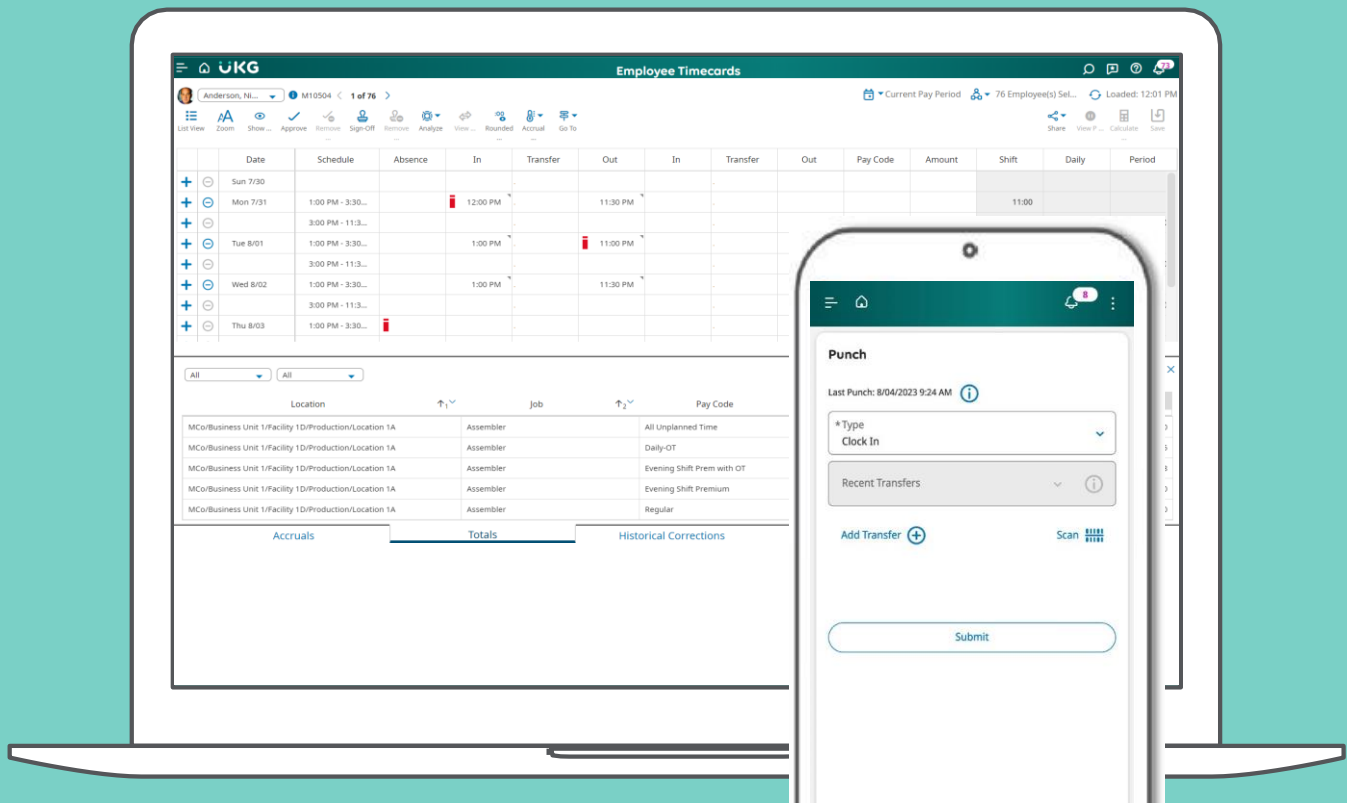


# UKG Pro Timekeeping Hourly

Simplify and automate **time and attendance tracking**

Manually tracking employee time and attendance makes it difficult for your organisation to manage labour costs but also prevents insight into the well-being of your employees impacting the overall employee experience. UKG Pro® Timekeeping Hourly (formerly UKG Dimensions® Timekeeping Hourly) provides the tools and insights needed to accurately track time and attendance helping you reduce payroll errors, minimise excessive labour costs, and gain insight into the work your employees spend time on.



### Control labour Costs

Increase labour-costing accuracy, strengthen auditability, and reduce off-cycle paychecks with the ability to easily view timecards and see exceptions such as missing, early-in, and late-out punches.



### Engage Your Employees

Built to be responsive and device agnostic, and optimised to deliver features across mobile and tablet devices for use anywhere.



### Stay Compliant

Benefit from automatic updates to regulatory guidelines, making compliance easier.

# Key Features

## For managers

Pay policy items (pay codes, work rules, wage profiles)

Time & attendance reports

Group edits

Timecard actions (approval, signoff, edit, transfers, etc.)

Time & attendance Audits

Overtime alerts (rejected, projected, approaching)

Alerts for projected shift differentials

Setup options

Move Amounts enables managers to easily override pay code totals to move from one totals bucket to another for accurate reporting

## For employees

Ability to make time-off and other scheduling requests directly from the calendar

Separate hourly and salaried timecards

Personalised time-entry records for recording time against projects

Full mobile timecard functionality

Attestation allows organisations to implement a meal break lockout

## Manage All Your People Data in One Place

- View accruals, weekly totals, exceptions, and transfers all in one place
- Offer your people easy visibility into shift, holiday, and time-off information all in a single location
- Use configurable notifications to alert employees or managers about missing time that is auto-resolved, employee-justified, or manager-justified in order to deal with issues quickly
- Use flexible tracking and editing capabilities to quickly modify punch and timecard data
- Eliminate exceptions and reduce the time users spend managing timecards
- Improve the efficiency of major workflows and allow people to accomplish frequent tasks in one click, directly from the home page

## Access Key Metrics in Real Time

- Benefit from having all time and attendance data be visualised, sorted, filtered, and exported according to personal preference
- Allow employees and managers to view critical information at a glance through a flexible, intuitive interface
- Provide hourly workers in the field with mobile access to the same features as in their desktop project timecard
- Capture labour data and identify trends through user-friendly timesheets
- Improve decision making with data visibility and reports that simplify access to the information needed to solve business issues



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