

UKG Dimensions -Review Time Off Requests



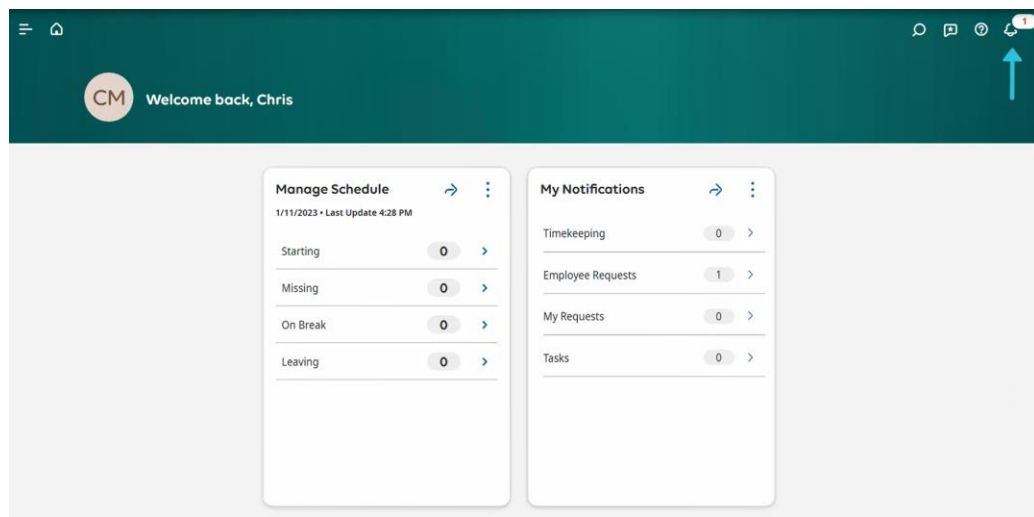
Reliable – Personal – Patient
Respectful – Empowering – Responsive

Tools/Systems	UKG Dimensions
Notes:	Please review the following guide for assistance reviewing your employee time off requests

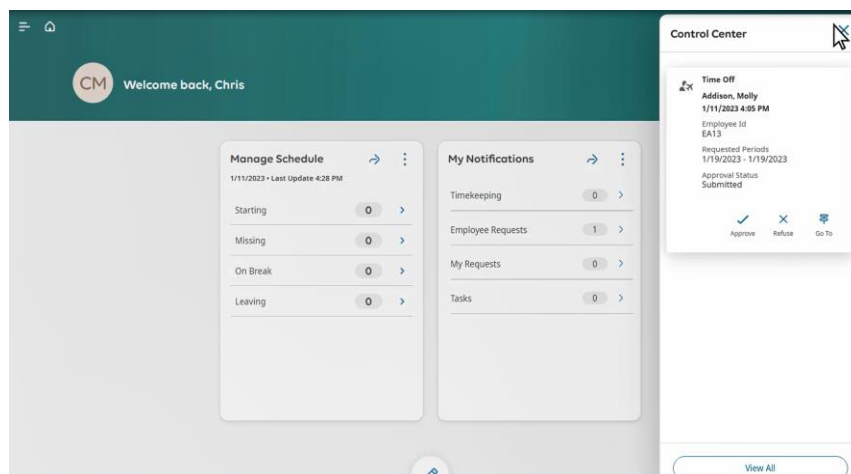
Notes

Option 1:

Select Bell Icon to open the Control Center

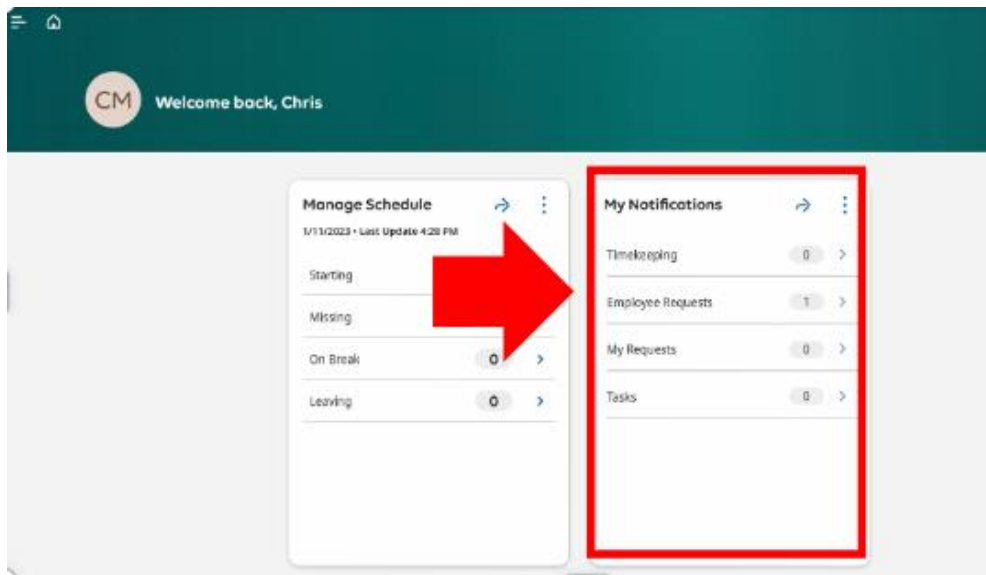


The Control Center will reflect all pending notifications



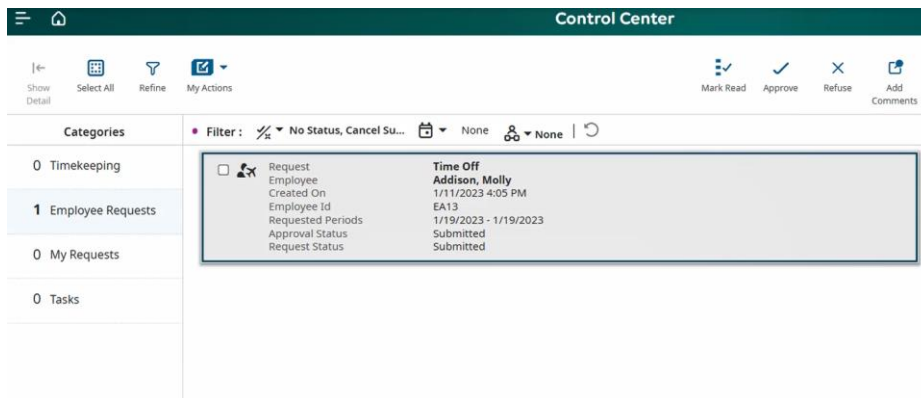
Option 2:

Select “Employee Request” in your “My Notification” tile



You will be redirected to the control center that will reflect the summary of the PTO requests of your employees.

Select the request you would like to review



Respond to request accordingly

