



Job Aid

Dimensions Mobile App

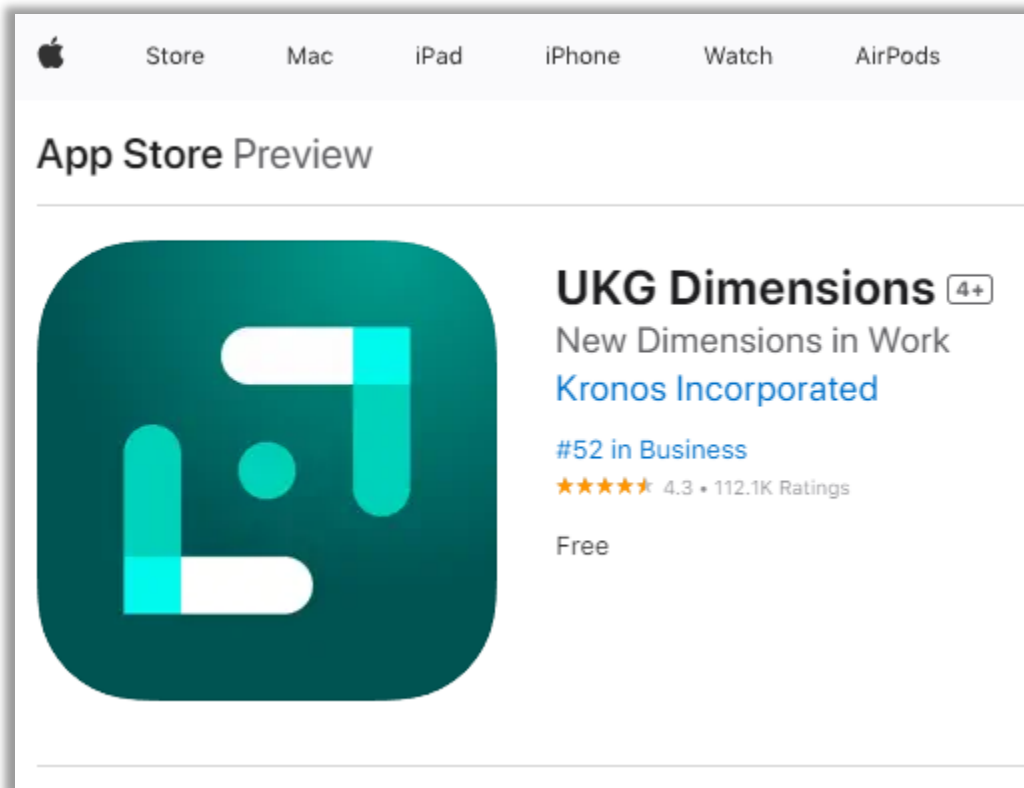
Downloading and installing the app

From the Apple App Store:

You can find the app at [this link](#). It can also be found by searching for **UKG Dimensions** in the App Store.



Tap Install to download it on your Apple device.



Once installed, tap the app's icon on your home screen to launch it.

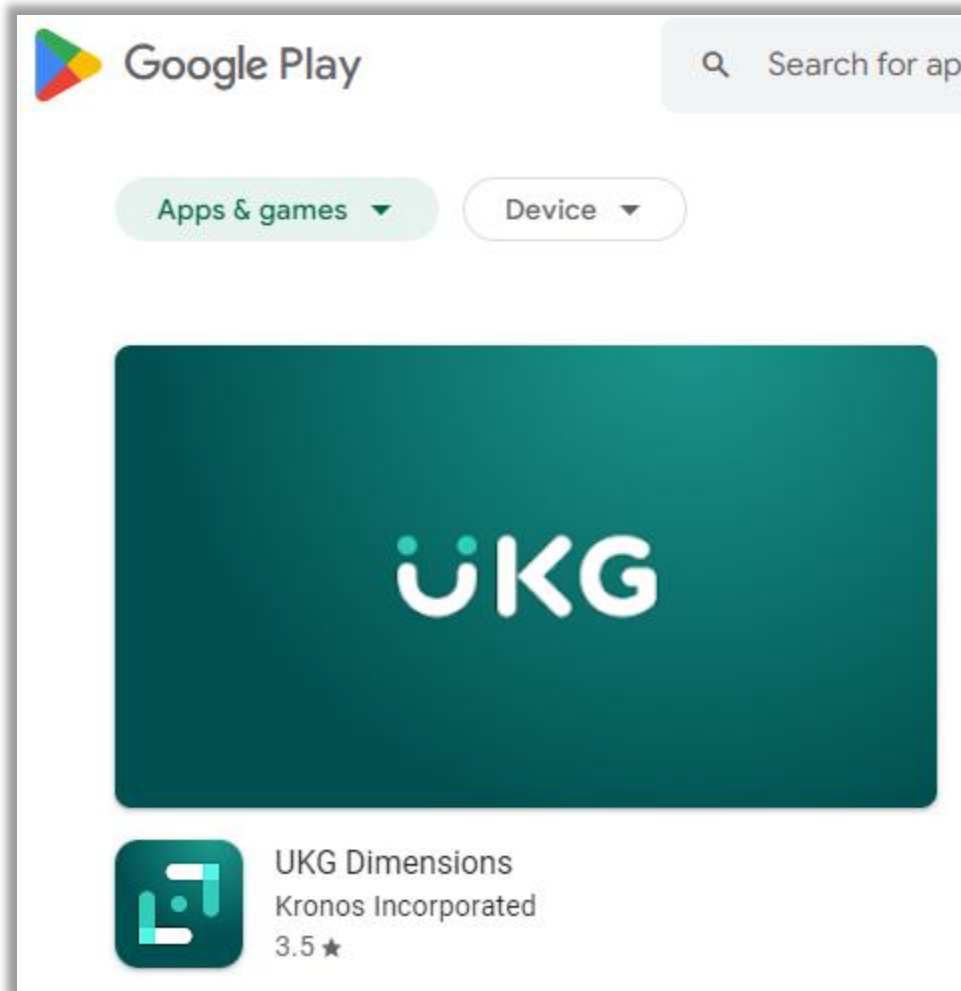


From the Google Play Store:

You can find the app at [this link](#). It can also be found by searching for **UKG Dimensions** in the Google Play store.



Tap Install to download it on your Android device.

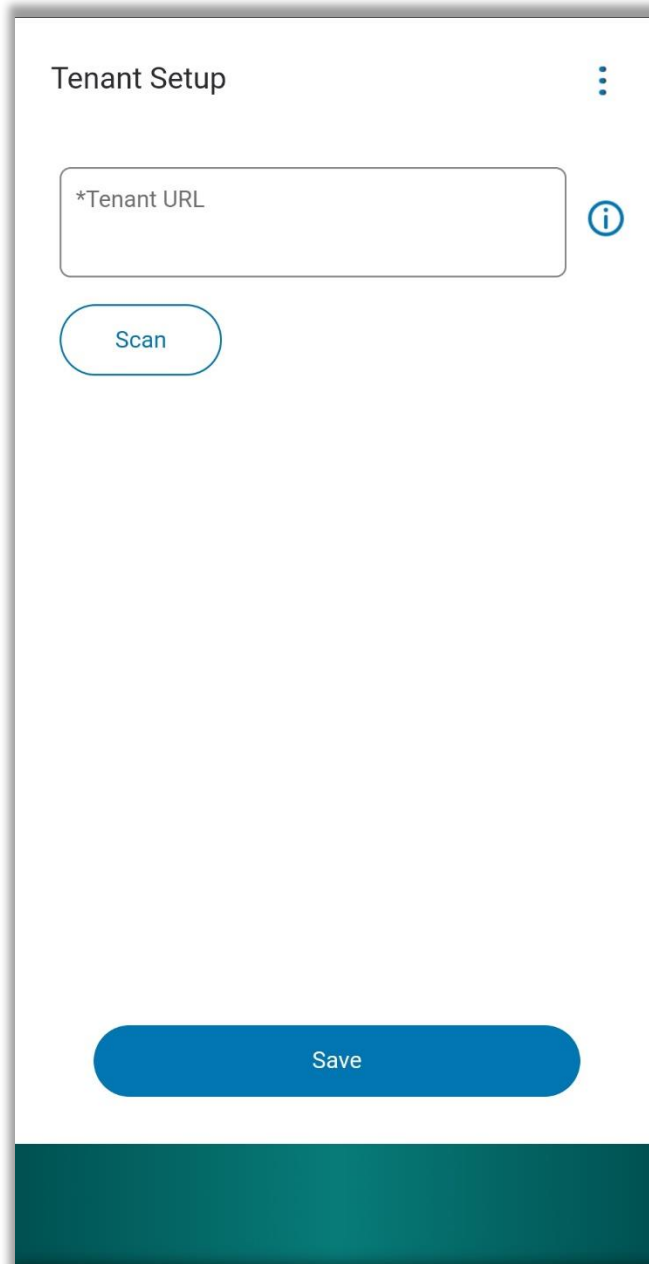


Once installed, tap the app's icon on your home screen to launch it.

Setting up the app and logging in

Tenant URL

The first time you open the app, you will be asked to provide a tenant URL.



The screenshot shows a mobile application interface for "Tenant Setup". At the top, the title "Tenant Setup" is displayed on the left, and a vertical ellipsis menu icon is on the right. Below the title is a text input field containing the placeholder text "*Tenant URL". To the right of the input field is a circular information icon (an 'i' inside a circle). Below the input field is a rounded rectangular button labeled "Scan". At the bottom of the screen is a large, solid blue rounded rectangular button labeled "Save". The bottom portion of the screen is partially obscured by a dark teal gradient bar.



To proceed, press the Scan button, and point your phone's camera to this QR code:

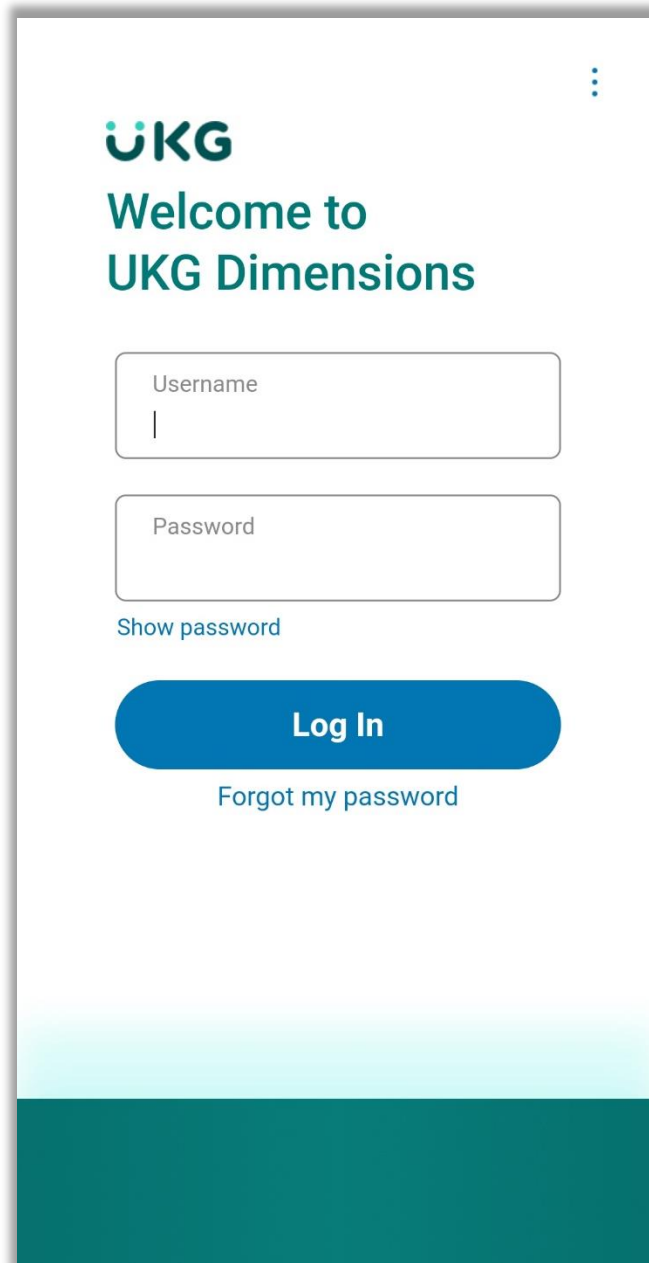


Alternatively, type in this address in the Tenant URL field: <https://sonomacounty.prd.mykronos.com/>



Log in

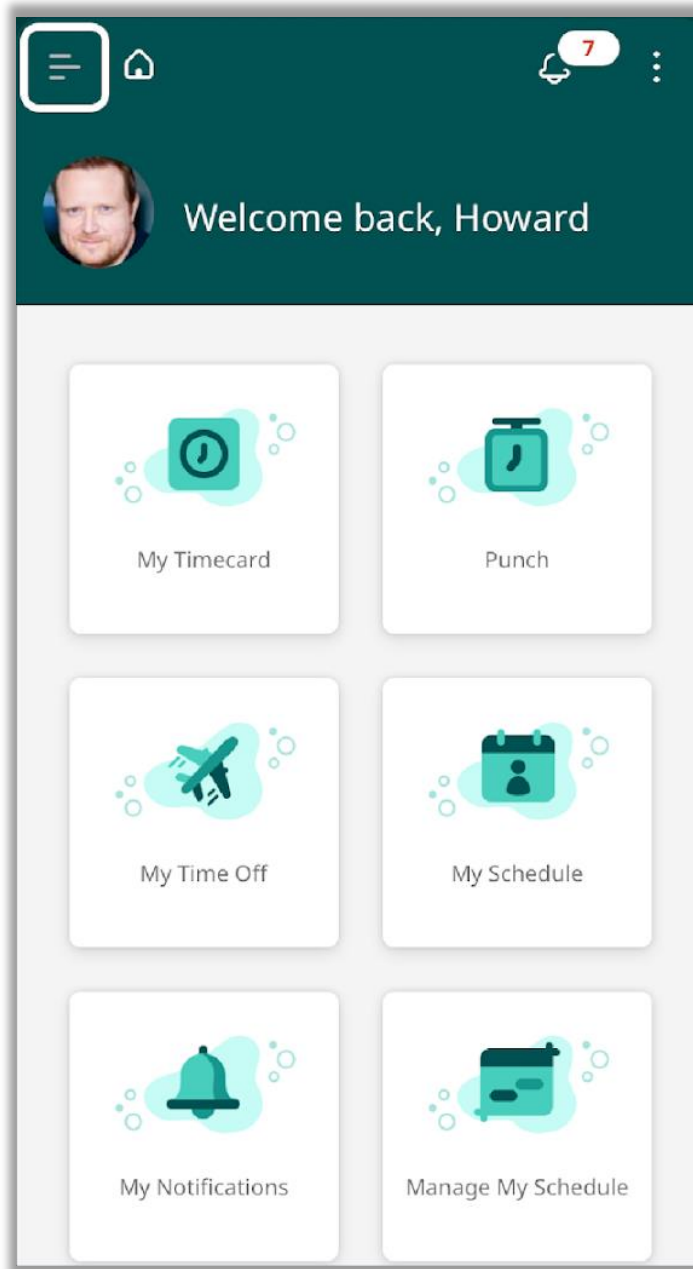
Once you've connected to this tenant, you will be able to proceed to the login screen:



The image shows a mobile login screen for UKG Dimensions. At the top left is the UKG logo, and at the top right is a three-dot menu icon. Below the logo is the text "Welcome to UKG Dimensions". There are two input fields: "Username" with a vertical cursor and "Password". Below the password field is a "Show password" link. A large blue "Log In" button is centered, with a "Forgot my password" link below it. The bottom of the screen has a teal gradient bar.

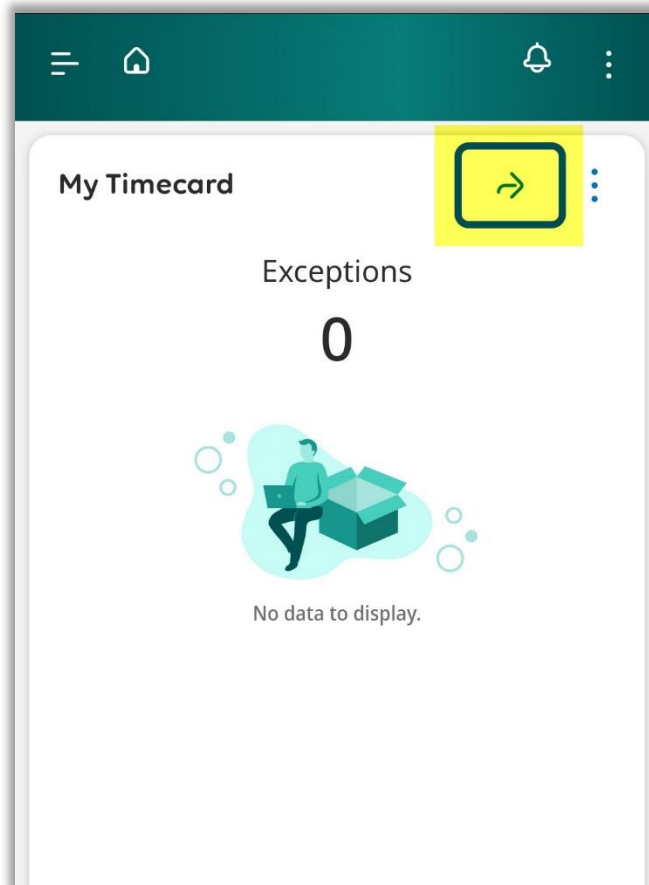
Enter the same username (employee ID) and password you use on Dimension's website.

Once logged in, you will arrive at the Dimensions' home page:

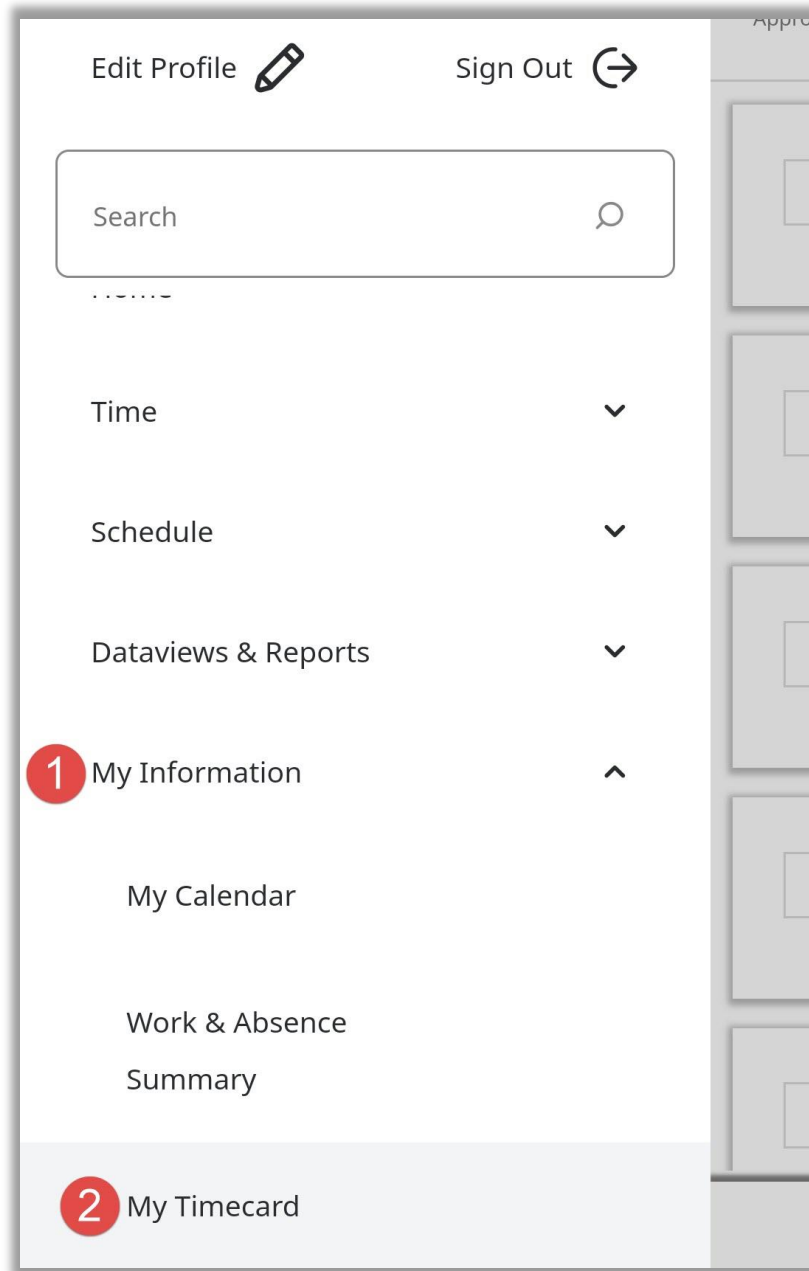


My Timecard

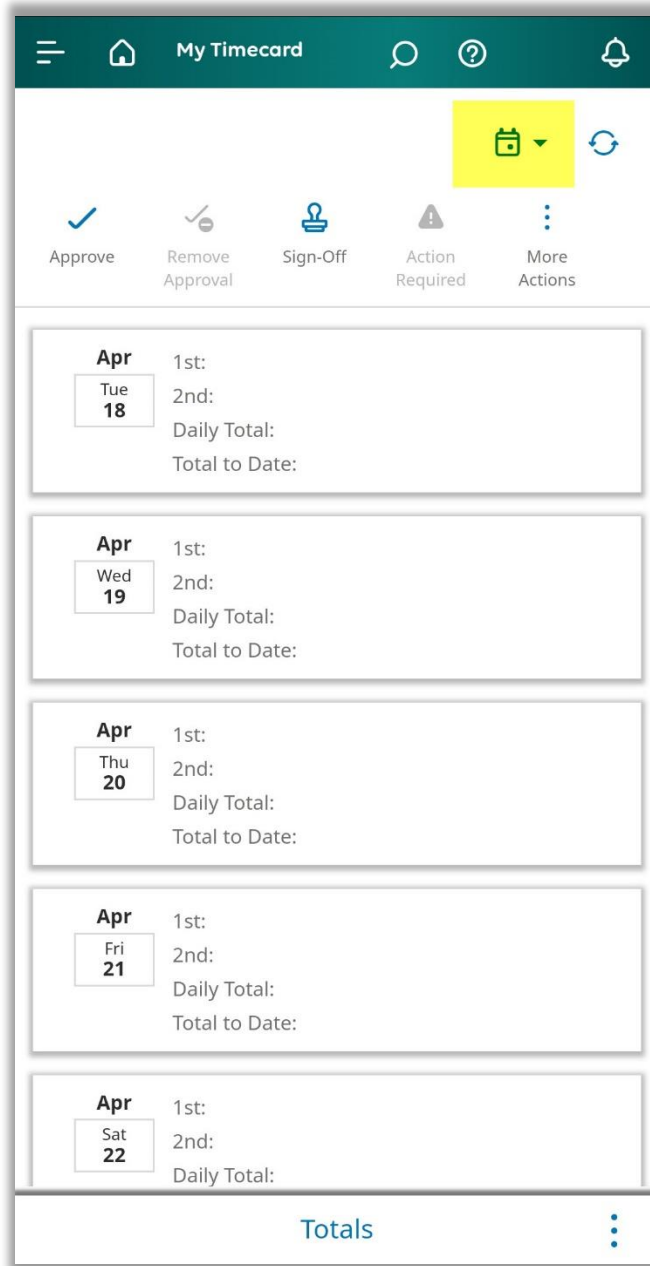
From the main menu, you can access your Timecard by using the Timecard tile, then tapping on the arrow on the top right.



You can also press the menu button at the top left, tap My Information, then My Timecard.



When you open your timecard, you'll see a list of the days in the date range selected. The date range (e.g. Current Pay Period) can be changed by tapping the calendar icon on the top right.



Entering time with an Hourly Timecard

Entering regular hours

To enter regular time, select the date you're entering time for. You'll enter into a new screen where you can select your In and Out punches. Your schedule for that day will also be displayed above your punches.

The screenshot shows a mobile application interface for entering time. At the top, there is a close button (X) and navigation arrows. The date '4/18' is centered. Below this, there are three sections: 'Timeframe' with 'Next Pay Period', 'Total to Date' with '0 Hrs', and 'Status' with three colored bars and an information icon. A 'Schedule:' section shows '7:30 AM - 5:00 PM'. Below the schedule is a 'Shift Total :-:' section. There are two input fields for 'Punch In' and 'Punch Out', both highlighted in yellow. Below these are 'Add Transfer' and 'Add Paycode' buttons. At the bottom, there are 'Cancel' and 'Save' buttons.

After adding the punch, you will have the option to add transfer codes or comments, if necessary.

Additional punches

Most employees will need to add a second segment for work after a lunch break. To do that, tap the Add Punch button.

The screenshot displays the UKG mobile application interface for managing punches. At the top, there is a close button (X) and navigation arrows. The current date is 4/18. Below this, there are three sections: 'Timeframe' showing 'Next Pay Period', 'Total to Date' showing '0 Hrs', and 'Status' with three colored bars and an information icon. The 'Schedule' is listed as '7:30 AM - 5:00 PM'. Under 'Shift Total :-', there are 'Punch In' and 'Punch Out' fields. The 'Punch In' field is set to '7:30 AM' and the 'Punch Out' field is set to '12:00 PM'. Below these fields is the 'Add Transfer' section, which contains two buttons: 'Add Punch' (highlighted in yellow) and 'Add Paycode'. At the bottom of the screen, there are 'Cancel' and 'Save' buttons.

A new screen will appear to add the second punch. The only required field here is Time, which will become the start time for the new punch. You will be able to add the end time later.

Tap the Apply button when done.

The screenshot displays the 'Punch' screen in the UKG mobile application. At the top, the title 'Punch' is visible next to a close button (X). Below the title, the 'Date' field is set to '4/18/2023'. The 'Time*' field is highlighted in yellow and contains the text '1230'. Below the 'Time*' field are four dropdown menus: 'Transfer', 'Override', 'Time Zone', and 'Cancel Deduction'. To the right of the 'Transfer' dropdown is an information icon (i) and a right arrow (→). At the bottom of the form are two buttons: 'Cancel' and 'Apply'. A keyboard is visible at the bottom of the screen, showing the numbers 1 through 0 and various symbols.

Note: Time entered here can be abbreviated and it will still be understood by Dimensions. For example, you can enter 9:00am as "9", 7:30am as "730", and 1:00pm as either "1p" or "13".



Once the second punch is inserted, enter the punch out time, and Save the entries for that date.

< 4/18 >

Next Pay Period | 4.50 Hrs | [Icons] [i]

Schedule:
7:30 AM - 5:00 PM

Shift Total :-

Punch In
7:30 AM [v] [⋮] [⋯]

Punch Out
12:00 PM [v] [⋮] [⋯]

Add Transfer

Shift Total 4.50

Punch In
12:30 PM [v] [⋮] [⋯]

Punch Out
5:00 PM [v] [⋮] [⋯]

Add Transfer

Add Punch Add Paycode

Cancel Save

Entering Paycodes

To enter paycodes such as vacation, sick leave, or telework, tap on the appropriate date and tap Add Paycode.

The screenshot shows a mobile application interface for entering paycodes. At the top, there is a close button (X) and navigation arrows. The date '4/18' is displayed in the center. Below this, there are three columns: 'Timeframe' with 'Next Pay Period', 'Total to Date' with '0 Hrs', and 'Status' with three colored bars and an information icon. A 'Schedule:' section shows '7:30 AM - 5:00 PM'. Below the schedule is a 'Shift Total :-' section. There are two dropdown menus for 'Punch In' and 'Punch Out', each with a menu icon to its right. An 'Add Transfer' section is visible. At the bottom, there are two buttons: 'Add Punch' and 'Add Paycode' (highlighted in yellow). At the very bottom, there are 'Cancel' and 'Save' buttons.

Depending on the type of Paycode you select, you will be asked to enter an amount in hours, or a start and end time.

Amount

Paycode *
Sick Leave Tkn Hrs

Amount (HH.hh) *
3.5

Transfer
[Dropdown]

Effective Date
4/18/2023

Time
[Input]

Cancel Apply

Amount

Paycode *
TELE WKRD HRLY TIMECARD

Amount (HH.hh)
[Dropdown]

Transfer
[Dropdown]

Effective Date
4/18/2023

Time
7:30 AM

End Time
12

Cancel Apply

When done, press Apply and then Save to finish with that date.

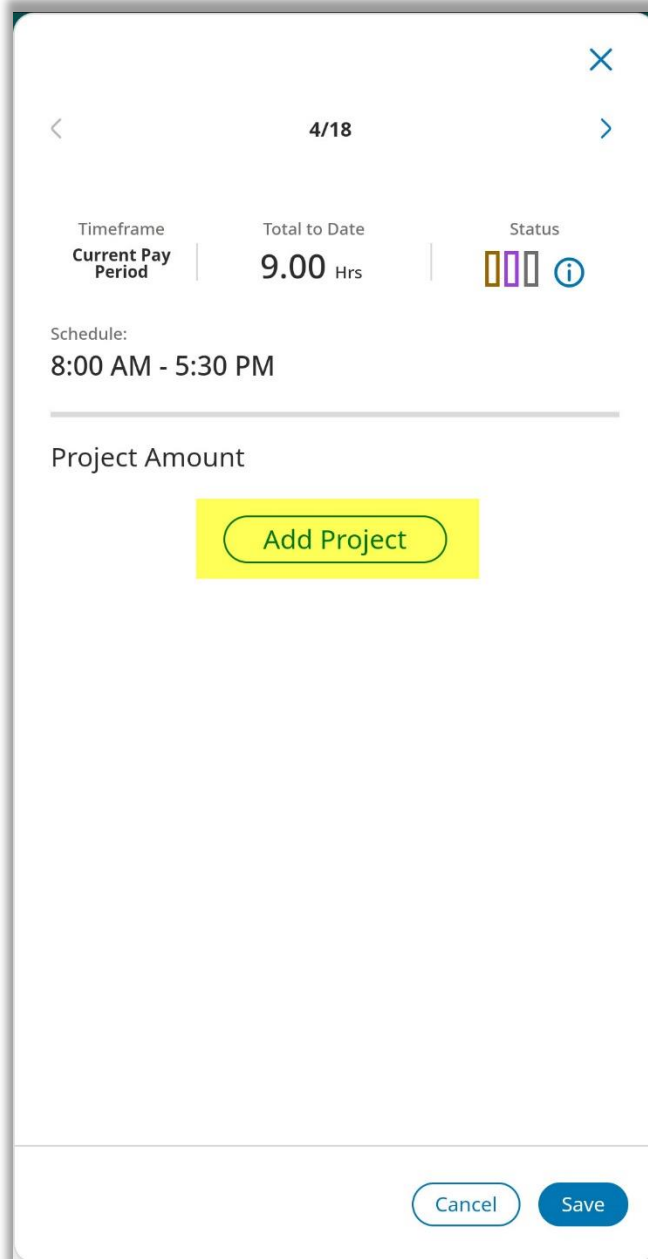
This will return you to the general Timecard view, where you can see a summary of all entries.

The screenshot displays the 'My Timecard' mobile application interface. At the top, there is a dark teal header with navigation icons: a hamburger menu, a home icon, the text 'My Timecard', a search icon, a help icon, and a notification bell. Below the header is a toolbar with a calendar icon and a refresh icon. A secondary toolbar contains five action buttons: 'Approve' (checkmark), 'Remove Approval' (checkmark with slash), 'Sign-Off' (person icon), 'Action Required' (warning triangle), and 'More Actions' (three dots). The main content area shows a list of timecard entries for the month of April. Each entry is a card with a date selector on the left and time details on the right. The first entry, for Tuesday, April 18th, is highlighted with a blue border and contains the following data: 1st: 7:30 AM - 12:00 PM, 2nd: 12:30 PM - 5:00 PM, Daily Total: 9.00, and Total to Date: 9.00. Subsequent entries for Wednesday 19th, Thursday 20th, Friday 21st, and Saturday 22nd show 1st and 2nd time slots and a Daily Total of 9.00, but their 'Total to Date' values are missing. At the bottom of the list is a 'Totals' button with a three-dot menu icon.

Date	1st	2nd	Daily Total	Total to Date
Apr Tue 18	7:30 AM - 12:00 PM	12:30 PM - 5:00 PM	9.00	9.00
Apr Wed 19				9.00
Apr Thu 20				9.00
Apr Fri 21				9.00
Apr Sat 22				

Entering time with a Project Timecard

Project timecards have a single total of hours per day for each Paycode. To add hours, open your Timecard and select the date you're entering time for, then tap the Add Project button.



In that screen, you'll be able to select what type of hours you are entering. E.g. Hours Worked or Vacation.

The screenshot shows a mobile application interface for an 'Amount' entry. At the top, the title 'Amount' is displayed with a close button (X) on the right. Below the title, there are three main input sections: 'Paycode *', 'Amount *', and 'Transfer'. The 'Paycode *' dropdown menu is highlighted in yellow and shows 'Hours Worked' selected. The 'Amount *' text input field contains the value '9.00'. The 'Transfer' dropdown menu is currently empty. To the right of the 'Transfer' field, there is an information icon (i) and a right-pointing arrow (→). At the bottom of the form, there are two buttons: 'Cancel' and 'Apply'.

The screenshot shows the same 'Amount' form interface as the previous one, but with a different selection. The 'Paycode *' dropdown menu is highlighted in yellow and shows 'Vacation Tkn Hrs' selected. The 'Amount *' text input field still contains the value '9.00'. The 'Transfer' dropdown menu remains empty. The information icon (i) and right-pointing arrow (→) are still present to the right of the 'Transfer' field. At the bottom, the 'Cancel' and 'Apply' buttons are visible.

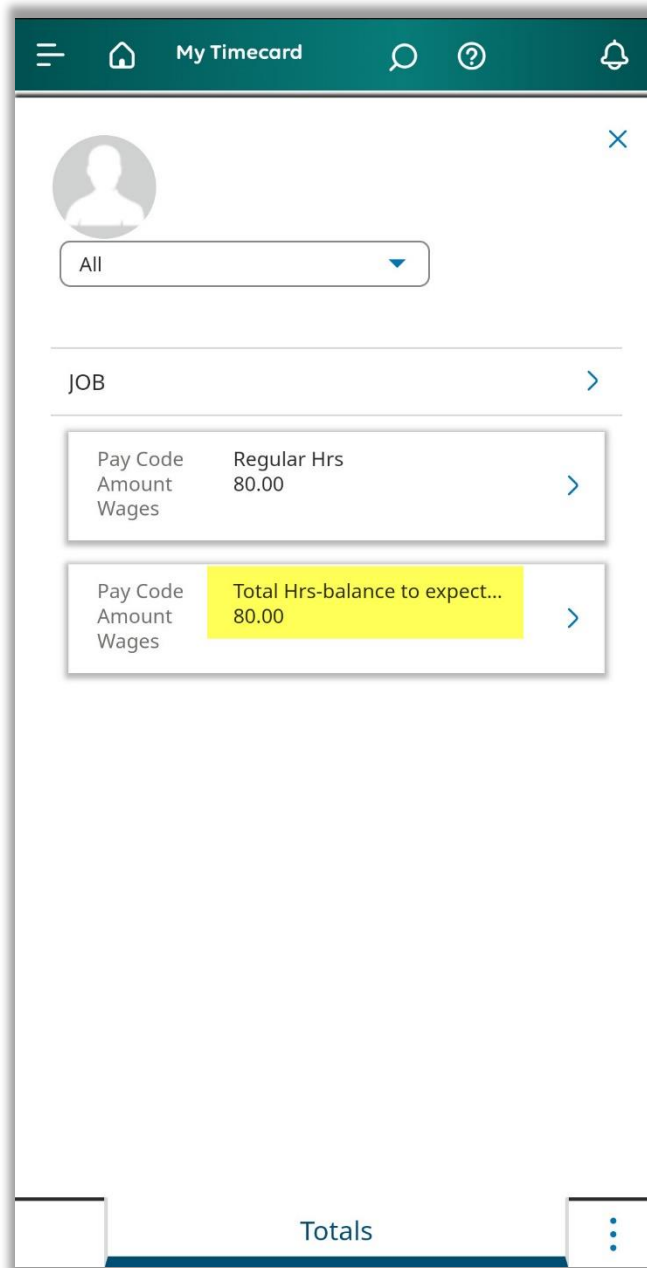
Press Apply, then Save to record your changes.

Reviewing and approving Timecard

Review

Once all entries are made in a pay period, you can go back to the general Timecard view to verify that your entries are accurate.

As a final check, open the Totals section at the bottom to make sure that your hours are complete.



Approval

If it all looks good, tap the Approve button to finish and send to your manager for review.

Confirm ✕

I hereby certify as an employee and in review as a manager, that the time reported is a true and correct record of the time for the period indicated. As an employee, I affirm any sick leave used was done in accordance with my MOU/Salary Resolution.*

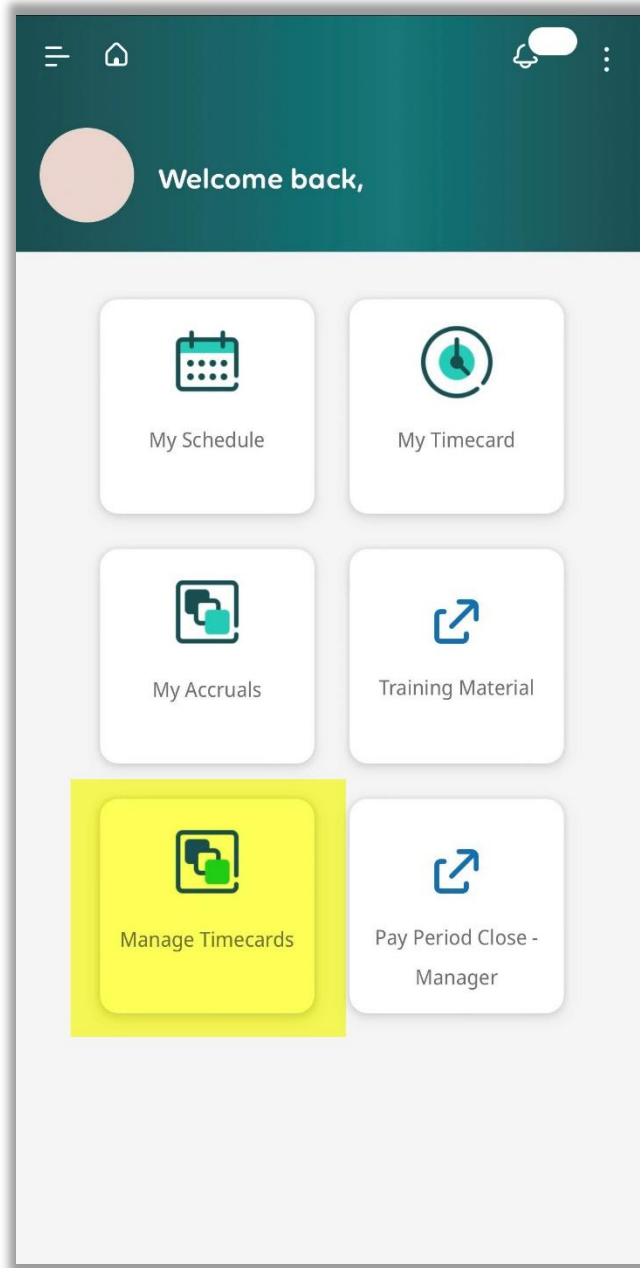
Approve
 Cancel

Submit

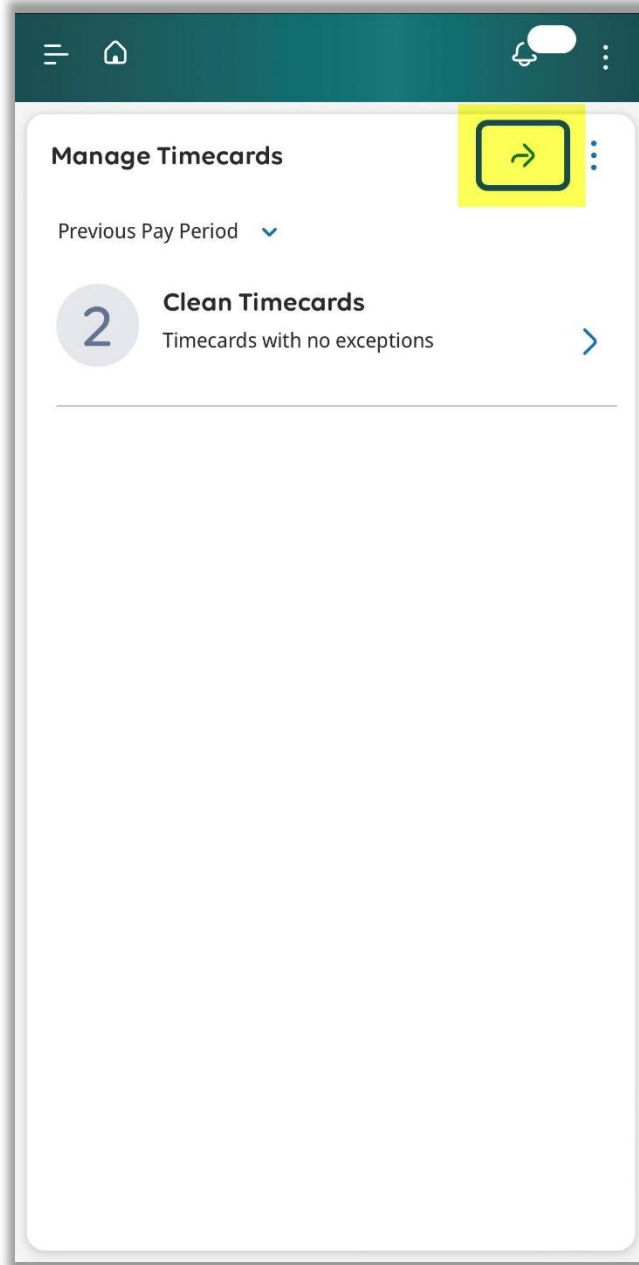
Managing employees' Timecards

Home screen

The Home Page is composed of tiles that you may use regularly. To view and/or approve Timecards tap on Manage Timecards.

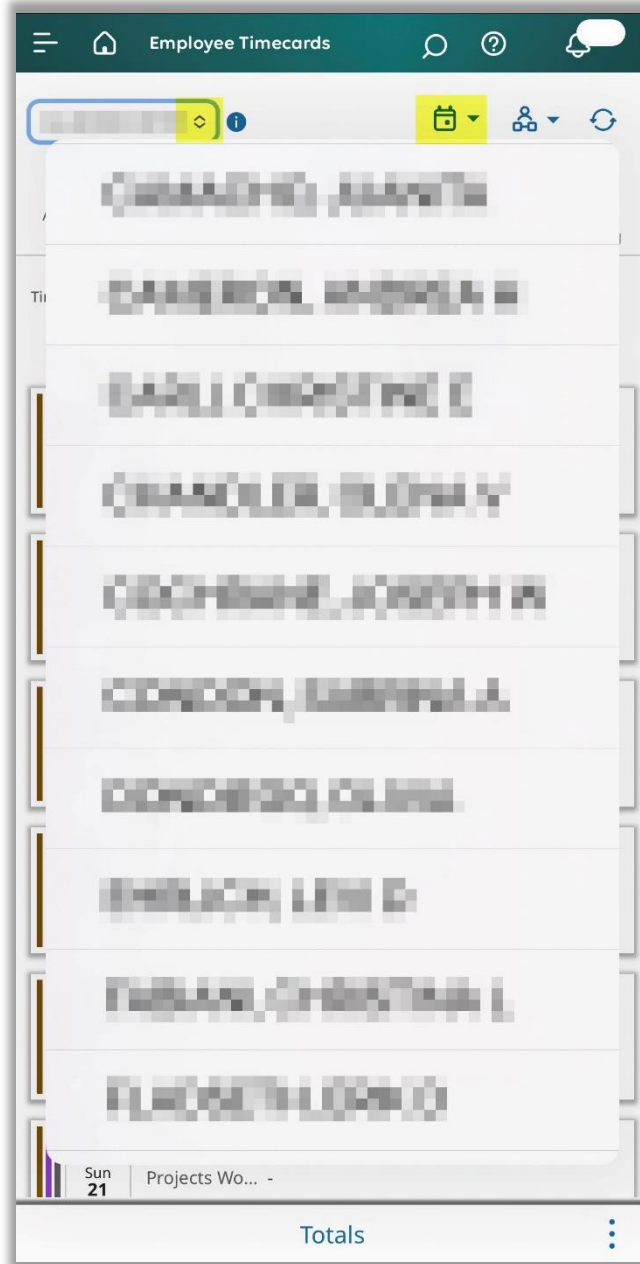


Tap on the arrow on the top right to view employees.



Employee list

A list of your employees will display. Tap on the calendar icon at the top to select the correct date range. The Previous Pay Period is the default date range.



Tap on the dropdown on the top left to see the available employees, then tap on the employee you want to review.

Approval

Preview daily entries or tap on Totals to see summary. If all looks good, tap the checkmark on the top left corner.

The screenshot displays the 'Employee Timecards' app interface. At the top, there is a navigation bar with a home icon, the title 'Employee Timecards', and several utility icons. Below this is a toolbar with icons for 'Approve' (a checkmark), 'Remove Approval', 'Action Required', 'Analyze', 'More Actions', and 'View Pending'. The main content area shows a list of daily timecard entries for the month of May, starting from Wednesday, May 24th. Each entry includes the date, two time slots (1st and 2nd), the daily total hours, and the total hours to date. The 'Approve' button is highlighted in yellow. At the bottom of the screen, a 'Totals' button is also highlighted in yellow.

Date	1st	2nd	Daily Total	Total to Date
May Wed 24	8:00 AM - 12:00 PM	12:30 PM - 4:30 PM	8.00	56.00
May Thu 25	8:00 AM - 12:00 PM	12:30 PM - 4:30 PM	8.00	64.00
May Fri 26	TELE WKRD HRLY TIM... - 12:00 PM	TELE WKRD HRLY TIME... - 4:30 PM	8.00	72.00
May Sat 27				72.00
May Sun 28				72.00
May Mon 29		HOL BEN MEMORIAL DAY - 8.00	8.00	80.00

Totals summary

In totals screen, you can see a breakdown of the employee's hours. Tap on the X on top right corner to return to the employee's Timecard.

