

# Task Management

Ensure your people focus on what matters most — and **increase customer satisfaction.**

UKG Pro® Task Management (formerly UKG Dimensions® Task Management) provides advanced tools to forecast, assign, and track your people’s work more efficiently. Today’s organisations often lack real-time visibility into the work their people are performing. What is being worked on and when? What tasks are planned? What are the priorities? Without a clear picture of where tasks stand, corporate and field managers can’t accurately assess the impact of the work scheduled from week to week. Ensure your people complete what’s important on time and make decisions that result in engaged employees and higher customer satisfaction.



### Create a Connected Experience

Craft a standard user experience for all your people — corporate, managers, and associates.



### Engage Your People

Engage employees by providing a holistic view of the tasks that drive the business.



### Ensure Productivity

Capture real-time visibility into the status of every project.



# Key benefits

## For managers

Obtain advanced tools to forecast, assign, and track work more efficiently.

Personalise communication content to engage and inform your associates.

Provide store employees with answers from subject matter experts at a moment's notice.

Deploy a convenient mobile strategy that allows your associates to complete their work from wherever they are.

## For employees

Harness a holistic view of the tasks that drive the business.

Personalise content based on role, location, and profile.

Review job-related changes from hire date to present day.

## Key Features of UKG Pro Task Management

- Embrace a simple and easy-to-use experience for corporate, managers, and associates
- Inform employees of priority projects and notify leaders of the status of tasks in real time
- Review, approve (or reject), and validate direct reports' work with the photo validation feature
- Gain insight into workload with store audits
- Keep employees focused on priority work with personalised, in-the-moment communications
- Receive data that is meaningful, timely, and trackable with robust dashboards, widgets, and in-task drill-down reports
- Implement powerful integrations — data that informs and drives action



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