



# Getting Started with Workforce Dimensions

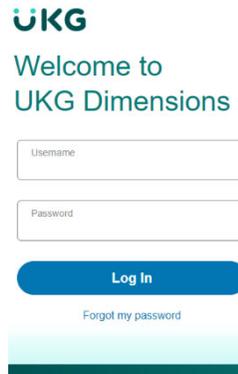
This job aid explains how to log on and access your timecard from the splash page within Workforce Dimensions.

## Log on to Workforce Dimensions:

To access Workforce Dimensions click on: [UKG Dimensions Link](#). Then enter your **Username** and **Password**.

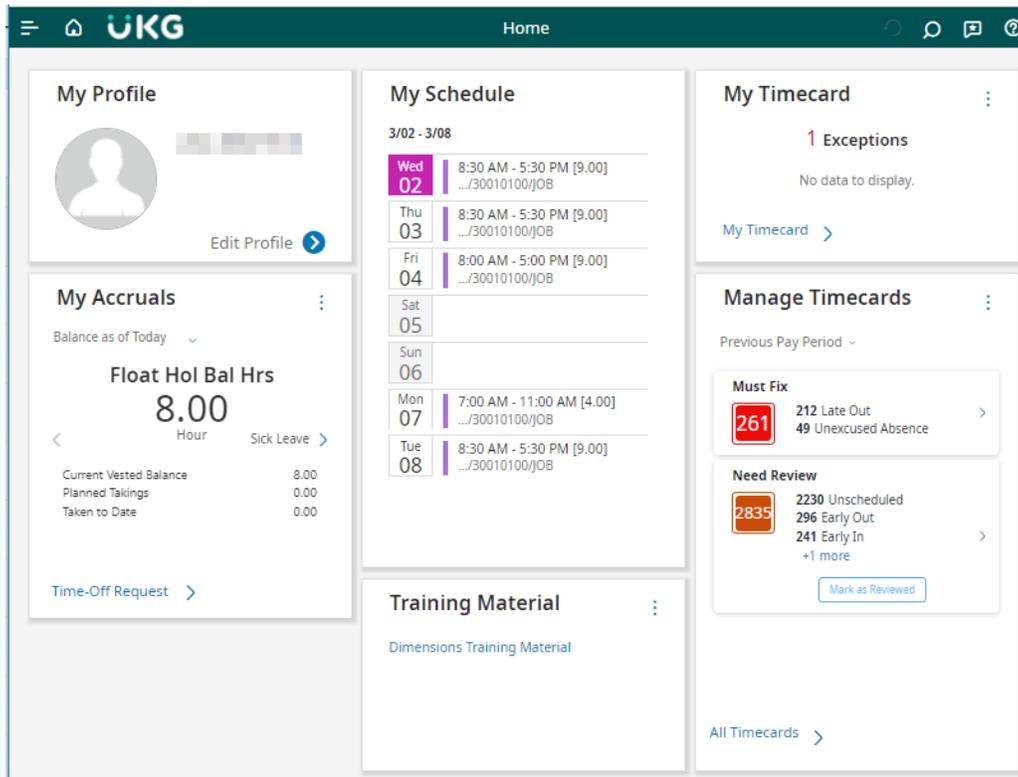
**Username:** 5 digit Employee ID

**Password (Temporary):** send in e-mail 5/3/22



The image shows the UKG login splash page. It features the UKG logo at the top, followed by the text 'Welcome to UKG Dimensions'. Below this are two input fields: 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field, and a link for 'Forgot my password' is located at the bottom of the form area.

This will lead you to your Employee Home page. At a glance you will be able to see the following tiles: **My Profile**, **My Accruals**, **My Schedule**, **Training Material**, **My Timecard**, and **Manage Timecards**. Depending on your access profile these tiles may vary. *(These tiles are likely to change, **Manage Timecards** is under construction)*

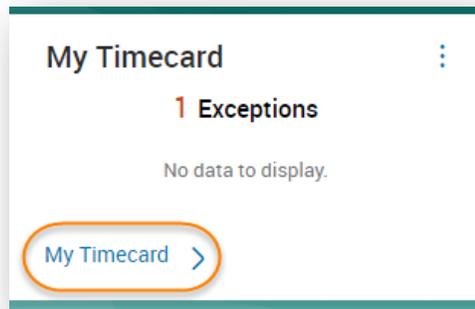


The screenshot displays the 'Home' page of the Workforce Dimensions system. The page is organized into several tiles:

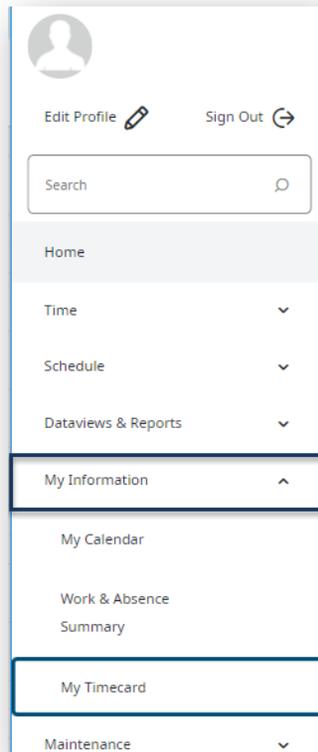
- My Profile:** Includes a user profile picture and an 'Edit Profile' button.
- My Accruals:** Shows 'Balance as of Today' and 'Float Hol Bal Hrs' at 8.00. It also lists 'Current Vested Balance' (8.00), 'Planned Takings' (0.00), and 'Taken to Date' (0.00). A 'Time-Off Request' link is at the bottom.
- My Schedule:** Displays a weekly schedule for 3/02 - 3/08. It lists work hours for Wednesday (02), Thursday (03), Friday (04), Monday (07), and Tuesday (08), all from 8:30 AM to 5:30 PM. Saturday (05) and Sunday (06) are off.
- My Timecard:** Shows '1 Exceptions' and 'No data to display'. A 'My Timecard' link is provided.
- Manage Timecards:** Lists items for review:
  - Must Fix:** 261 Late Out, 49 Unexcused Absence.
  - Need Review:** 2835 Unscheduled, 296 Early Out, 241 Early In, and '+1 more'.
 A 'Mark as Reviewed' button is present.
- Training Material:** Lists 'Dimensions Training Material'.

**Accessing your timecard:**

Within the 'My Timecard' tile click on the link [My Timecard](#).



Or in the upper left corner of the window click on the **Main Menu**  icon and select **My Information** then **My Timecard**



**Signing Out of Workforce Dimensions:**

- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information

To log off Workforce Dimensions, tap the **Main Menu**  icon and click **Sign Out**.