



Reliable – Personal – Patient
Respectful – Empowering – Responsive

Dimensions User Guide

GUIDE FOR MANAGERS

Accessing Dimensions

Access Dimensions Log On page:

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

SSO: <https://samsungelectronics-sso.prd.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
John.Doe@Samsung.com

Password
.....

Show password

Log In

Forgot my password

SSO Login

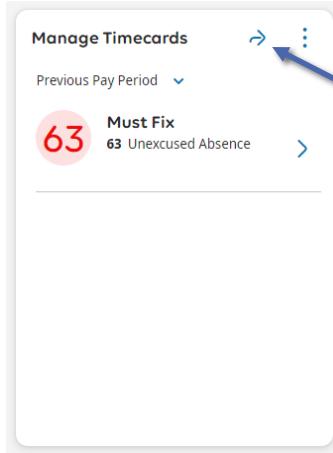
Pro Outlook Login

Pro Mobile Login

Pro Desktop Login

Adding Missed Punch

1. Locate the "Manage Timecards" tile



1a. Select the arrow

2. Select desired Employee



You can change your date/ date range here

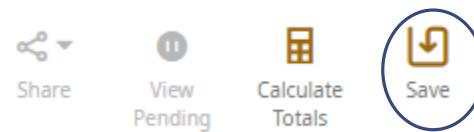
3. Locate the Date you need to Edit and click on the box

	Date	Schedule	Absence	In	Out
	Sun 3/24				
	Mon 3/25				
	Tue 3/26				
	Wed 3/27		6:45 PM - 7:15 AM		
	Thu 3/28		6:45 PM - 7:15 AM		

4. Input Times

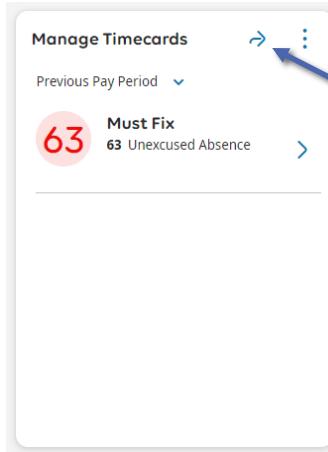
Wed 4/17	6:45 AM - 7:15 PM		
		6:45 AM	7:15 PM

5. Select "Save"



Approve One Timecard

1. Locate the "Manage Timecards" tile



2. Select desired Employee

You can change your date/ date range here

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

	Date	Schedule	Absence	In	Out
<input type="button" value="+"/> <input type="button" value="⊖"/>	Sun 3/24				
<input type="button" value="+"/> <input type="button" value="⊖"/>	Mon 3/25				
<input type="button" value="+"/> <input type="button" value="⊖"/>	Tue 3/26				
<input type="button" value="+"/> <input type="button" value="⊖"/>	Wed 3/27	6:45 PM - 7:15 AM			
<input type="button" value="+"/> <input type="button" value="⊖"/>	Thu 3/28	6:45 PM - 7:15 AM			

4. Select "Approve"



Mass Approve Timecard

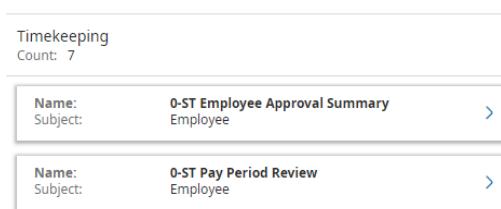
1. Select Menu Option



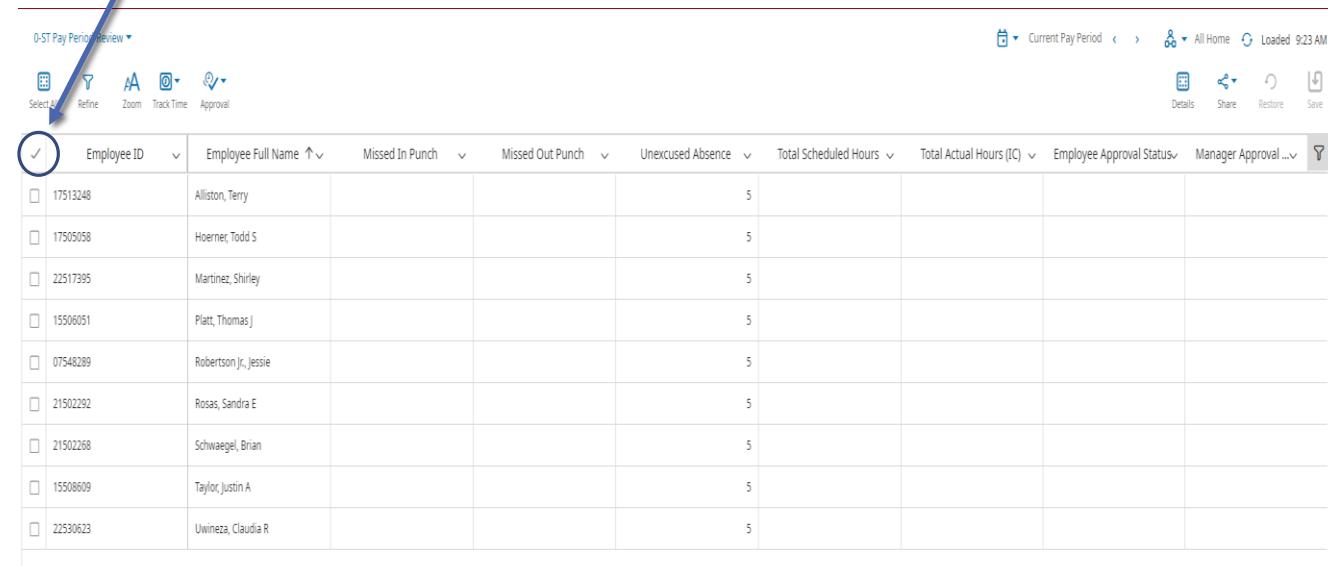
2. Select "Data View & Reports"



3. Locate "0-ST Pay Period Review" in Dataview Library

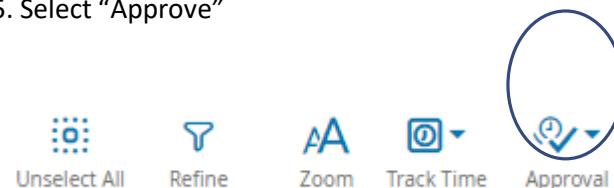


4. Select Check Mark

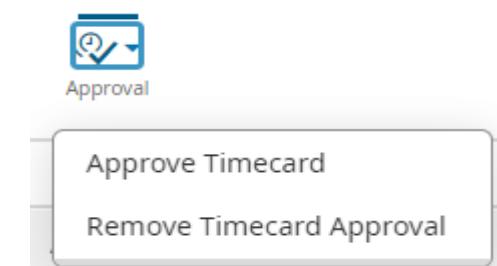


Employee ID	Employee Full Name	Missed In Punch	Missed Out Punch	Unexcused Absence	Total Scheduled Hours	Total Actual Hours (IC)	Employee Approval Status	Manager Approval
17513248	Alliston, Terry				5			
17505058	Hoerner, Todd S				5			
22517395	Martinez, Shirley				5			
15506051	Platt, Thomas J				5			
07548289	Robertson Jr., Jessie				5			
21502292	Rosas, Sandra E				5			
21502268	Schwaegel, Brian				5			
15508609	Taylor, Justin A				5			
22530623	Uwineza, Claudia R				5			

5. Select "Approve"



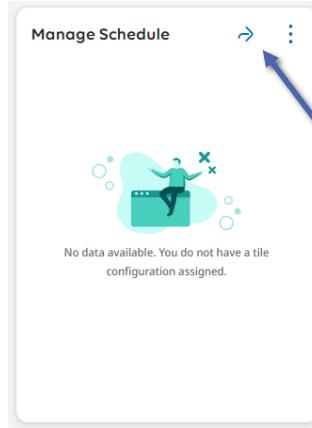
6. Select "Approve Timecard"



Request PTO on behalf of an Employee

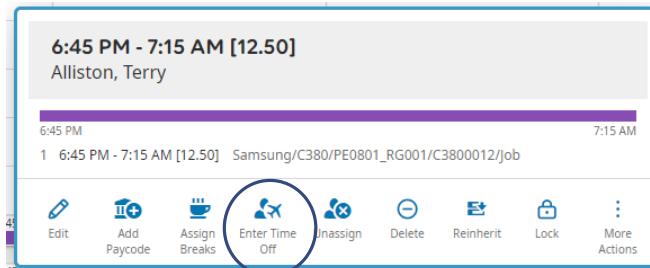
You can change your date/
date range here

1. Locate the “Manage Schedule” tile



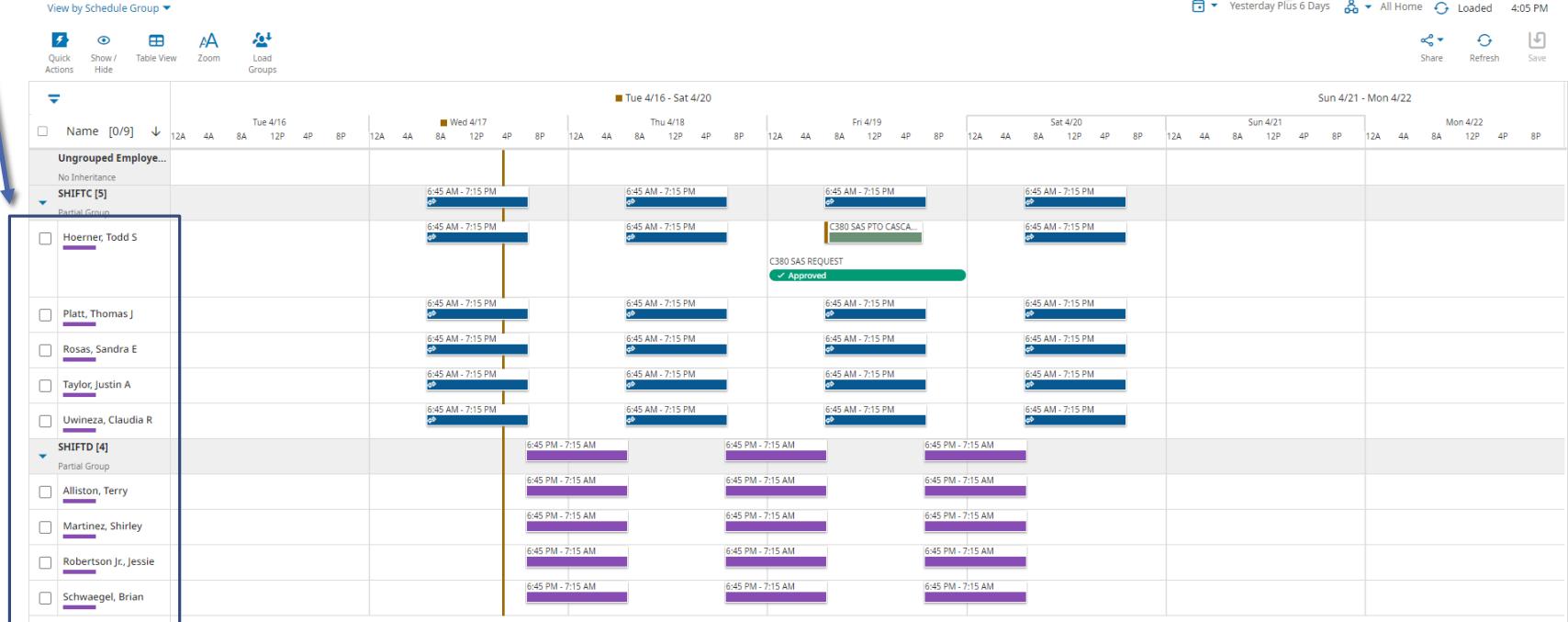
1a. Select the arrow

3. Right Click on the desired schedule
(The following will show)

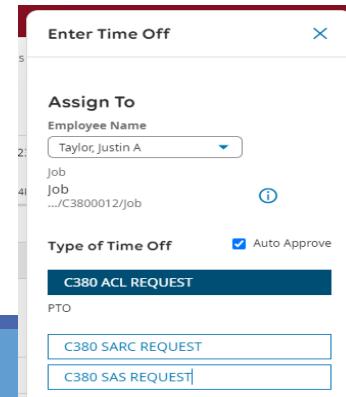


3a. Click on “Enter Time Off”

2. Locate the desired Employee



4. The following screen will populate



3a. Click on “Enter Time Off”

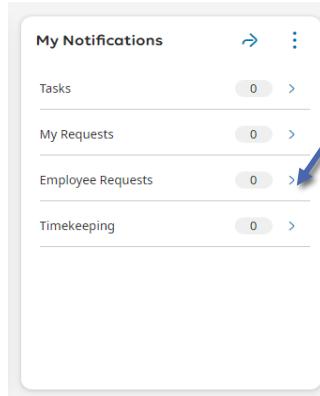
6. Select Apply



NOTE: The PTO applied will be automatically approved and applied to the employee's timecard

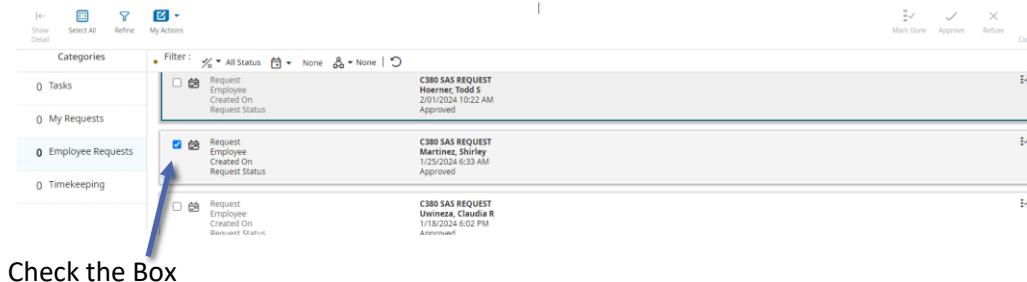
Review PTO Request

1. Locate the “My Notification” tile



The tile displays a list of notifications with a 'Employee Requests' section highlighted. A blue arrow points to the 'Employee Requests' button with the label '1a. Select “Employee Request”'.

2. Locate the Request Pending Approval

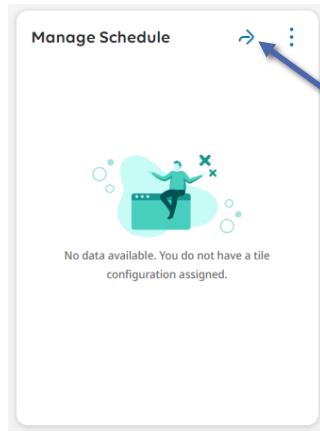


The list view shows several pending requests. A blue arrow points to the 'Request Employee Created On Request Status' filter with the label '2a. Check the Box'.

3. Select “Approve”, “Refuse”, “Pending”

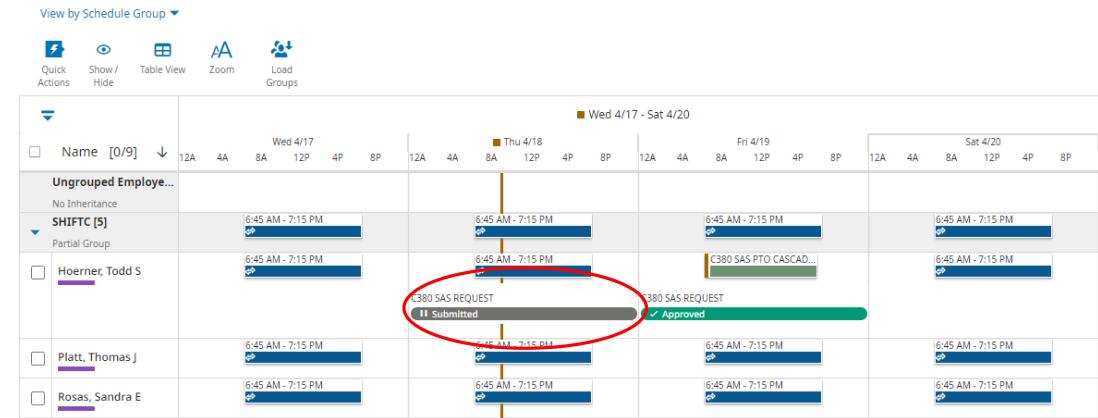


1. Locate the “Manage Schedule” tile



The tile has an arrow icon in the top right corner. A blue arrow points to it with the label '1a. Select the Arrow'.

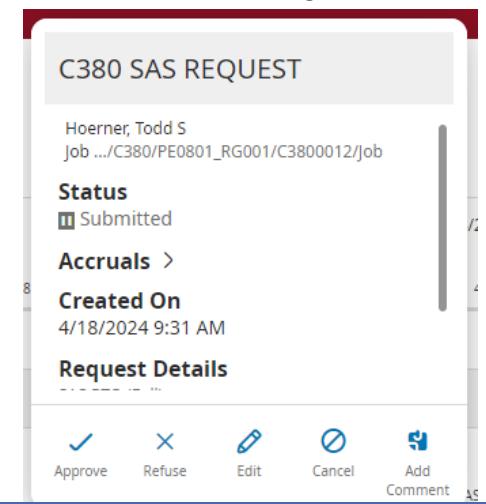
2. Locate the Submitted Request



The grid shows a list of employees and their shifts. A specific row for 'Hoerner, Todd S' is highlighted with a red circle. A blue arrow points to this row with the label '2a. Once Located, right click on request'.

OR

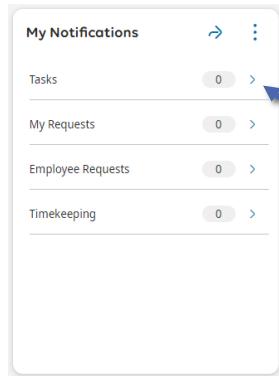
3. Select “Approve”, “Refuse”, “Pending”



A detailed view of a PTO request for 'Hoerner, Todd S'. The status is 'Submitted'. The 'Request Details' section includes buttons for 'Approve', 'Refuse', 'Edit', 'Cancel', and 'Add Comment'.

Request Delegation

1. Locate "My Notification" tile

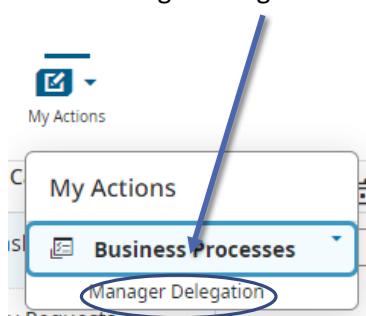


1a. Select "Tasks"

2. Select "My Actions"



2a. Select "Manager Delegations"



3. Manager Delegation tab will populate

3a. Select desired Delegate

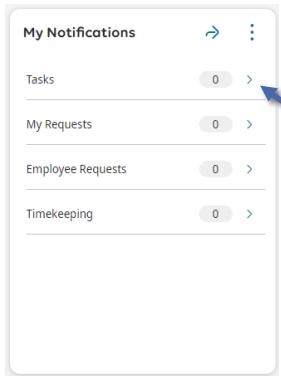
4. Select Submit

Submit

Cancel

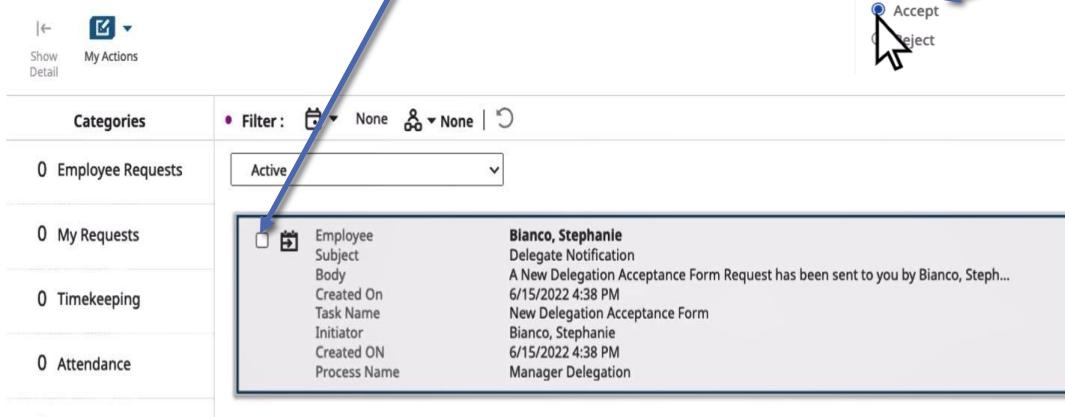
Approve Delegation Request

1. Locate "My Notification" tile



1a. Select "Tasks"

2. Select the check box of Delegate Notification



3. Manager Delegation tab will populate

Details

Manager Delegation

New Delegation

Delegator:

Start Date:

End Date:

Role Name:

Select Action* Accept Reject

3a. Select "Accept"

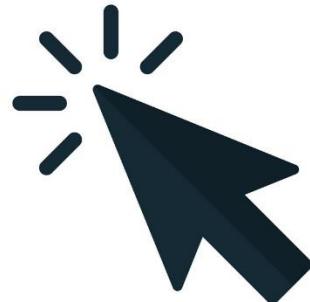
4. Select Submit

Submit

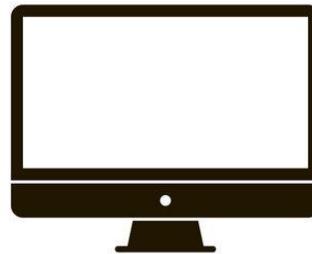
Cancel

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