



Reliable – Personal – Patient
Respectful – Empowering – Responsive

Dimensions User Guide

GUIDE FOR MANAGERS

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](#)

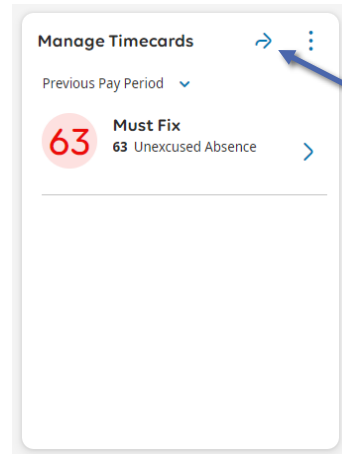
[Pro Outlook Login](#)

[Pro Mobile Login](#)

[Pro Desktop Login](#)

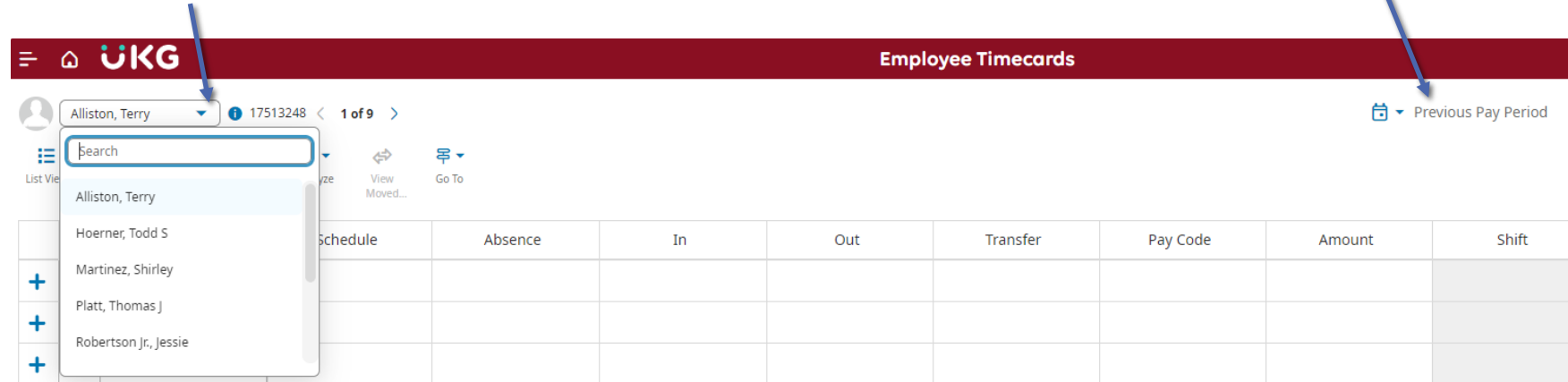
Adding Missed Punch

1. Locate the "Manage Timecards" tile



1a. Select the arrow

2. Select desired Employee



You can change your date/ date range here

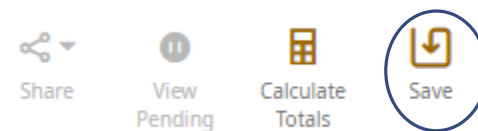
3. Locate the Date you need to Edit and click on the box

		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

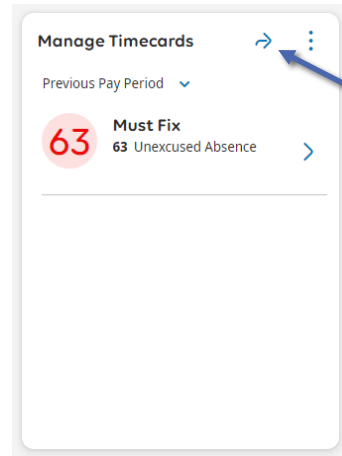
Wed 4/17	6:45 AM - 7:15 PM		6:45 AM	7:15 PM
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5. Select "Save"



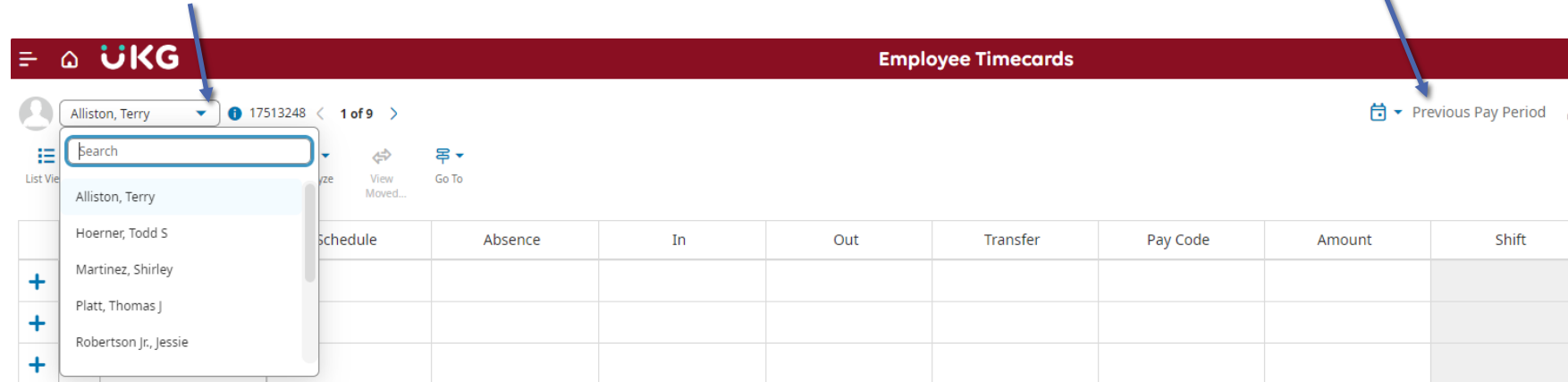
Approve One Timecard

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. Select "Approve"

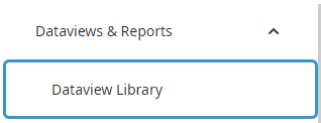


Mass Approve Timecard

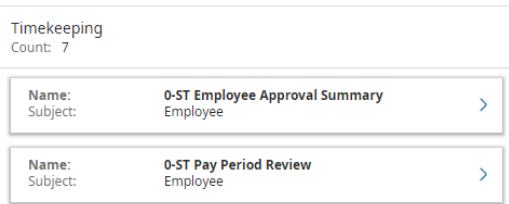
1. Select Menu Option



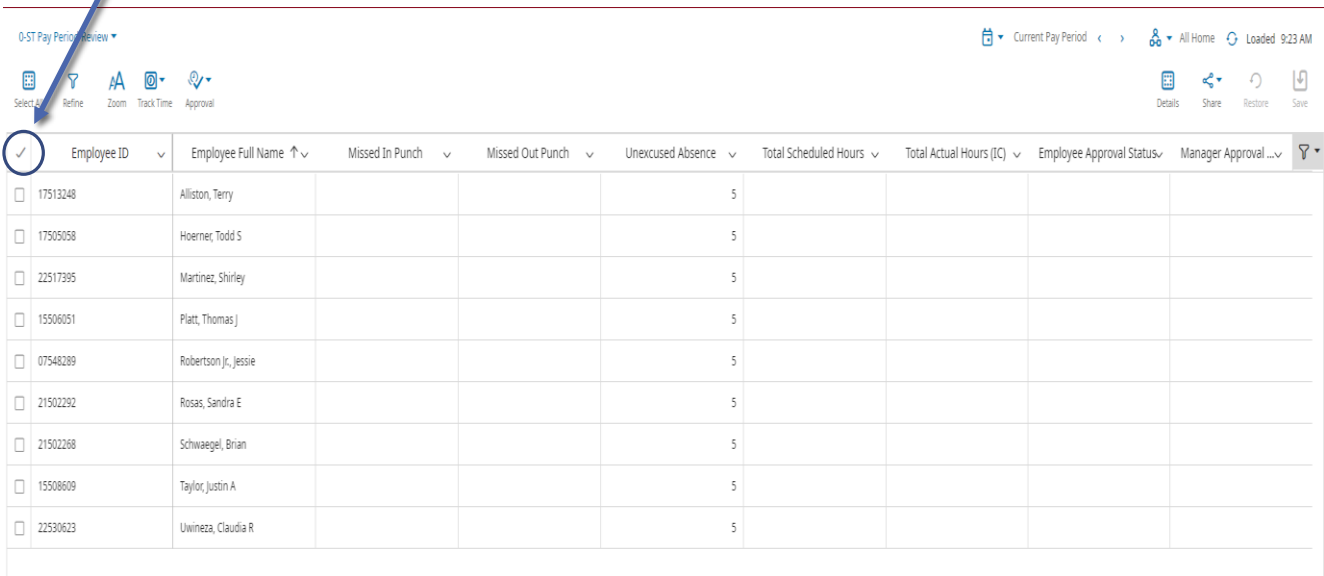
2. Select “Data View & Reports”



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

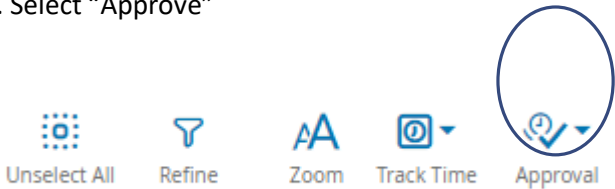


4. Select Check Mark

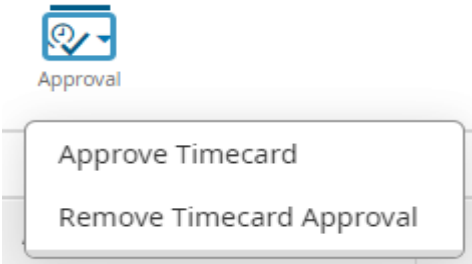


<input checked="" type="checkbox"/>	Employee ID	Employee Full Name	Missed In Punch	Missed Out Punch	Unexcused Absence	Total Scheduled Hours	Total Actual Hours (IC)	Employee Approval Status	Manager Approval
<input type="checkbox"/>	17513248	Alliston, Terry			5				
<input type="checkbox"/>	17505058	Hoerner,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

5. Select “Approve”



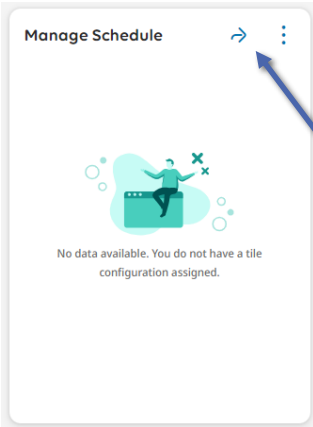
6. Select “Approve Timecard”



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

2. Locate the desired Employee

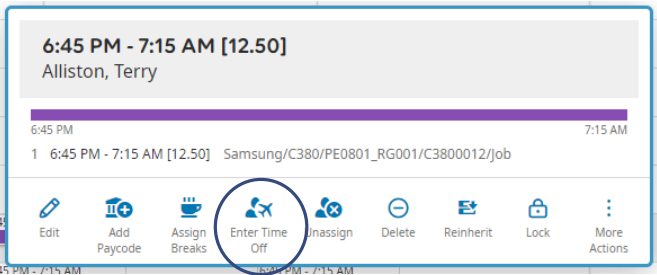
View by Schedule Group

Quick Actions Show / Hide Table View Zoom Load Groups

	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Sun 4/21	Mon 4/22
	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P
Ungrouped Employee...							
No Inheritance							
SHIFTC [5]							
Partial Group							
Hoerner, Todd S		6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM		
Platt, Thomas J		6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM		
Rosas, Sandra E		6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM		
Taylor, Justin A		6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM		
Uwineza, Claudia R		6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM	6:45 AM - 7:15 PM		
SHIFTD [4]							
Partial Group							
Alliston, Terry		6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM		
Martinez, Shirley		6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM		
Robertson Jr, Jessie		6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM		
Schwaegel, Brian		6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM	6:45 PM - 7:15 AM		

C380 SAS REQUEST
Approved

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



3a. Click on “Enter Time Off”

4. The following screen will populate

Enter Time Off

Assign To
Employee Name
Taylor, Justin A

Job
Job
.../C3800012/Job

Type of Time Off ☒ Auto Approve
C380 ACL REQUEST
PTO

C380 SARC REQUEST
C380 SAS REQUEST

5. Select desired PTO code

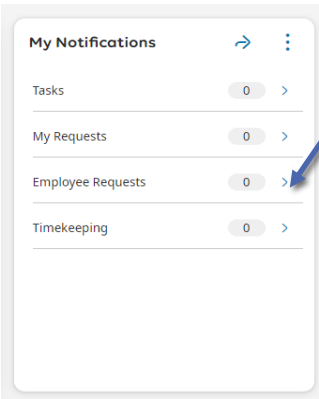
6. Select Apply



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

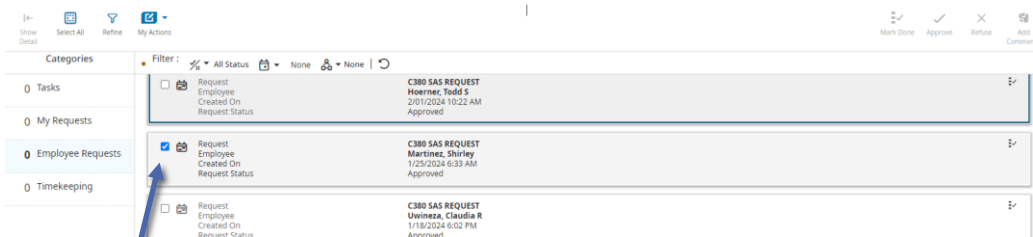
Review PTO Request

1. Locate the “My Notification” tile



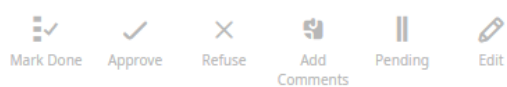
1a. Select “Employee Request”

2. Locate the Request Pending Approval



2a. Check the Box

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

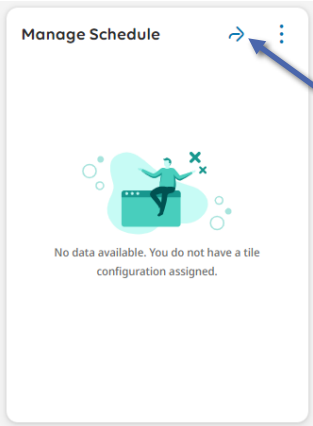


OR

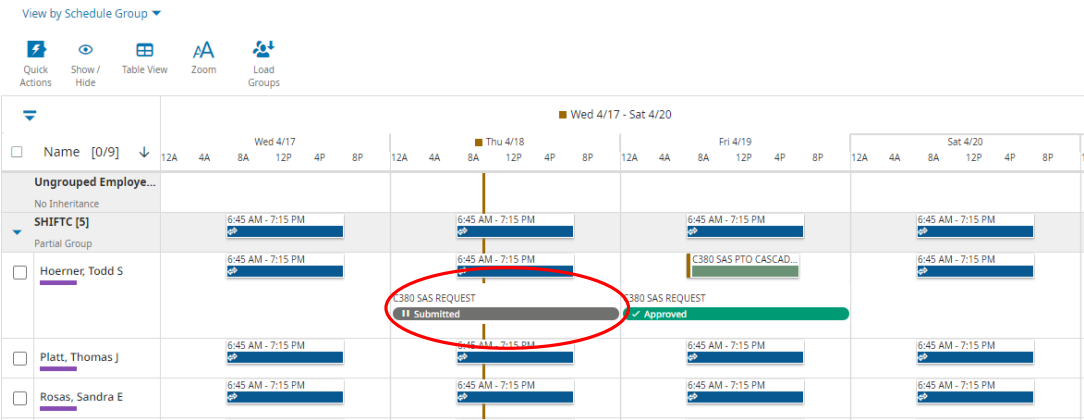
1. Locate the “Manage Schedule” tile

2. Locate the Submitted Request

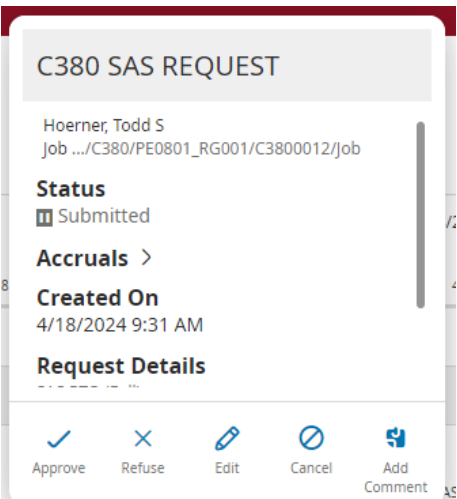
3. Select “Approve”, “Refuse”, “Pending”



1a. Select the Arrow

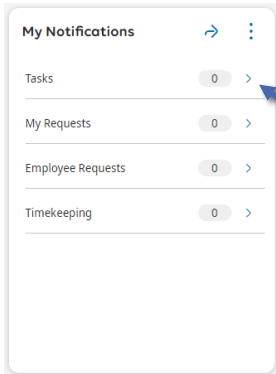


2a. Once Located, right click on request



Request Delegation

1. Locate “My Notification” tile

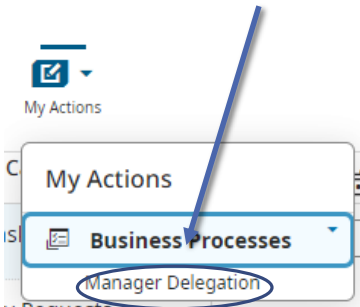


1a. Select “Tasks”

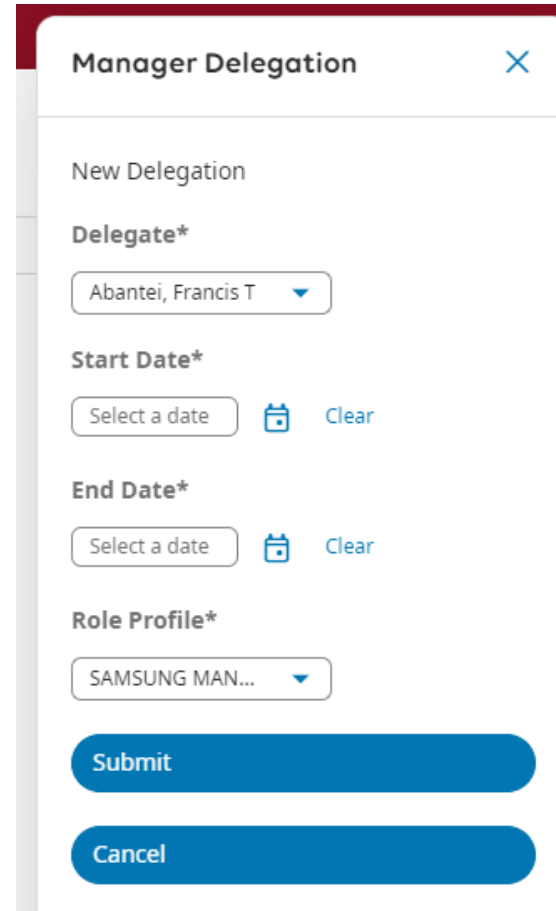
2. Select “My Actions”



2a. Select “Manager Delegations”



3. Manager Delegation tab will populate



4. Select Submit

3a. Select desired Delegate

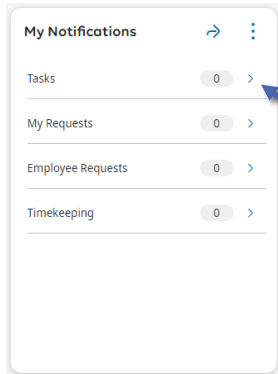
Submit

3b. Select Start and End Date

Cancel

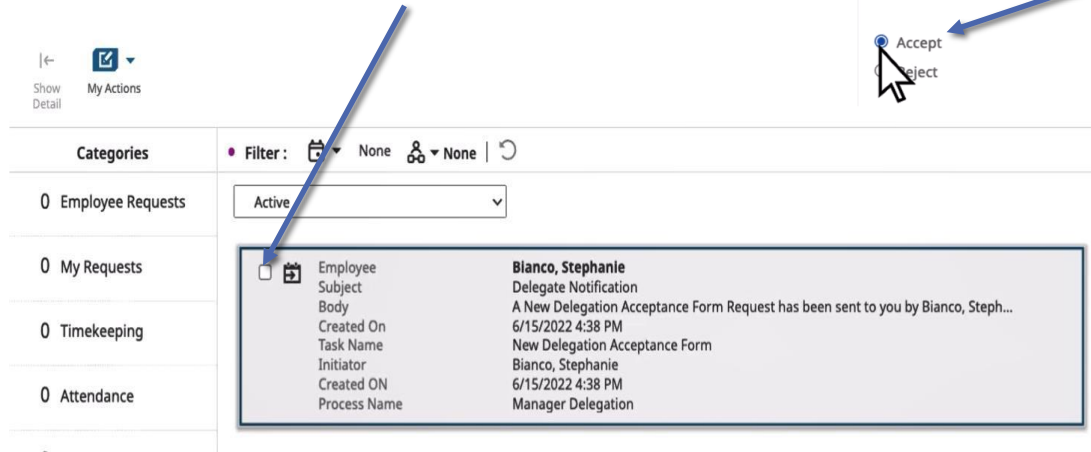
Approve Delegation Request

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

Bianco, Stephanie

Start Date

06/19/2022

End Date

06/25/2022

Role Name

Backup Manager

Select Action*

☒ Accept

☐ Reject

3a. Select “Accept”

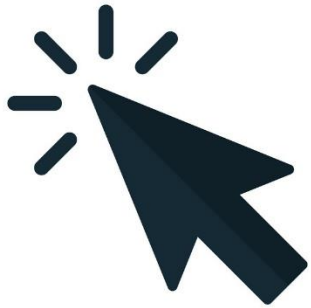
4. Select Submit

Submit

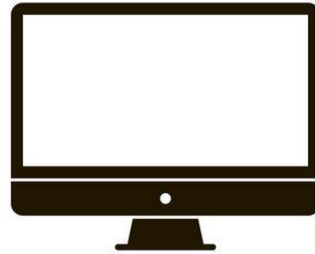
Cancel

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