How to Review PTO Balance in Dimensions
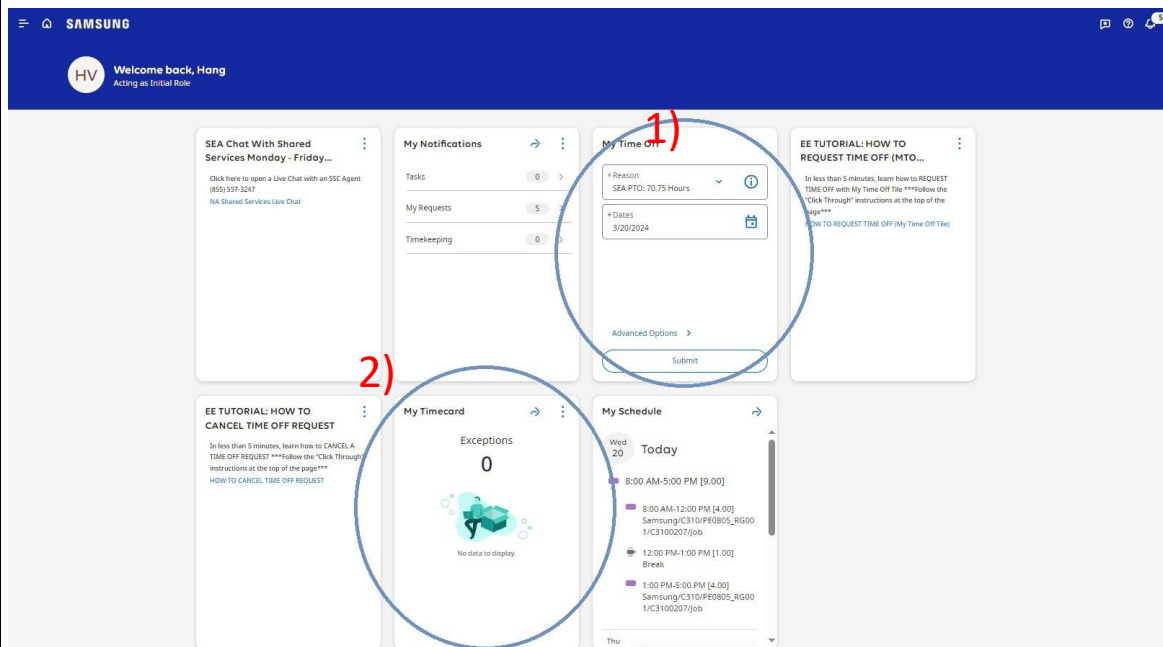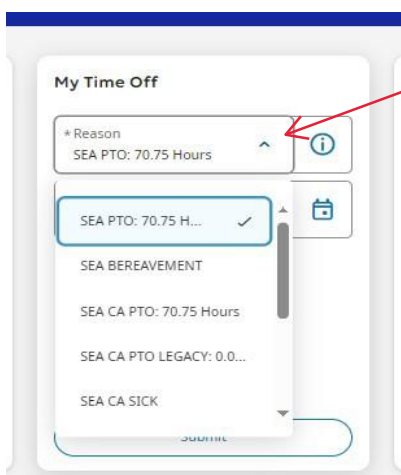
Tools/Systems	UKG Dimensions
Notes:	The following guide will assist you with viewing your PTO balance in Dimensions.

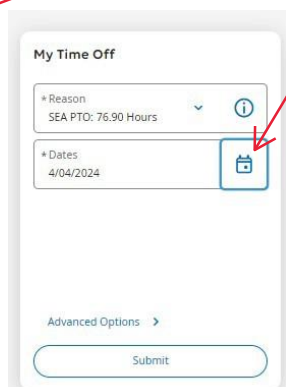Navigate to the home screen of Dimensions. There are two ways to view your PTO:
1. **"My Time Off" Tile**
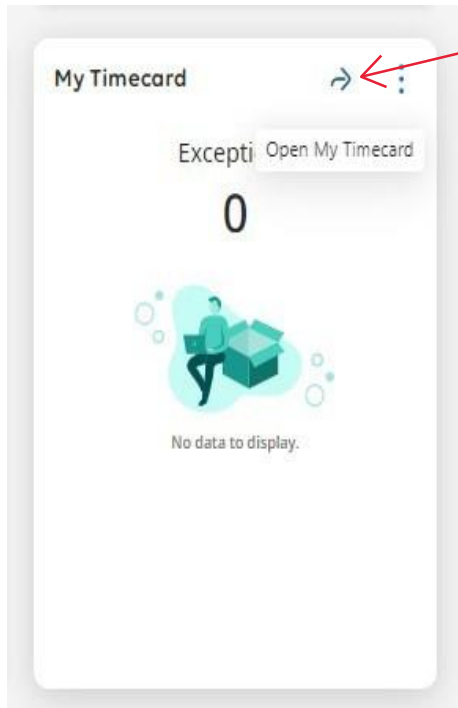2. **"My Timecard" Tile**

1. **"My Time Off" Tile**

- Click the arrow for the drop down list of all codes and balances available

- Change dates as needed to view live balance

*Please note that the encumbered balance is the amount available on the day but takes into consideration any **upcoming grants or requests** for the same time period.*
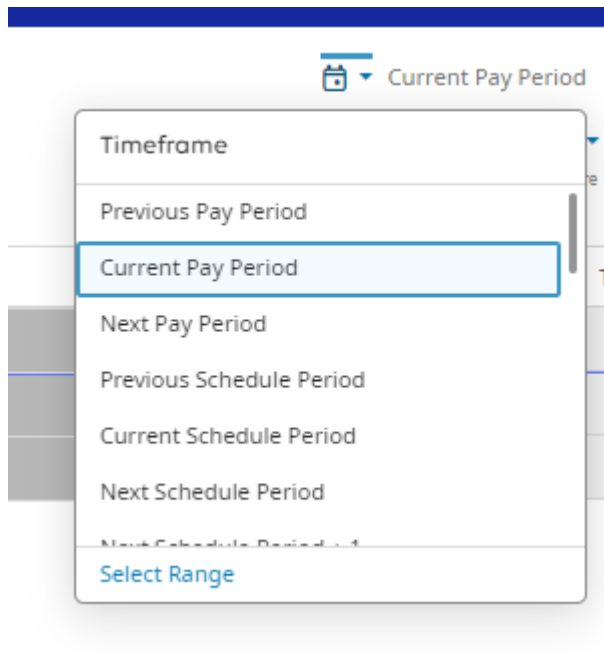
2. **"My Timecard" Tile**

a. Click arrow to open timecard

My Timecard →

Excepti Open My Timecard

0

No data to display.

b. Click on "Accrual" at the bottom of your timecard

≡ ⌂ **SAMSUNG**

◀   📅   ▶   ☰   ✓   ✓⊘
Previous   Today   Next   List View   Approve   Remove
                                                    Approval

Project	Sun 3/17	Mon
Home		8.00
Schedule		8:00 AM - 5:
Daily Total		8.00

Accruals

c. Select pay period as needed (top right side of the screen)

d. List of PTO balances
   o Taken to Date:
      Withdrawals, or takings, from the accrual between the first day of the reporting period and the "as of" date.
   o Available Balance:
      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.

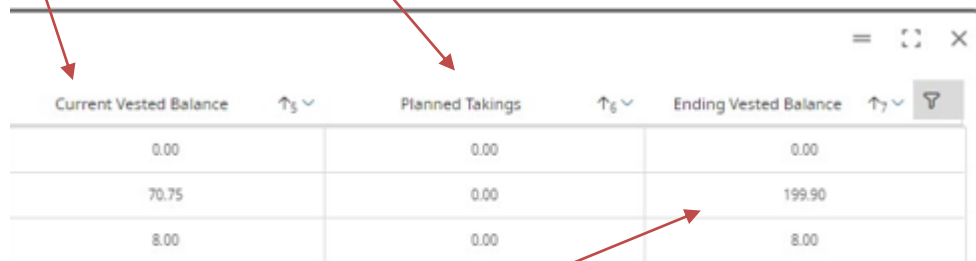| Accrual Code Name	↑₁∨	Accrual Code Type	↑₂∨	Available Balance	↑₃∨	Taken to Date	↑₄∨
SEA LEGACY PTO		Hour		0.00		0.00	
SEA PTO		Hour		70.75		0.00	
SEA VTO		Hour		8.00		0.00	

e. List of PTO balances
   i. Current Vested Balance:
      The current balance for an accrual code without upcoming grants or requests for the same time period.
   ii. Planned Takings:
      Withdrawals, or Takings, from the accrual that are entered between the "as-of" date and the end of the reporting period.

Current Vested Balance	Planned Takings	Ending Vested Balance
0.00	0.00	0.00
70.75	0.00	199.90
8.00	0.00	8.00

   iii. Ending Vested Balance:
      Vested balance in the accrual on the last day of the reporting period.
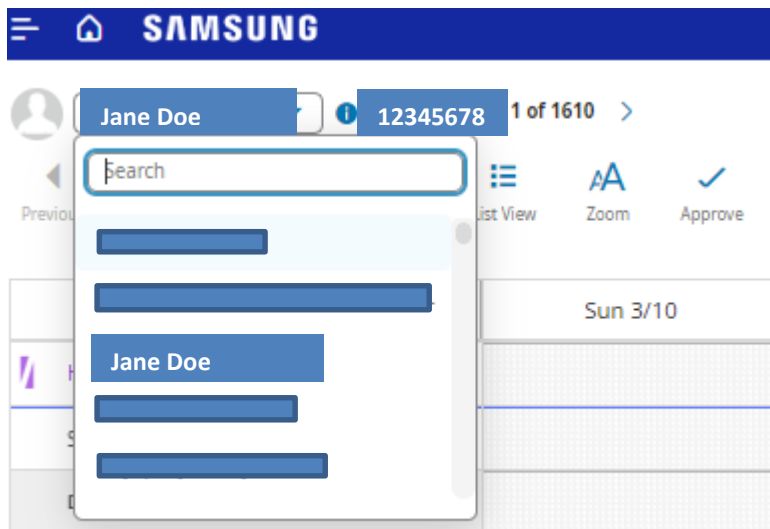
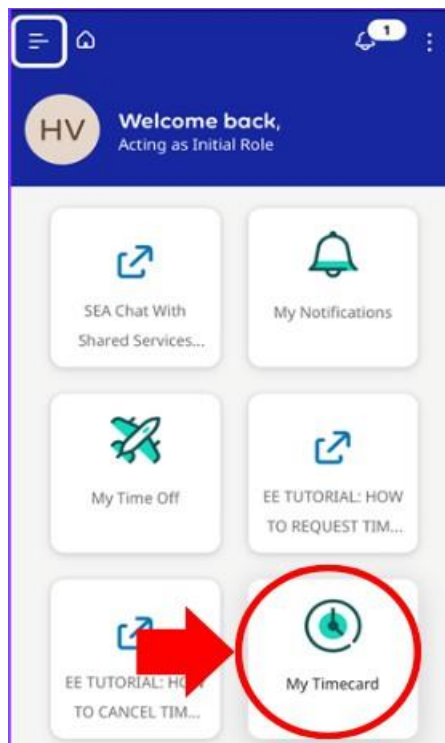| Dimensions	**Managers: How to view employee's PTO balance**

f. Go to "Manage Timecards" tile
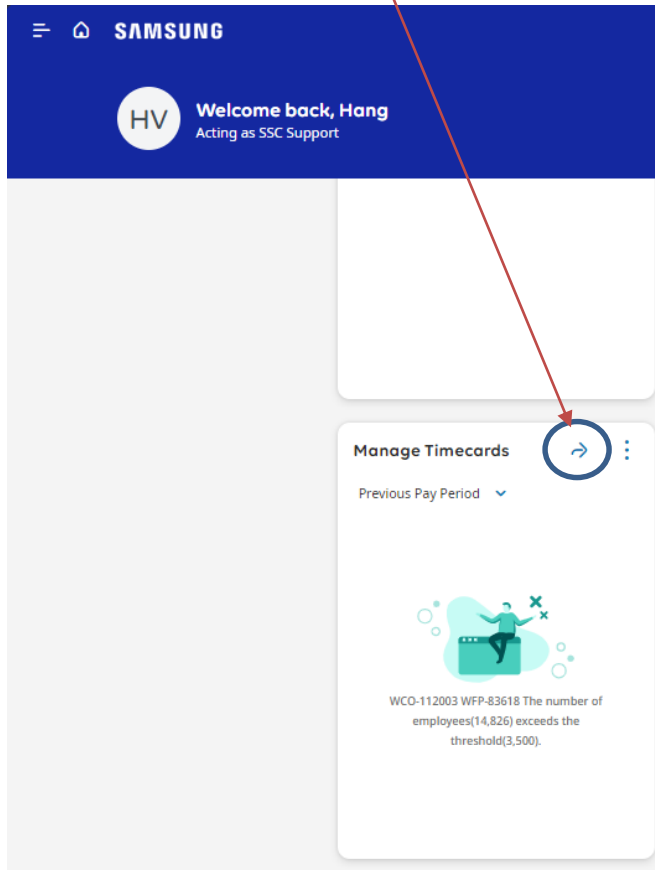
g. Select desired employee

- Click on "Accrual" at the bottom of your timecard
- Continue with Step 2C above

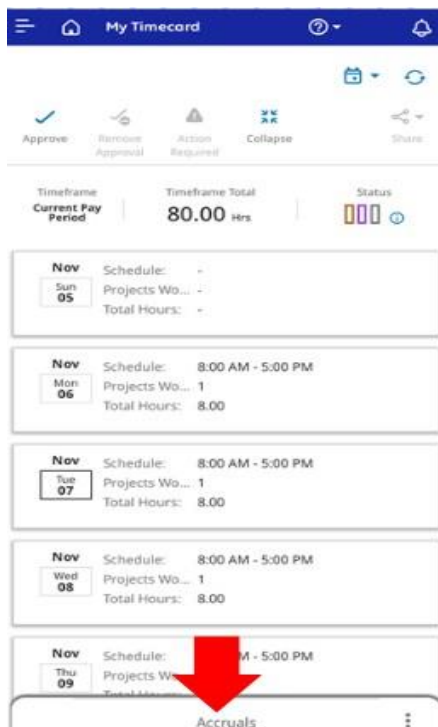| Tools/Systems	**UKG Dimensions Mobile App**

1) Navigate to the home screen of Dimensions and select "My Timecard"

2) Select the arrow
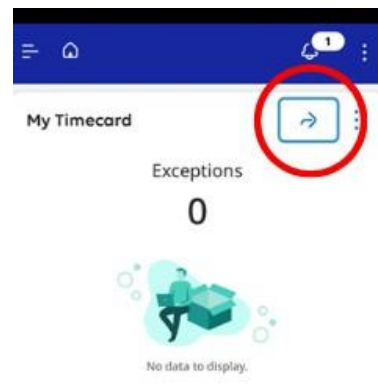
3) Select "Accruals"

4) PTO banks and balances are now reflected on your screen.