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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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- [Go-Live FAQs](#)
- [UKG Scheduling Template](#)
- [2023 US Payroll Processing Schedule \(XLS,174KB\)](#)

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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Simulated Exercises



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Working with Reports



Schedule Reports



Delegated Access



Search for an Employee



Zoom Control



Work with Report Output Types

Timekeeping



Timecard Indicators



Access Employee Timecards



Add Comments and Notes











Add, Edit, and Delete Punches















On-Call Shift



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 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
 Approve Employee Timecards Edits
 Approve Timecards
 Approve Timecards on Mobile - List View
 Manage Timecards Tile


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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

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Read Comments and Notes



Create a_Schedule Pattern



View and Create Open Shifts (Manually)



Current time and visual cues



Delete a Paycode



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

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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

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CA Exempt Time Off Request



Post and Unpost Schedules



Quick Actions



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

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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

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[View the Workload Planner](#)

Absence Management



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[Accruals Actions - Manager](#)



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[UKG Paycodes - Attendance Codes NEW!](#)



[Add an Attendance Event on the Attendance Page](#)



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Reset or Update Balances