



## UKG Dimensions verses Kronos Workforce Central

### What is new?

- **Home Page**

- There is a new home page called a control panel with various “tiles” for easy access to your personal information (timecards, time off, schedule, etc.) as well as employee information (timecards, notifications, timecard exceptions, etc.) for your direct reports. This is different than the historical Kronos “Manage My Department/Pay Period Close - BSU” home page.
  - Once logged into UKG Dimensions, you can navigate to the BSU Pay Period Close view by clicking the on the main menu icon in the upper left-hand corner, click on the drop down arrow next to Dataviews & Reports, clicking on the Data Library, and then scroll to the bottom of the page to find the BSU Pay Period Close dataview.

- **Multiple Roles**

- Some employees will have multiple roles with UKG Dimensions. For example, an Administrative Coordinator may have two roles if they are a student supervisor as well as the department timekeeper. An employee who has direct reports will default to a supervisor role, however they can switch to a timekeeper role for the department.

- Once logged into UKG Dimensions, you can switch between your multiple roles by clicking on the main menu icon in the upper left-hand corner, then clicking on the drop down arrow on the employee settings menu found to the right of your name, and then clicking on the role you want to switch to.

- **Time Off Requests**

- Employees now have the option to submit time off requests via UKG Dimensions in one of two ways.
  - From the employees “My Calendar” they can submit a time off request that is routed to the employee’s supervisor for approval. Once the supervisor approves the request, the time off is automatically applied to the employee’s timecard.
  - From the Timecard, an employee can enter a pay code for their time off request. The request goes into a pending status and is routed to the employee’s supervisor for approval. Once the supervisor approves the pay code, the pending status is removed and it is applied to the timecard.
  - The advantage of using time off requests within UKG Dimensions is it will eliminate the need for emails or the paper timecard adjustment forms. The proper workflow is built within UKG Dimensions.

- **Employee Punch Corrections**

- Employees now have the ability to add a missing punch or edit an existing from their timecards. This feature will allow the employee to suggest what the correct time should be. This suggested punch correction is put in a pending status and routed to the employee’s supervisor for approval.

- Both the employee and the supervisor can add comments and notes to the punch correction. This action is highly recommended to document the reason for the change.
- The advantage of allowing employees to correct punches within UKG Dimensions is it will eliminate the need for paper timecard adjustment forms. The proper workflow is built within UKG Dimensions.

- **Mobile App**

- UKG Dimensions has a mobile app that can be downloaded onto a tablet or phone. This is a nice, user-friendly option for employees and supervisors on the go.
  - Employees can use the app to review timecards and submit time off requests.
  - Supervisors can use the app to review employee timecards, correct exceptions, approve notifications of corrections or time off requests, and approve timecards.

## **What has changed?**

- **Sign Off – Supervisor**

- The sign off process has changed for supervisor. Supervisors no longer have access to “sign off” instead they will “approve” their employee’s timecards when they are ready to be sent to Payroll for processing. Payroll will apply the final sign off.
- The approval option will also allow supervisors to only approve the hours the employee is working in their department.
- The advantage to this change is that it will eliminate the need to call Payroll to remove sign off for further edits. Supervisors will have the ability to apply and remove their own approvals as needed.
- Another advantage of removing the sign off option is that a supervisor will not have to wait until the Monday following the

end of the pay period to approve timecards. Approvals can be done in the current pay period. This means that timekeeping functions can be finalized sooner, allowing supervisor more flexibility as to when they complete their review and approval of their employee's timecards

- **Approval – Timekeepers**

- The approval process has changed for timekeepers. Timekeepers will no longer have access to “approve” timecards as that function is shifting to employee supervisors with Payroll applying the final sign offs.
- The advantage to this change is that it will eliminate the need to call Payroll to remove sign off for further edits. Supervisors will have the ability to apply and remove their approvals as needed.

- **Multiple Assignments (aka Multiple Jobs)**

- Employees with multiple assignments/jobs will be able to more easily identify their jobs by a department name. The job names will be visible at the timeclock and via a computer in the “assignment” section. For example, a student employee could see North Dining Atrium, and/or Student Center Tally as options if they had positions in then those areas.
- An employee's job will be shown as Dept Name – Employee Position # - Supervisor #.

- **Missing Punch Corrections**

- Historically you could insert a row for a specific date to enter missing punches and Kronos would re-arrange the punches on that date into chronological order. UKG Dimensions does not allow you to insert a new row to make an edit, rather you need to make the edits on the existing row of data.

- **Security Access for Supervisors**

- Supervisors will automatically be given access to UKG Dimensions for their direct reports. You no longer need to submit a Service Now ticket to request access for your direct reports.
- **Timecard Adjustment Forms**
  - The name of Kronos Adjustment Form has changed to a Timecard Adjustment Form.