Aid: *Approve Your Timecard*



6

Resources

USNH UKG/Kronos SSO Sign-in:

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

Visit the UKG/Kronos site to find:

- Announcements
- Training presentations
- Job Aids
- Campus System Admins contacts

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