KRONOS®

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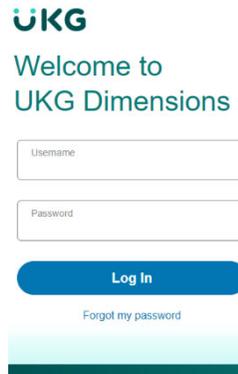
This job aid explains how to log on and access your timecard from the splash page within Workforce Dimensions.

Job Aid

Log on to Workforce Dimensions:

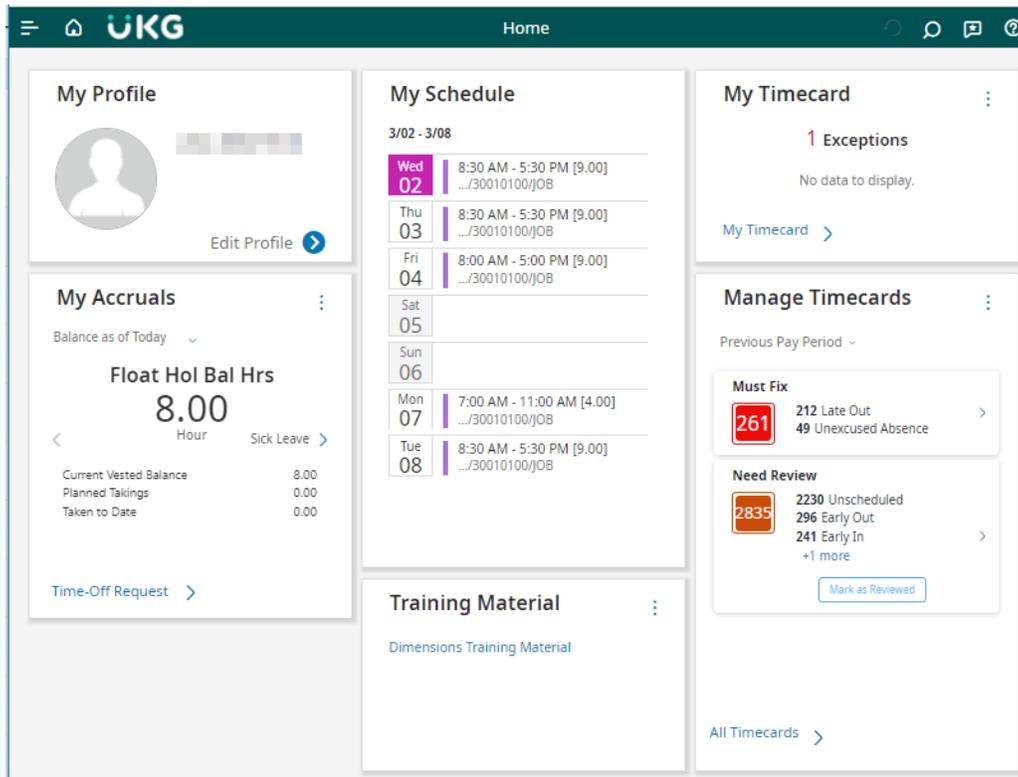To access Workforce Dimensions click on: <u>UKG Dimensions Link</u>. Then enter your **Username** and **Password**.

Username: 5 digit Employee ID

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

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)*
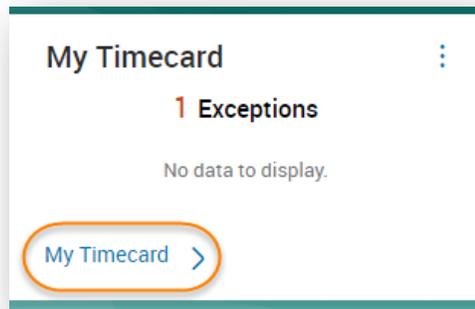

Accessing your timecard:
Within the '**My Timecard'** tile click on the link **My Timecard***.*

My Timecard ⋮

1 Exceptions

No data to display.

My Timecard 〉

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

Edit Profile ✎   Sign Out →

Search 🔍

Home

Time ⌄

Schedule ⌄

Dataviews & Reports ⌄

My Information ⌃

My Calendar

Work & Absence
Summary

My Timecard

Maintenance ⌄
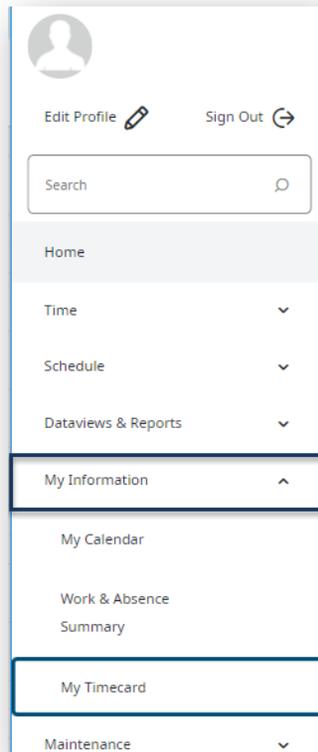
Signing Out of Workforce Dimensions:
- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information

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