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Manager



Important:

Watching the UKG Dimensions Go-Live Training Video video here will not mark them complete in Learn@RRD.

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UKG Dimensions Timekeeping and Basic Scheduling Training Video



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



RELATED LINKS

- [Go-Live FAQs](#)
- [UKG Scheduling Template](#)
- [2024 US Payroll Processing Schedule \(XLS,185KB\)](#)













CONTACT INFORMATION

If you have questions about UKG Dimensions Timekeeping and Scheduling please send an email to ukg.support@rrd.com.


















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 Review Notifications in Control Center
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 Work with Report Output Types
Timekeeping
 Timecard Indicators
 Access Employee Timecards
 Add Comments and Notes
 Add, Edit, and Delete Punches
 On-Call Shift
 Dark Days NEW!
 Holiday - Fall Out
 Holiday - Working on the Holiday
 Holiday - Alternative Observed Holiday
 Lack of Work NEW!
 Prior Pay Period Adjustments NEW!
 Add Make-Up Time Pay Code - CA Only
 Salaried Exempt Overtime







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 Approve Timecards
 Approve Timecards on Mobile - List View
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 Timecard Exceptions
 Review Timecard Add-ons
 Timecard Totals
 Transfer Employee Time in the Timecard
Scheduling
 Add a Shift
 Move Up Pay/Shift Premiums
 Add Employee to Group
 Add a Paycode for a Partial Shift
 Add a Paycode to Enter Time Off
 Append Time to Multiple Employees' Shifts
 Assign an Open Shift to an Employee
 Scheduling: By Job View/Search
 Read Comments and Notes
 Create a Schedule Pattern
 View and Create Open Shifts (Manually)
 Current time and visual cues
 Delete a Paycode












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 Delete a Shift
 Delete or rename a schedule pattern
 Drag and Drop a Shift
 Edit a Paycode
 Edit a Schedule Pattern
 Edit a Single Shift
 Edit the Schedule in the Timecard
 Employee Schedule - Weekly Report
 Enter Time Off
 Lack of Work
 Location Schedule Detail - Weekly
 Location Schedule - Weekly
 Locking and Unlocking Shifts
 Manage Employee Time Off with the Absence Calendar
 Manage Period Hours Rules Violations
 Manage Request Periods
 Manage Requests
 Manage Schedule Groups
 Manage Time-Off Requests
 CA Exempt Time Off Request
 Post and Unpost Schedules
 Quick Actions

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 Record Edits on the Staffing Dashboard
 Reinherit Shifts or Paycodes
 Remove Employee from Schedule Groups
 Employee Self Service: Request to Cover
 Restore shifts or paycodes
 Review Rule Violations using Dataviews
 Review the Staffing Dashboard
 Save Location Query
 Schedule Display Controls
 Schedule Job Color Indicators
 Select Employees in Schedule
 Timeframe Selector
 Tools for Modifying the Schedule
 Unassign an Employee from a Shift
 Use Push Notifications to Fill Open Shifts
 Use Tags
 Use the Call List to Fill Open Shifts and Record Call Outcomes
 View All Comments
 View by Schedule Group
 View More Schedule Details
 View Skills and Certifications Rule Violations
 Workload Planner Overview

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 View the Workload Planner
Absence Management
 Access the Attendance Page and Details
 Accruals Actions - Manager
 Attendance NEW!
 UKG Paycodes - Attendance Codes NEW!
 Add an Attendance Event on the Attendance Page
 Apply Attendance Rules
 Complete Attendance Action
 Edit Attendance Event
 Add a Manual Adjustment
 Reset or Update Balances