Reminders and Updates for UKG Dimensions
(formerly Kronos WFD)

Supervisors / Time-Approvers - Welcome back for Spring 2021 semester! The following information is being offered as a refresher to support your role as a Time-Approver in UKG from the HR Services team.

A FEW REMINDERS:

Review Hourly Timecards frequently: Employee(s) should be consistent in their punching in/out for hours worked on a daily basis. Punch In/Punch Out buttons on the home page (web or mobile) record hours worked vs. manual entry on a Timecard.

- Manual entries to a Timecard will require action by you
- Employees should understand what is work time vs. non-work time:
  - Some students who don’t have a lot of work experience may have basic questions about this process (i.e. lunch breaks are required to be offered after 5 consecutive hours worked etc.)
- Employees with more than one job will be re-directed to select the correct job transfer path when they Punch In. (This information displays in the Transfer column on their Timecard.)

As the end of each pay period approaches, we suggest you:

Review Hourly Timecard for Completeness

- Hours worked are recorded accurately
- Missing Transfer paths will prevent an employee from being properly paid
- Missing Punches will result in inaccurate payment to the employee
- Pending Edits require action by you and prevent a timecard’s approval
- Pending Time Off requests (if applicable) can result in underpayment

Review Hourly Timecard TOTALS - Use the Totals tab on a Timecard to view.

- **IMPORTANT**: Timecard hours should never be edited to change calculated hours because the rounding rule caused them to go over scheduled or budgeted time.

Approving Hourly Timecard(s) - end of the pay period ONLY

- Apply your Approval to your hourly employee’s Timecard(s) - see supporting Job Aid
  - Once applied, an Approval prevents an employee from making any further punches or edits to their Timecard
  - If additional edits are required, remove the Approval, perform edits, then re-apply your Approval
  - Employees receive notifications when edits are made to a Timecard
Approval Deadlines – (see pay period calendar)

- **Employee:** no later than Monday@10am, following close of a pay period
- **Time-Approver:** no later than Monday@1pm, following close of a pay period
- **FINAL Sign-off** is applied by Payroll on Monday afternoons.

**Does your hourly paid employee have Retro Hours?**

- If an employee has hours worked & not recorded in a signed off pay period, send the necessary information to HR.Services@unh.edu as soon as possible.
  - Include the *employee name, dates and time worked* that need to be processed.
  - HR Services will manually process submitted hours for payment in a timely manner per the Department of Labor (DOL)

**UPDATES:**

**NEW - Manage Timecards** tile on your UKG home page

- Navigates you to a specific **Timecard** to easily address issues
- Alerts you to any missed punches on an employee’s **Timecard**

**NOTE:** Currently only one time-approver* can see **Control Center Notifications** or get updates on the **Manage Timecards** tile. If an employee has more than one job, only one department will see these notices.

*USNH HR is actively working with UKG to improve these challenges for employees with multiple **Time-Approvers**.

**NEED ASSISTANCE?**

- Contact the UNH HR system admins at HR.Services@unh.edu or call 862-1400
- View [UKG FAQ’s](#)
- Review [Time-Approver Job Aids](#) as needed
- **OR** join a weekly **Drop-In UKG Support** session via Zoom, hosted by UKG USNH system admins
  - Mark your Calendar! Thursday's from **11:00am – 12:30pm** beginning **February 11th**.