

## Employee (Job Aids for all employees' tasks within UKG Dimensions)

<b>Role within UKG Dimensions</b>	<b>Job Aid</b>
Employee	<a href="#">How employee cancels a Time Off Request</a>
Employee	<a href="#">How employee completes a shift swap in Advanced Scheduler</a>
Employee	<a href="#">How employee reports time logged into UKG Dimensions on a PC</a>
Employee	<a href="#">How employee signs in and out at a clock with attestation</a>
Employee	<a href="#">How employee submits a Request to Cover a Shift on Advanced Scheduler</a>
Employee	<a href="#">How employee submits a shift swap and approval for swap in Advanced Scheduler</a>
Employee	<a href="#">How employee views schedule locations in Advanced Scheduler</a>
Employee	<a href="#">How employee views their timecard in UKG Dimensions</a>
Employee	<a href="#">How to access and work with Data Views and Reports</a>
Employee	<a href="#">How to Enter a Missed Punch</a>
Employee	<a href="#">How to navigation and use of mobile app</a>
Employee	<a href="#">How to Request Time Off</a>
Employee	<a href="#">How to view and access calendar view</a>
Employee	<a href="#">How to view my accruals</a>
Employee	<a href="#">How to view your accrual balance</a>
Employee	<a href="#">UKG Dimensions Home Page Navigation Employee NOT using Advanced Scheduler</a>
Employee	<a href="#">How a multi-assignment employee selects job they are working in UKG Dimensions</a>
Employee	<a href="#">How an employee can their own edit profile</a>
Employee	<a href="#">How employee can view shift market and request an Open Shift in Advanced Scheduler</a>
Employee Navigation	<a href="#">Basic Homepage Features</a>
Employee Navigation	<a href="#">Access Dataview and Reports</a>