

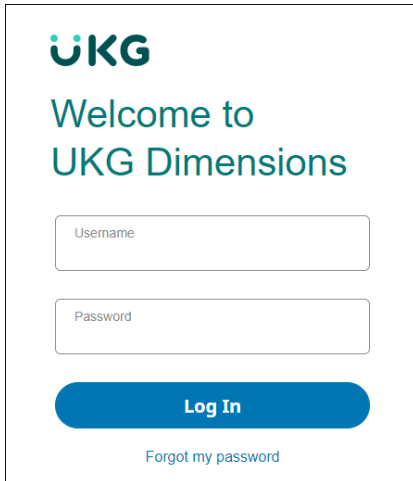
This job aide provides a general navigation overview for Managers.

Notes

- For new employee log-in information, please contact your local HR Partner.

How to Sign In to Dimensions

- Enter your User Name (not case sensitive)
- Enter your Password (case sensitive)



The login screen for UKG Dimensions features the UKG logo at the top. Below the logo, the text "Welcome to UKG Dimensions" is displayed. There are two input fields: "Username" and "Password". Below these fields is a blue "Log In" button. At the bottom, there is a link that says "Forgot my password".

Signing Out of 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, tap the **Main Menu** icon and tap **Sign Out**.



Home Page Overview

The Home page is composed of tiles, which are containers that display a summary of content from product components. You can select a tile to perform a function such as submit a time-off request. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items that you may use regularly.

Home Page Actions

1. Select the **Main Menu**  to open the main menu.
 - a. In this area you can access your employees' timecards, schedules, and Dataviews & Reports.
2. Select **Alert**  at the top right of the screen to see alerts and notifications in the application.
 - a. The information found in this area is similar to what is found in the My Notifications tile.
3. Select the Employee Search icon at the top right of the screen to search for an employee.
 - a. From here you can view the employee's timecard, schedule, profile or generate a report.
4. Select the title of a chart to go to the related Dataview.

