

# UKG DIMENSIONS GUIDE

for the Mobile App

THE BASICS

KWIK TRIP

To serve our guests and provide opportunities for our coworkers to grow, advance, have fun, and love their jobs.

UKG

## SETUP YOUR DEVICE

To set up the UKG Dimensions app on your personal mobile device, download the app by using the QR codes or by searching "UKG Dimensions" in your App/Google Play store.



Android



iPhone

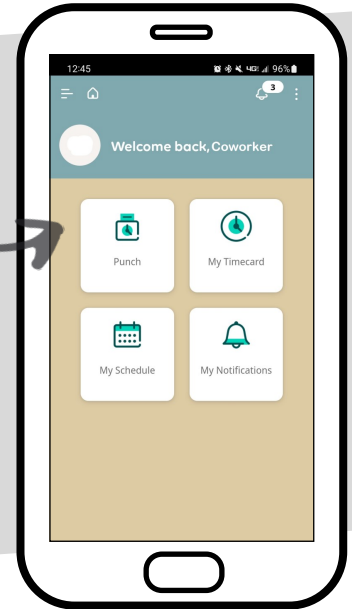
Once downloaded, enter the tenant URL:

<https://kwiktrip-ss0.prd.mykronos.com>

*You only need to enter this in once after initially downloading the app!*

## YOUR HOME SCREEN

*It looks like this, but might vary a little depending on your role.*



## RECORD TIME PUNCHES

#1 Choose **Punch** from the home screen.

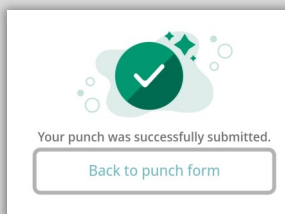


Punch

#2 Click **Punch** again.

*Some positions/depts don't have access to mobile punch, so don't be alarmed if you don't see this option!*

#3 If the punch was accepted, you'll see something like this, which means you're all set!



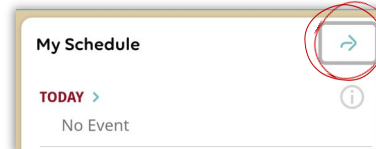
## REQUEST TIME OFF

#1 Choose **My Schedule** from the home screen.



My Schedule

#2 Click on the arrow located near the top of the screen. On the next screen, select **New Request** and then **Time Off**.



#3 Complete the following information:

- Dates
- Start hours
- Duration
- Time off code

#4 Click **Submit** to send the request to your supervisor for review.

# CONTINUED GUIDE

for the Mobile App

## NOW WE'RE GETTING INTO THE SPECIFICS



### TRANSFER A PUNCH

#1 While on the punch screen, click **Add Transfer**.

Add Transfer

#2 The following panel will appear. To transfer your time to a different state (for instance, if you usually work at the SC but are working from home in MN so need to transfer your time), click on **Add Labor Category**.

**Transfer**

Primary Location  
.../Support  
Center/Z0103/D0209/00669/HR/Hourly

Work Rule  
None

Cost Center  
3038551100

Labor Categories  
50000159,WI

Add Business Structure

Add Work Rule

Add Cost Center

Add Labor Category

#3 Expand the **Add State** section.

**Transfer**

Add Labor Category

Add Job Code

Add State

#4

Select the appropriate state from the dropdown list and then click **Ok**.

Add State

Search

**AZ**  
Arizona

**IA**  
Iowa

**IL**  
Illinois

**MI**

### CORRECT/ADD A PUNCH

#1

Choose **My Timecard** from the home screen.



#2

Click on the date you need to edit/correct/change.

Apr	1st:	2nd:	Daily Total:	Total to D...
Mon 24				
Apr 25	1st:	12:46 PM -		
	2nd:			
	Daily Total:			
	Total to D...			

#3

To Edit An Existing Punch:

- Click on the punch row you need to edit.
- Select the down arrow in the time box to choose the correct time.
- Click **Set** to save changes.

To Add a Punch:

- Click the **Add Punch** button.
- Click on the time box and type in your time.
- Choose override and time zone.
- Click **Apply**.

To Add a Paycode:

- Click **Add Paycode**.
- Add the amount of hours in the duration box.
- Click on the time box and enter a start time.
- Click **Apply**.

*Pssst! When entering some Paycodes, like Vacation, you'll need to enter a Start and End Time rather than a duration.*

#4

Once finished, click **Save** and return to your timecard.