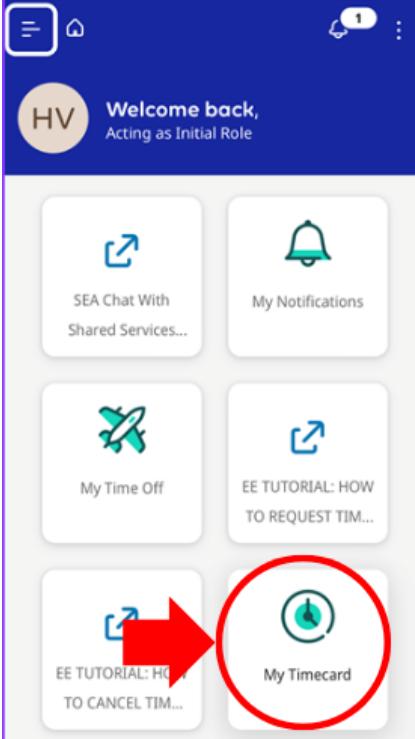
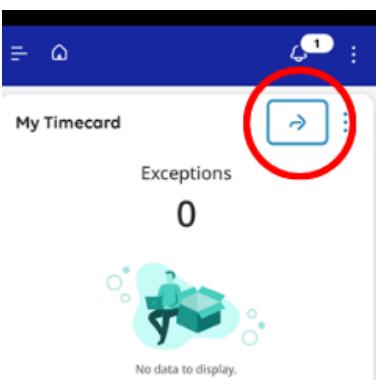


Review PTO Balance: Mobile App

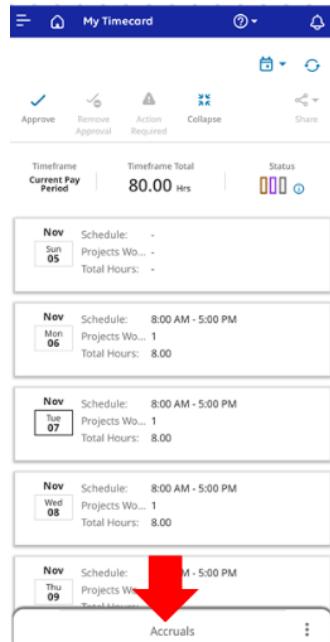


Reliable – Personal – Patient
Respectful – Empowering – Responsive

Tools/Systems	UKG Dimensions
Notes:	The following guide will assist you with viewing your PTO balance

Notes	<p>Navigate to the home screen of Dimensions, and select "My Timecard"</p>  <p>Select the arrow</p> 
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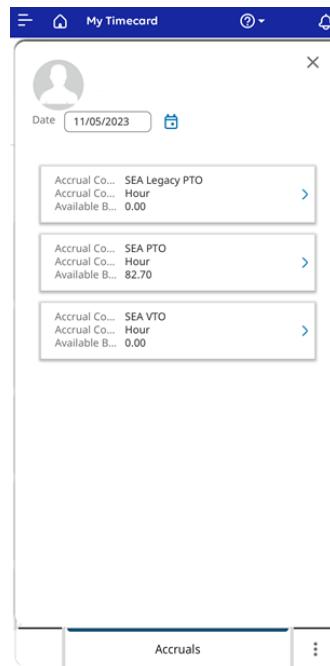
Select "Accruals"



The screenshot shows the 'My Timecard' interface. At the top, there are buttons for 'Approve', 'Remove Approval', 'Action Required', 'Collapse', and 'Share'. Below this, a summary box shows 'Timeframe Total' as '80.00 Hrs'. The main area displays five daily timecards for Nov 05, Nov 06, Nov 07, Nov 08, and Nov 09. Each card shows a schedule (e.g., 8:00 AM - 5:00 PM), projects worked on (e.g., 1), and total hours (e.g., 8.00). At the bottom of the screen, there is a navigation bar with the word 'Accruals' and a three-dot menu icon.



PTO banks and balances are now reflected on your screen.



The screenshot shows the 'My Timecard' interface with an expanded 'Accruals' section. A modal window is open, showing three PTO banks: 'SEA Legacy PTO' (0.00 available), 'SEA PTO' (82.70 available), and 'SEA VTO' (0.00 available). Each bank has a 'View Details' button. The background shows the same daily timecard summary as the previous screenshot.