



Reliable – Personal – Patient
Respectful – Empowering – Responsive

Dimensions User Guide

GUIDE FOR EMPLOYEES

Accessing Dimensions

Access Dimensions Log On page:

Non SSO: <https://samsungelectronics.prn.mykronos.com>

SSO: <https://samsungelectronics-ssn.prn.mykronos.com/wfd/home#/>

Non SSO:

1. In the Username field, enter your Samsung email
2. If need assistance with your password, please contact NA SSC

SSO

You may be required to login upon your first login

1. In the Username field, Knox ID
2. In the Password Field, enter your Windows PW

3. Select "Log In"

Please note that employees without a Samsung email address should use their personal email address provided during onboarding



Welcome to
UKG Pro
Workforce
Management

Username

Jonh.Doe@Samsung.com|

Password

[Show password](#)

Log In

[Forgot my password](#)

[SSO Login](#)

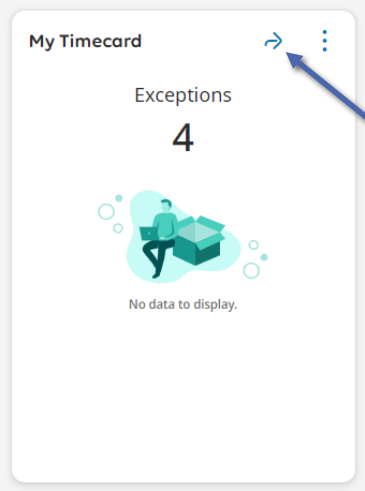
[Pro Outlook Login](#)

[Pro Mobile Login](#)

[Pro Desktop Login](#)

How to Edit Punches

1. Locate the “My Timecard” tile



1a. Select the arrow

2. Review the Timecard

Hoerner, Todd S 17505058 < 1 of 1 >

List View Zoom Approve Remove Approval Analyze View Moved... Go To

Current Schedule Period 1 Employee(s) Selected Loaded: 2:44 PM

Share View Pending Calculate Totals Save

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 4/14										
+	⊖	Mon 4/15										
+	⊖	Tue 4/16										
+	⊖	Wed 4/17	6:45 AM - 7:15 PM									
+	⊖	Thu 4/18	6:45 AM - 7:15 PM									
+	⊖	Fri 4/19			6:45 AM			C380 SAS PTO CASCA...	12.00		12.00	12.00
+	⊖	Sat 4/20	6:45 AM - 7:15 PM									12.00

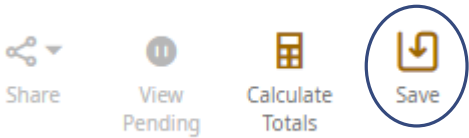
You can change your date/
date range here

3. Locate the Date you need to Edit
and click on the box

4. Input the times

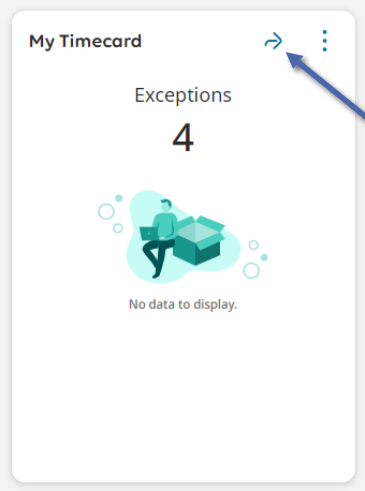
Wed 4/17	6:45 AM - 7:15 PM		6:45 AM	7:15 PM
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5. Select “Save”



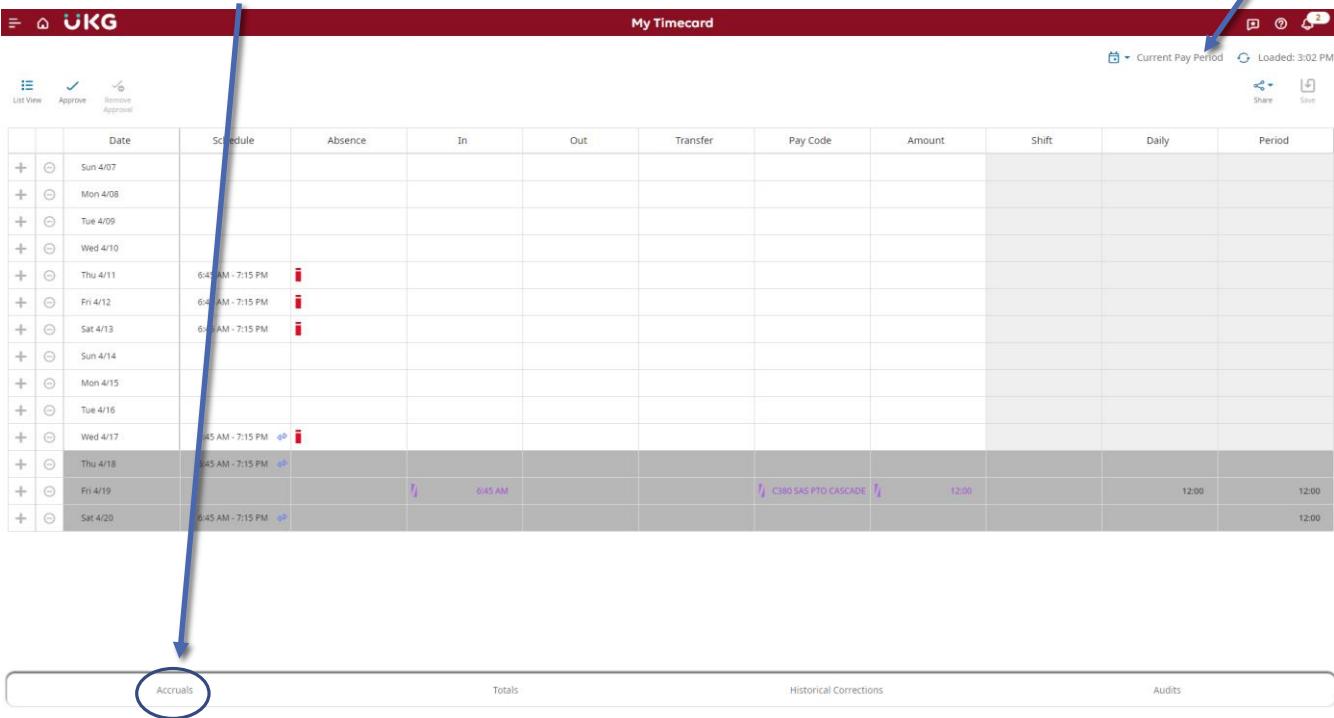
How to Review PTO Balance

1. Locate the “My Timecard” tile



1a. Select the arrow

2. Select “Accruals” tab, located on the bottom of your timecard



You can change your date/
date range here

3. PTO Banks and balances will populate:

Accrual Code Name	↑ ₁ ↓	Accrual Code Type	↑ ₂ ↓	Available Balance	↑ ₃ ↓	Taken to Date	↑ ₄ ↓	Current Vested Balance	↑ ₅ ↓	Planned Takings	↑ ₆ ↓	Ending Vested Balance	↑ ₇ ↓
PTO		Hour		93:04		124:00		96:11		12:00		252:58	
PTO HOLIDAY		Hour		00:00		00:00		00:00		00:00		00:00	
VTG		Hour		16:00		00:00		16:00		00:00		16:00	

See the next slide for more information

How to Request PTO

1. Locate the “My Time Off”

My Time Off

* Reason
SAS PTO: 96:11 Hours

* Dates
4/17/2024

Advanced Options >

Submit

3. Select Date/ Date Range

Date Range

Start Date End Date

4/17/2024 4/17/2024

April 2024

Sun Mon Tue Wed Thu Fri Sat

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 1 2 3 4

5 6 7 8 9 10 11

Cancel Apply

5. Select Duration

Dates

4/17/2024

Duration

Full

Hours

Half

Deduct from

SAS PTO: 96:11 Hour(s)

C380 SAS FLOAT REQUEST: Multiple Accruals

C380 SAS PTO CASCADE: Multiple Accruals

C380 SAS VTO REQUEST: Multiple Accruals

SAS BEREAVEMENT

SAS JURY DUTY

SAS VOTING

6. Select “Submit”

Cancel Submit Review

2. Select Reason: What Pay Code You would like to use.

My Time Off

* Reason
SAS PTO: 96:11 Hours

SAS PTO: 96:11 Ho... ✓

C380 SAS FLOAT REQUES...

C380 SAS PTO CASCADE:...

C380 SAS VTO REQUEST: ...

SAS BEREAVEMENT

Submit

4. Select “Advanced Options”

My Time Off

* Reason
SAS PTO: 96:11 Hours

* Dates
4/17/2024

Advanced Options >

Submit

Note: Once your request is submitted, the request will then go to your manager for review and approval

PTO Balance Definitions:

Available Balance — The encumbered balance for an accrual code. The encumbered balance is the amount available on the day but takes into consideration any upcoming grants or requests for the same time period. These balances are based on the Accrual Reporting period for an accrual, not the loaded timeframe.

Current Vested Balance — The current balance for an accrual code without upcoming grants or requests for the same time period.

Ending Vested Balance — Vested balance in the accrual on the last day of the reporting period.

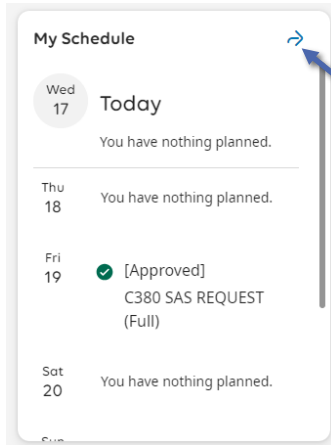
Taken to date — Withdrawals, or takings, from the accrual between the first day of the reporting period and the "as of" date.

Planned Takings — Withdrawals, or Takings, from the accrual that are entered between the "as-of" date and the end of the reporting period.

Please contact NA SSC with any questions you may have regarding your PTO Balance.

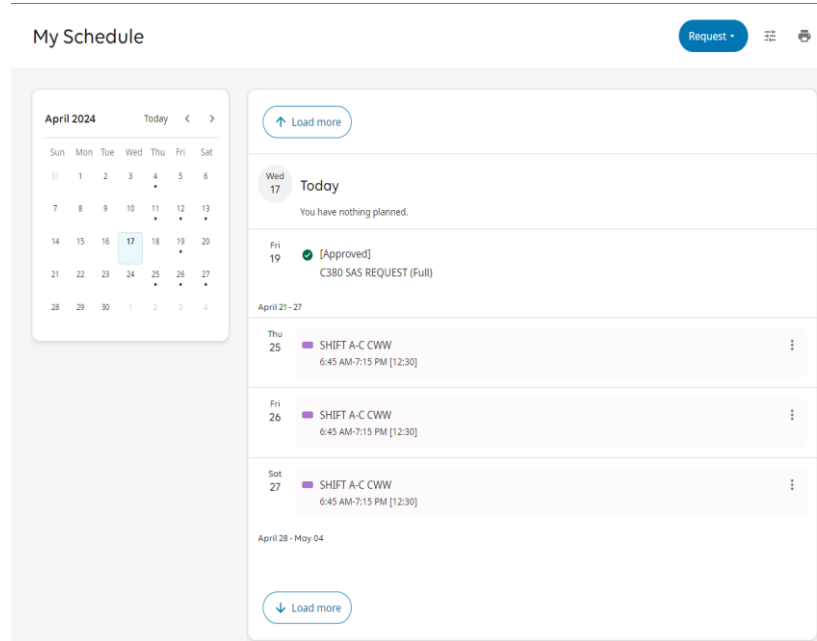
How to Cancel PTO: Option 1

1. Locate the “My Schedule” tile



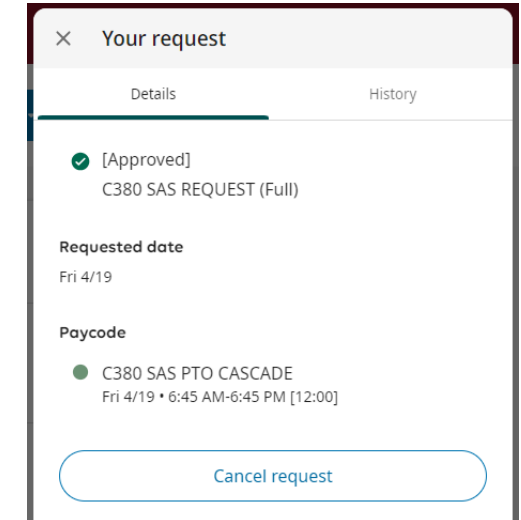
1a. Select the arrow

2. Locate the PTO you would like to cancel

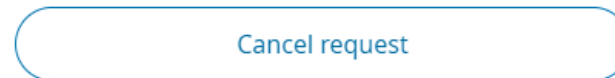


3. Click on the Request you want to Cancel

You will be directed to the details of your request



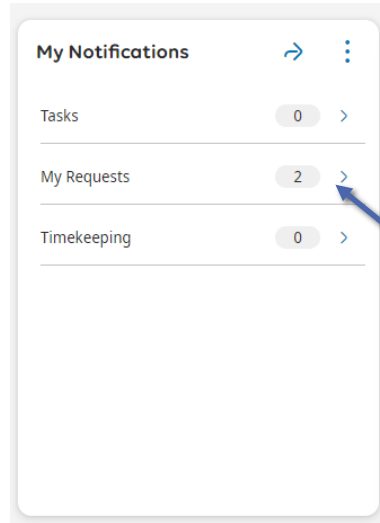
4. Select Cancel Request



Note: The cancellation will then go to your manager for review and approval

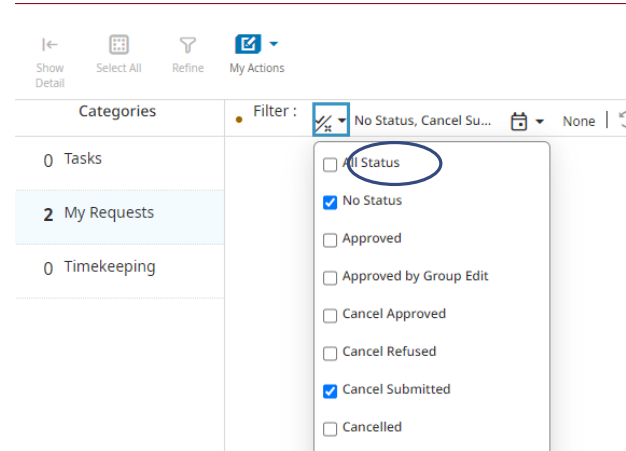
How to Cancel PTO: Option 2

1. Locate the “My Notification” tile

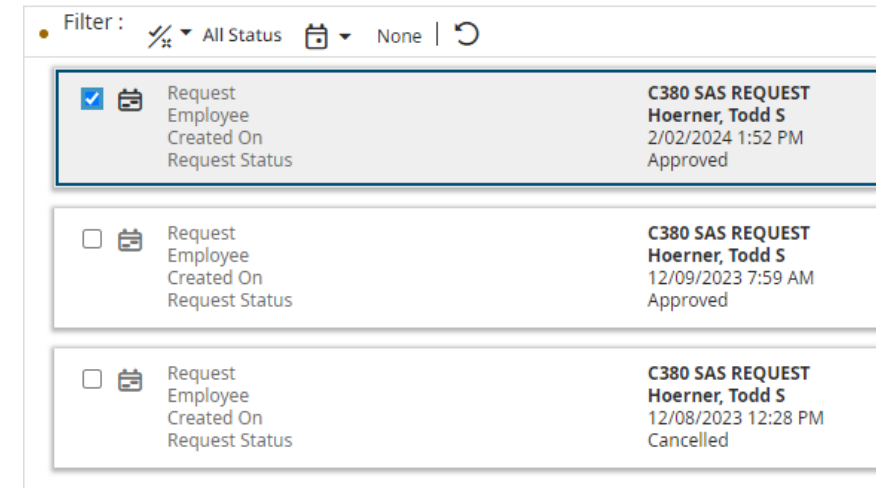


1a. Select “My Request”

2. Change view to “All Status”



3. Check the box of the Request you would like to Cancel



4. Select Cancel



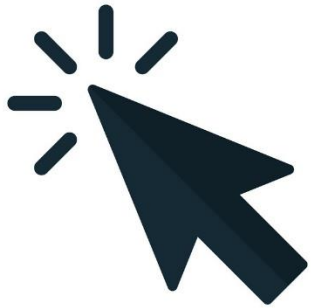
5. Select Cancel Request



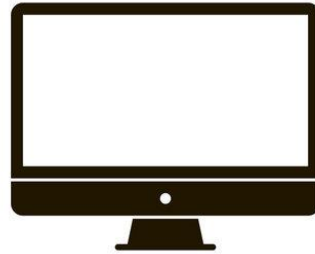
Note: The cancellation will then go to your manager for review and approval

NA SSC Contact and Information

Hours of Operations- 8:00 AM – 8:00 PM CST



Access GHRP Portal → Ask HR



[NA SSC SR Tool](#)



Call: (855) 557- 3247