

Review PTO Balance

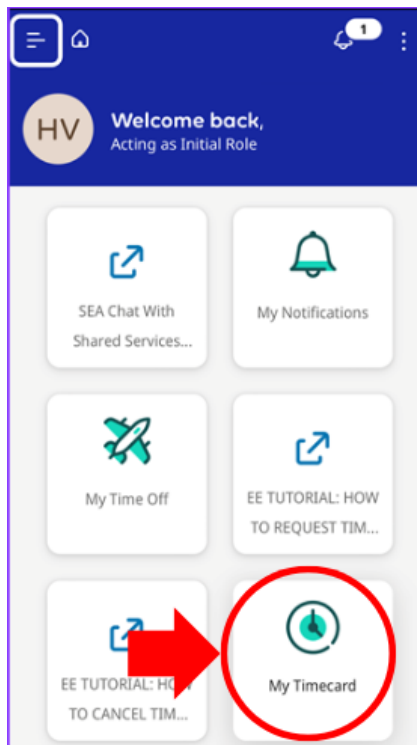


Reliable – Personal – Patient
Respectful – Empowering – Responsive

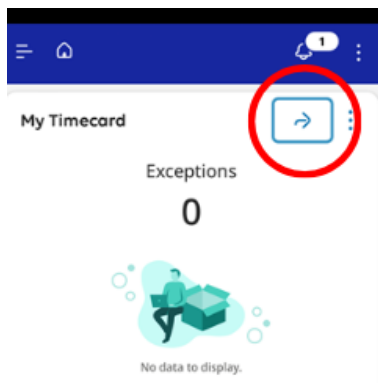
Tools/Systems	UKG Dimensions
Notes:	The following guide will assist you with viewing your PTO balance

Notes

Navigate to the home screen of Dimensions, and select “My Timecard”



Select the arrow



Select "Accruals"

My Timecard

Approve Remove Approval Action Required Collapse Share

Timeframe Current Pay Period Timeframe Total 80.00 Hrs Status

Date	Schedule	Projects Wo...	Total Hours
Sun 05	-	-	-
Mon 06	8:00 AM - 5:00 PM	1	8.00
Tue 07	8:00 AM - 5:00 PM	1	8.00
Wed 08	8:00 AM - 5:00 PM	1	8.00
Thu 09	8:00 AM - 5:00 PM	1	8.00

Accruals

PTO banks and balances are now reflected on your screen.

My Timecard

Date 11/05/2023

Accrual Co...	SEA Legacy PTO
Accrual Co...	Hour
Available B...	0.00

Accrual Co...	SEA PTO
Accrual Co...	Hour
Available B...	82.70

Accrual Co...	SEA VTO
Accrual Co...	Hour
Available B...	0.00

Accruals