



UKG Dimensions: Timekeeping for Salary Paid Employees



Overview Objectives

After you successfully login, you should be able to:

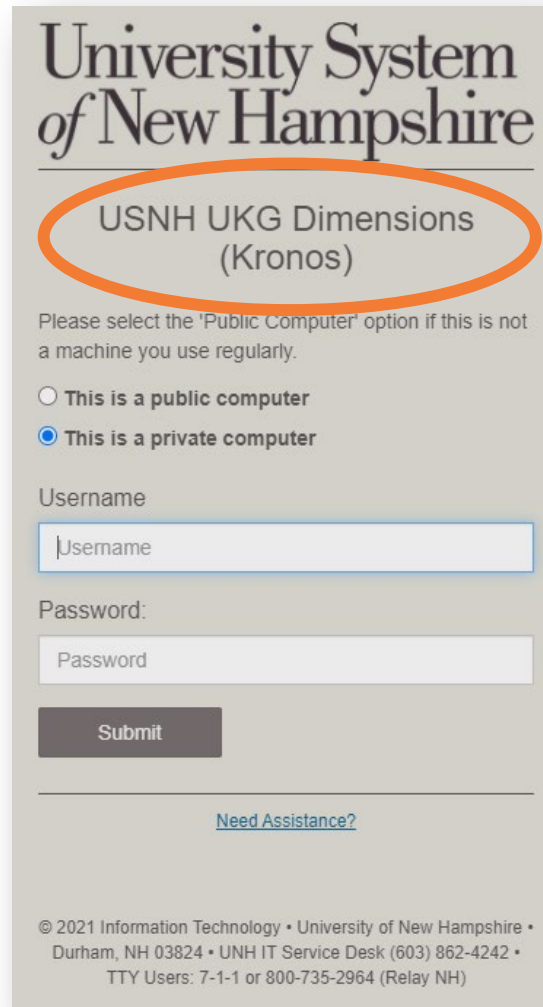
- Access and navigate your **Home** page
- View your **Schedule** tile and navigate in your **Calendar**
- Request **Time Off**
- Navigate your **Timecard**



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

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)

- Sign in to UKG Dimensions via USNH Single Sign-On (SSO)

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

Tip: bookmark the URL for future use

- Takes you directly to your personal UKG home page, where you can:
 - Access, view & modify your data using tiles
 - Configured to reflect your role



Job Aid: *Getting Started - Employee Desktop*

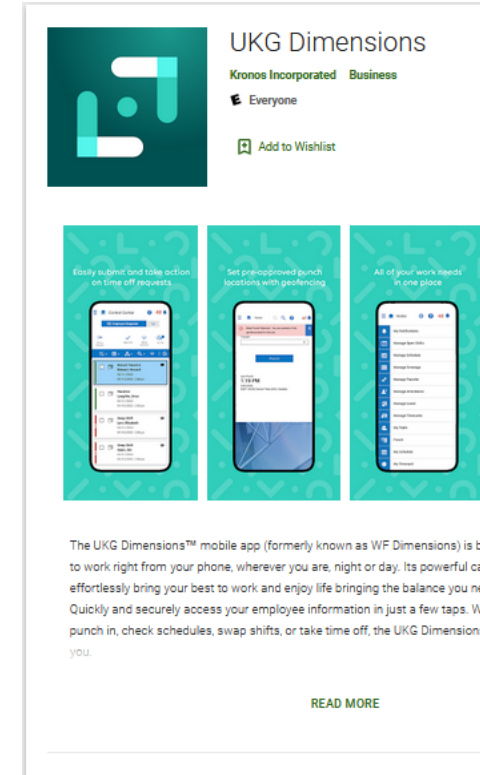
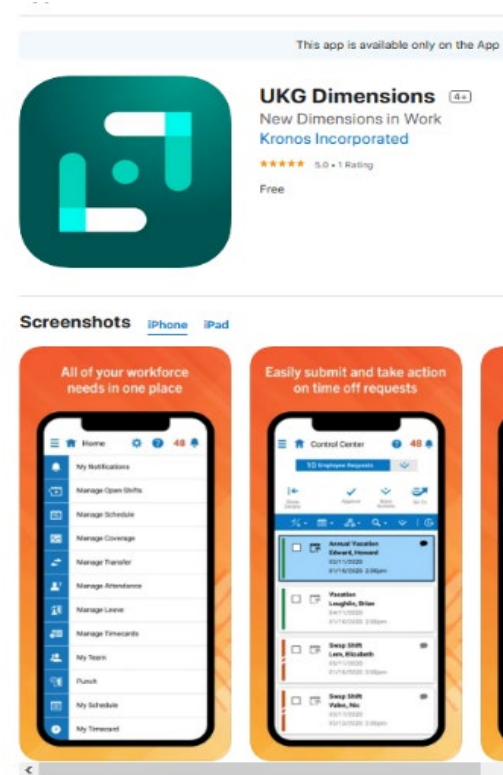
Access UKG Dimensions - Mobile

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

- Full functionality, in a mobile-enhanced view
- Download from:
 - *Apple app store OR*
 - *Android app store (such as Google Play.)*

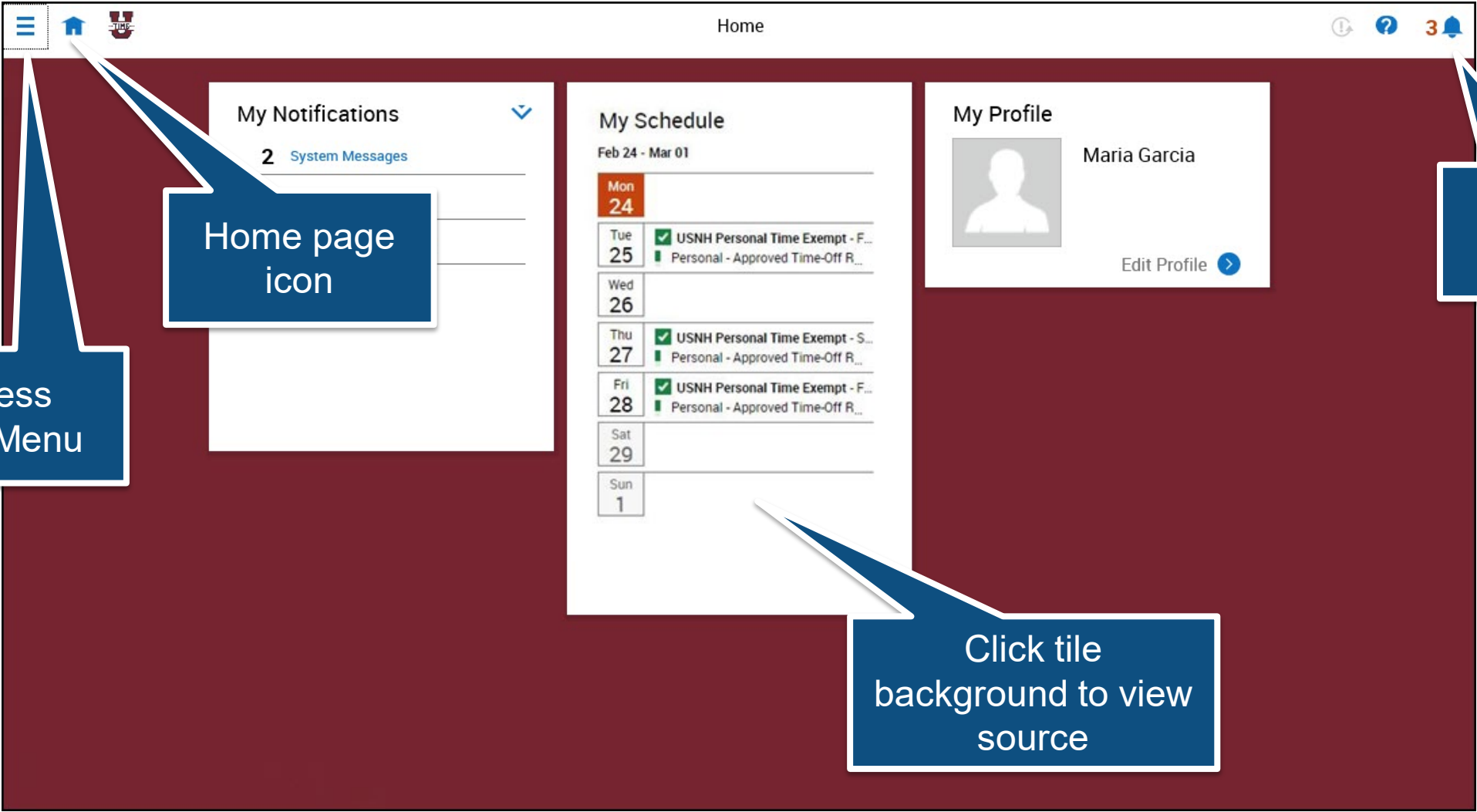
When asked for the tenant, use the same URL as the desktop access link:

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



Job Aid: Getting Started – Mobile Application

Navigating the Home Page



Viewing alerts and accessing the Control Center

When you see an alert you can:

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

The screenshot shows the UKG Dimensions Control Center interface. The main dashboard includes a 'Home' header, a 'My Notifications' tile with a dropdown arrow, a 'My Schedule' calendar for Feb 24 - Mar 01, and a 'My Profile' section. The 'My Notifications' tile lists: 2 System Messages, 1 My Requests (highlighted with a red box), 0 Timekeeping Requests, and 0 Timekeeping. The 'My Schedule' calendar shows dates from Mon 24 to Sun 1, with entries for 'USNH Personal Time Exempt' and 'Personal - Approved Time-Off'. The 'My Profile' section shows a user named Maria. The 'Control Center' panel on the right is highlighted with an orange circle and contains a bell icon with the number 3. It lists alerts such as 'USNH Sick UTime Exempt' and 'Request Period Test-SystemAdmin'. A 'View All' button is at the bottom of the Control Center. Three blue callout boxes provide instructions: 'Quick actions' points to the 'Mark Read' and 'Go To' buttons in the Control Center; 'Click anywhere to close Control Center panel' points to the main dashboard area; and 'Click to open Control Center' points to the 'View All' button.

Click anywhere to close Control Center panel

Quick actions

Click to open Control Center

Control Center

The screenshot displays the 'Control Center' interface. On the left, a 'Categories' sidebar lists 'System Messages' (2), 'My Requests' (1), 'Timekeeping Requests' (0), and 'Timekeeping' (0). The main area shows a 'Notification list' with a single item: 'Request Employee USNH Sick UTime Exempt Gracia, Maria', created on 9/27/2019, with requested periods from 9/30/2019 to 9/30/2019, and a status of 'Submitted'. A 'Details panel' on the right provides more information about this request, including the employee's name, title, and specific sick hours for Monday, 9/30/2019, from 8:00 am to 4:00 pm. Callouts identify key UI elements: 'Filters' at the top left, 'Available actions' (Mark Read, Cancel, Delete, Go To) at the top right, 'Categories' on the left sidebar, 'Notification list' in the main content area, and 'Details panel' on the right sidebar.



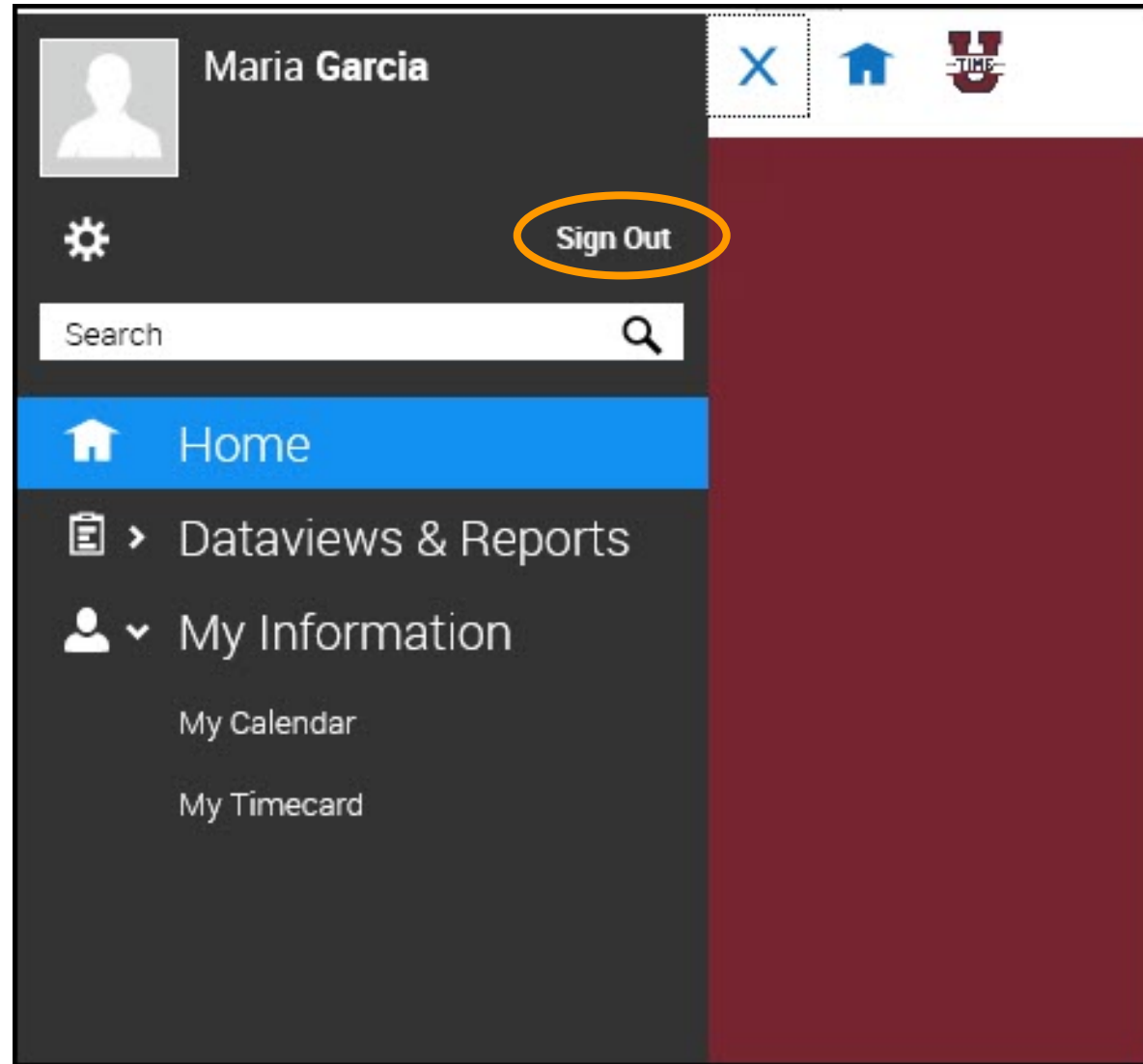
Job Aid: Review Control Center Notifications

Signing Out

When you are done:

- Access the **Main Menu**
- Select **Sign Out** to exit
- Or **close your browser**

NOTE: UKG Dimensions will log you out after 10 minutes of inactivity





2

Calendar & Time Off Requests

Viewing My Calendar

- Clicking the **My Schedule** tile, brings you to **My Calendar**:
 - View your scheduled time off for the month
 - Access **My Calendar** to view a full day, week or month..

My Schedule
Feb 24 - Mar 01

Mon 24	
Tue 25	<input checked="" type="checkbox"/> USNH Personal Time Exempt - F... <input checked="" type="checkbox"/> Personal - Approved Time-Off R...
Wed 26	
Thu 27	<input checked="" type="checkbox"/> USNH Personal Time Exempt - S... <input checked="" type="checkbox"/> Personal - Approved Time-Off R...
Fri 28	<input checked="" type="checkbox"/> USNH Personal Time Exempt - F... <input checked="" type="checkbox"/> Personal - Approved Time-Off R...
Sat 29	
Sun 1	

My Calendar

Feb 2020

Sun	Mon	Tue	Wed	Thu
26	27	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
	<input checked="" type="checkbox"/> Personal (Appr... Personal [8:00]	<input checked="" type="checkbox"/> Personal (Appr... Personal [4:00]	<input checked="" type="checkbox"/> Personal (Appr... Personal [8:00]	<input checked="" type="checkbox"/> USNH Personal Time Exempt - Full Day • Approved

View

- Day 14 Apr 2020
- Week 12 – 18 Apr 2020
- Month Apr 2020**
- Year 2020



Job Aid: View Time Off in My Calendar

Request Time Off

From My Calendar:

- View the status of your Request – **Approved**, **Submitted** or **Cancelled**
- View Request details
- **Cancel a Request**
- Make a **New Request**



Job Aid: *Request / Cancel Time Off*

My Calendar

Make a New Request

Thu	Fri	Sat
5	6	7
12 ✓ Personal (Approved) Personal [4:00]	13 ✓ Personal (Approved) Personal [8:00]	14
19	20	21
26	27	28
2	3	4

View existing request

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New Request

View

Show / Hide

Layers

Hide List

Events

Requests

- ✓ USNH Family Care Exempt • Approved
U32-Family Care-... 00 PM-3:00 PM Jan 13
- ✓ USNH Sick Tim... mpt • Approved
Sick ... 0 AM-10:00 AM Feb 05
Doctor's App... t
- ✓ USNH I...
Persona ... 07
- ✓ USNH I...
Persona ... 0
- ✓ USNH Personal Time Exempt • Approved
Personal Full Day Feb 11
- ✓ USNH Personal Time Exempt • Approved
Personal Second Half Day Mar 12

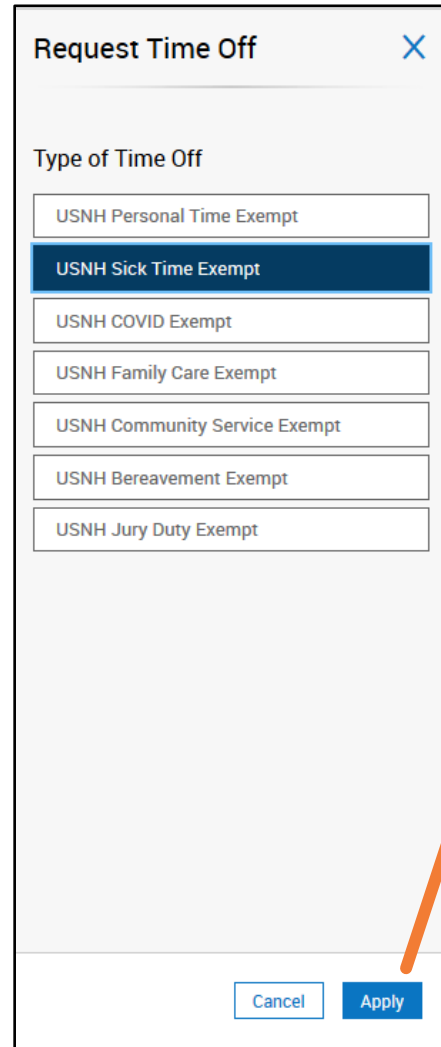
View details of your request

Request Time Off (continued)

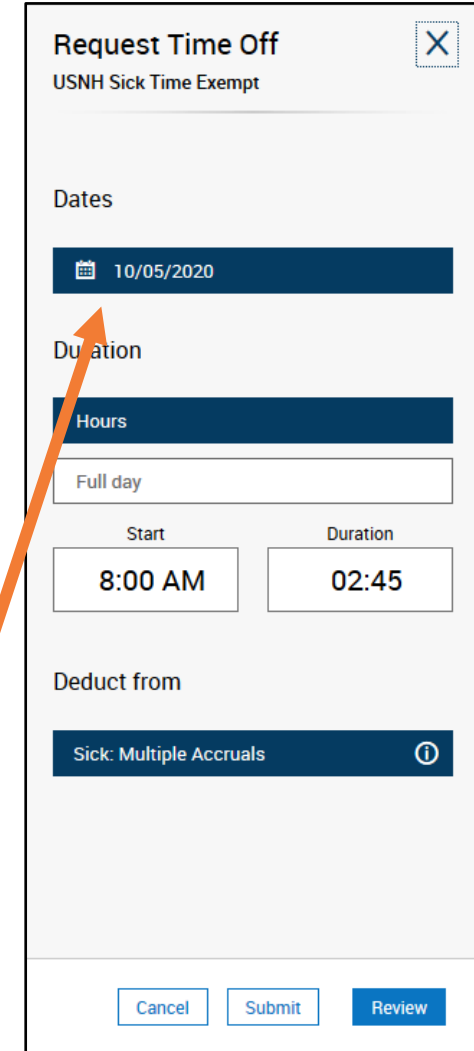
From My Calendar

- Select a start date.
- Select **New Request**
- Select **Time-off** in the drop down, the “**Request Time Off**” panel will appear:
 - Select a **Type of Time Off**
 - Select **Apply**
 - Verify **Date** or select additional **Dates**
 - Select **Full day** or **Hours**
 - If **Hours**, enter **Start** time (8:00 AM)
 - then the **Duration** (*amount of time*)
 - Select **Review** to add a comment
 - Select **Submit**

IMPORTANT: All time off requests **MUST BE** made *prior to the end of the pay period* in which the time will be taken.



The screenshot shows the 'Request Time Off' panel with a close button (X) in the top right. Under the 'Type of Time Off' section, there is a list of options: USNH Personal Time Exempt, USNH Sick Time Exempt (highlighted in blue), USNH COVID Exempt, USNH Family Care Exempt, USNH Community Service Exempt, USNH Bereavement Exempt, and USNH Jury Duty Exempt. At the bottom, there are 'Cancel' and 'Apply' buttons. An orange arrow points from the 'Apply' button to the 'Dates' section of the next screenshot.



The screenshot shows the 'Request Time Off' panel with a close button (X) in the top right. The 'USNH Sick Time Exempt' title is at the top. The 'Dates' section shows a calendar icon and the date '10/05/2020'. The 'Duration' section has two options: 'Hours' (highlighted in blue) and 'Full day'. Below this, there are 'Start' and 'Duration' fields with values '8:00 AM' and '02:45' respectively. The 'Deduct from' section shows 'Sick: Multiple Accruals' with an information icon (i). At the bottom, there are 'Cancel', 'Submit', and 'Review' buttons.

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 the USNH Time Off Request system interface. On the left, a calendar view for February 2020 shows a request for 'Personal [8:00]' on Friday, February 28th, which is circled in orange. An orange arrow points from this request to the 'Requests' tab in the top right navigation bar. The 'Requests' panel on the right shows a list of requests, with the selected request for February 28th highlighted. An orange circle highlights the 'More Options' icon (three dots) at the bottom right of this request entry. Another orange arrow points from this icon to a detailed view of the request. This detailed view, titled 'Time Off Request', shows the request details: 'USNH Personal Time Exempt - Approved', 'Request: Personal Full Day Feb 28 2020', 'Submitted by: Fournier, Marc', and 'Submitted date: 2/24/2020 12:28 PM'. It also includes a 'History' section showing the request was 'Approved by McGrail, James' on 2/24/2020 12:35 PM. At the bottom of this panel, a 'Cancel Request' button is circled in orange, with an orange arrow pointing to it from the 'More Options' icon in the previous panel.



Job Aid: Request / Cancel Time Off



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Access My Timecard

Viewing My Timecard

Under Main Menu:

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

The screenshot displays the UKG Dimensions user interface for Maria Garcia. The left sidebar contains the main menu with options: Home, Dataviews & Reports, My Information, My Calendar, and My Timecard. The 'My Timecard' option is highlighted with an orange rectangle. The main content area shows 'My Notifications' (2 System Messages, 1 My Requests, 0 Timekeeping Requests, 0 Timekeeping), 'My Schedule' (Jun 03 - Jun 09) with a calendar view, and 'My Profile' (Maria Garcia, Edit P).

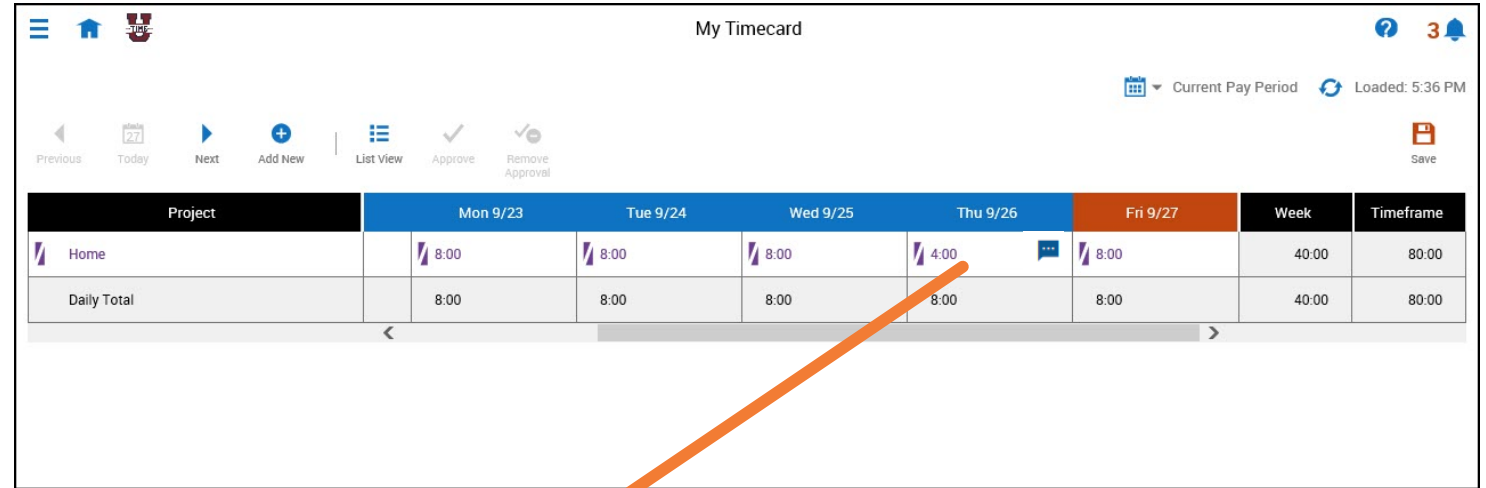


Job Aid: *View My Timecard*

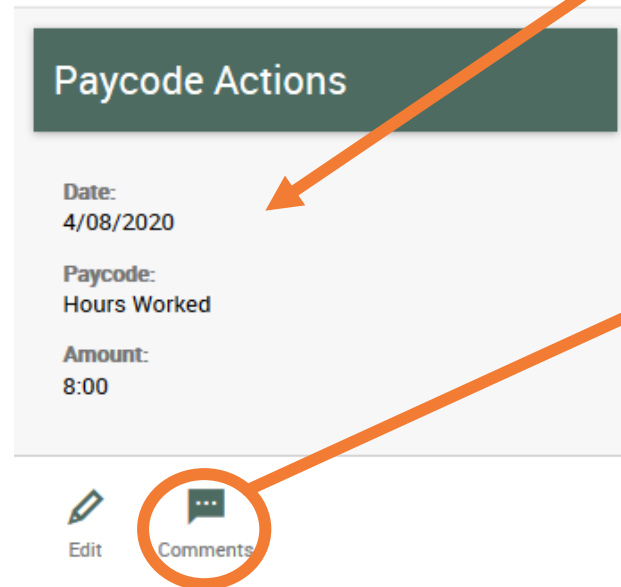
Adding Comments to a Timecard

In most cases, Exempt employees will have no reason to edit their timecard (any time off corrections are made in **My Calendar** view)

- Add comments to explain exceptions
- Choose from list of available comments
- Add more than one comment
- You can add a comment by right-clicking on a duration
 - Add additional notes to accompany the comment(s)
- View comment details by hovering over the comment icon



Project	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Week	Timeframe
Home	8:00	8:00	8:00	4:00	8:00	40:00	80:00
Daily Total	8:00	8:00	8:00	8:00	8:00	40:00	80:00



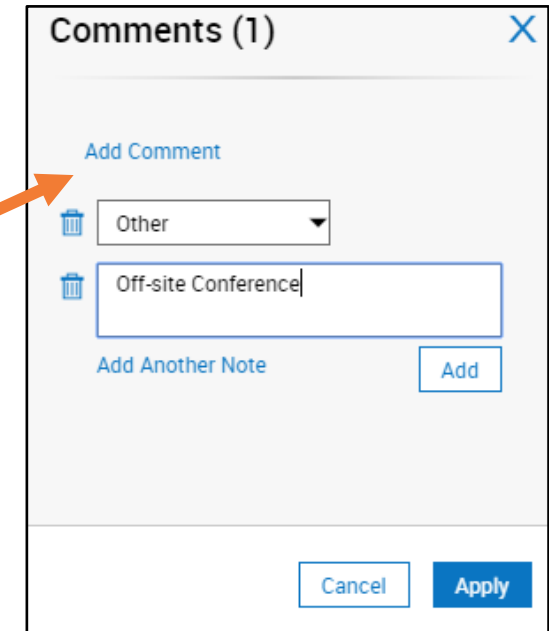
Paycode Actions

Date: 4/08/2020

Paycode: Hours Worked

Amount: 8:00

Edit Comments



Comments (1)

Add Comment

Other

Off-site Conference

Add Another Note Add

Cancel Apply

Timecard Add-ons

My Timecard

3

Previous

Today

Next

Add New

List New

Approve

Remove Approval

Calendar

Current Pay Period

Refresh

Loaded: 5:36 PM

Save

Project	Sat 9/21	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Week	Timeframe
Home			8:00	8:00	8:00	8:00	40:00
Daily Total			8:00	8:00	8:00	8:00	40:00

Timecard add-ons

Totals

Accruals

Historical Corrections

Audits

Job Aid: Timecard Add-ons

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My Timecard – Accruals tab

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My Timecard

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Current Pay Period

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Loaded: 5:36 PM

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Today

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Previous

Today

Next

Add New

List View

Approve

Remove Approval

Save

Project	Sat 9/21	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Week	Timeframe
Home			8:00	8:00	8:00	40:00	80:00
Daily Total			8:00	8:00	8:00	40:00	80:00

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Accrual Code	Accrual Units	Accrual Available Balance	Accrual Reporting Period	Accrual Opening Vested	Accrual Ending Vested
Family Care	Hour	00:00	Mon 7/01 - Tue 6/30	00:00	00:00
Jury Duty	Hour	00:00	Mon 7/01 - Tue 6/30	00:00	00:00
Military Leave	Hour	00:00	Mon 7/01 - Tue 6/30	00:00	00:00
Personal Time	Hour	110:00	Mon 7/01 - Tue 6/30	00:00	218:27
Sick Time	Hour	40:00	Mon 7/01 - Tue 6/30	00:00	130:29

Totals

Accruals

Historical Corrections

Audits



4

Resources

USNH UKG/Kronos SSO Sign-in:

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