How do I fix a missed punch or request other timecard changes in UKG (Dimensions) from a computer?

According to policy, caregivers are responsible for making sure their time is recorded correctly. If you have a missing punch, or other timecard errors, you need to request that those be fixed.

In UKG (Dimensions), if your timecard is incorrect, you'll edit your timecard and submit the edits as a request. Edits are reviewed by a timekeeper, scheduler, or in certain specific circumstances the manager. Once reviewed and approved, they're entered in your timecard. Please keep in mind **these entries will not appear on your timecard until they're reviewed**, so submit these requests in a timely manner.

Remove timecard approval to allow changes - if you or your manager has approved your timecard, you'll need to remove approval before you can make changes.

Navigate to your timecard in UKG (Dimensions) - if you don't know how to find your timecard in UKG (Dimensions).

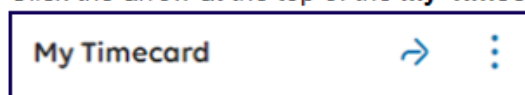**Types of timecard changes you can request** - Click a link to go to instructions for that type

- Fix a missing punch
- Delete a duplicate punch
- Canceling a meal break
- Adding paycodes
- Prompt for punch - to enter Orientation hours
- Change punch type - if out punch shows as in punch / in punch shows as out punch
- Add a transfer
  - *Department transfers*
  - *Work Rule transfers (like education, extended/extra shift, etc.)*
  - *Labor Category transfers (to work activities like temp lead or clinical coach, secondary jobs, and grants/projects)*
- Edit a transfer
- Delete a transfer

Review your pending changes - once you've saved your changes, the timecard goes back to showing the errors, but you can review your pending changes.

Navigate to your timecard

1. Sign into UKG (Dimensions)
2. Click the arrow at the top of the **My Timecard** tile

My Timecard	→	⋮

3. Review your timecard – days that are colored are not editable
   - *Dark Gray - Dates are in the future and not editable*
   - *Gray Crosshatch - Timecard has been signed off and is no longer editable*
   - *Yellow Background - Timecard approved by caregiver but not by manager*
   - *Light Purple Background - Timecard approved by manager but not caregiver*
   - *Green Background - Timecard approved by both caregiver and manager*
     - *To remove manager approval, see How do I remove manager approval in Dimensions?*

Date	Pay Code	Amount	Schedule	In	Transfer	Out	Shift
Sun 3/05							
Mon 3/06							
Tue 3/07				08:00		🟥	
Wed 3/08							
Thu 3/09				08:00		16:00	7:30
Fri 3/10							
Sat 3/11							
Sun 3/12							
Mon 3/13							
Tue 3/14							
Wed 3/15							

Fix a Missed Punch

1. Log in to UKG (Dimensions) and navigate to your timecard as shown above
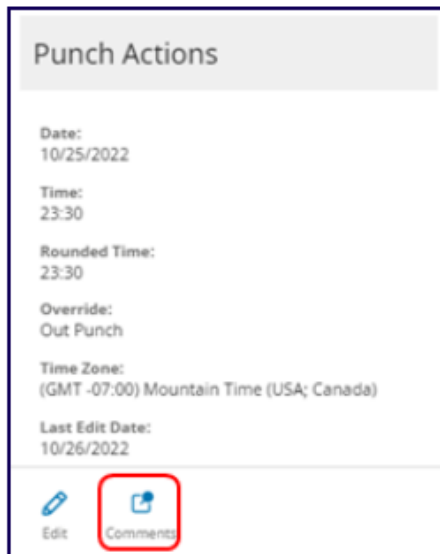2. In your timecard, find your missed punch - it's the cell that's red

Schedule	In	Transfer	Out
15:00 - 23:30	14:59		🟥

3. Click into the red cell and enter the time of the missed punch; the cell won't be red anymore

14:59		23:30

4. Right-click the fixed punch; the Punch Actions menu opens

5. Click **Comments**

Punch Actions

Date:
10/25/2022

Time:
23:30

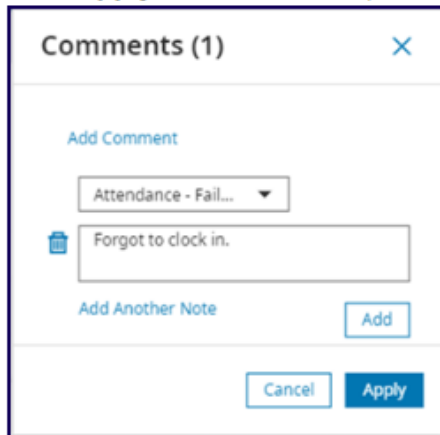Rounded Time:
23:30

Override:
Out Punch

Time Zone:
(GMT -07:00) Mountain Time (USA; Canada)

Last Edit Date:
10/26/2022

Edit   Comments

6. Enter a comment; the comment for missed punch is Attendance - Failed to Punch

7. Click **Apply** then click **Save** (located in the top right corner)

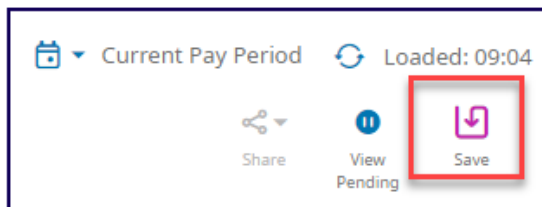Comments (1)   ✕

Add Comment

Attendance - Fail...   ▼

🗑   Forgot to clock in.

Add Another Note   Add

                 Cancel   **Apply**

📅 ▼ Current Pay Period   🔄 Loaded: 09:04

          ⤸ ▼   ⏸   ⤵
        Share   View   Save
                   Pending

8. A confirmation message is displayed that your edit has been submitted to your timekeeper, scheduler, or certain specific circumstances the manager for approval

9. The cell fills in red again, but the pending changes icon shows next to the date
   - *If you have multiple changes on a single day, only one pending changes icon shows*

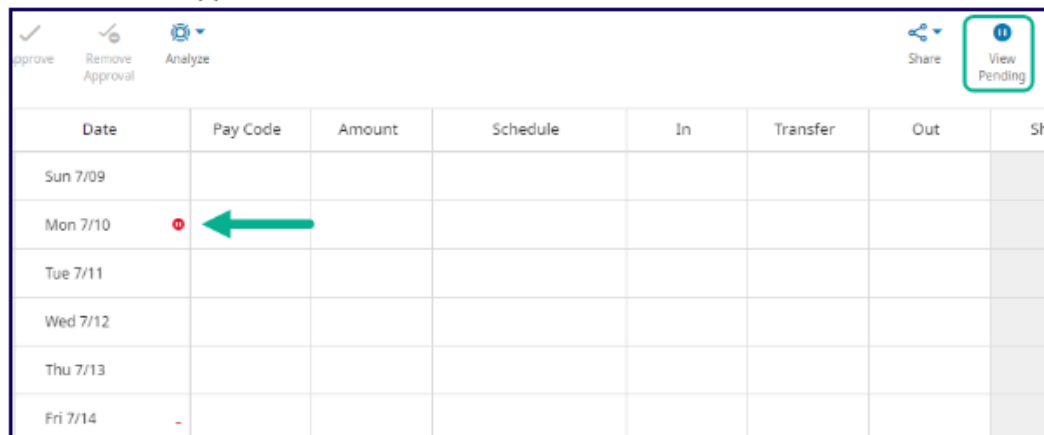| Thu 12/15 | 🔴 | | 07:00 - 19:30 | ⇔ | 07:00 | ...d/Nurse/RN;;; | 🟥 |

10. Once the request has been reviewed, the punch will show in your timecard

11. If you wish to review the details of your corrected punches, click **View Pending** in the upper-right corner of your timecard to open the Pending Changes slider

Prompt for punch

If you're a new hire and don't have your badge yet or you work off-site, you can add both in and out punches on a day.

1. Click in the **In Punch** cell and enter your in time
2. Click in the **Out Punch** cell and enter your out time
3. Right-click the out punch and enter a comment - see How do I add a comment to a punch in Dimensions?
   - *Comment is **Attendance - Failed to Punch***
4. Click **Save**
5. Your punches will disappear, but a pending change icon shows next to the date until the request has been reviewed and approved
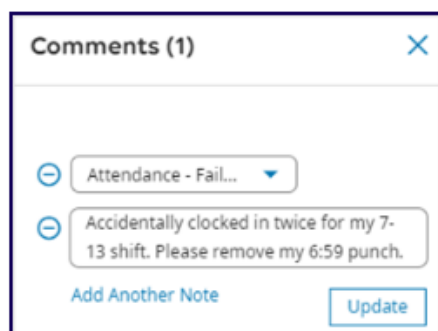

Removing a Duplicate Punch

Duplicate punches occur when clocking in twice or out twice. This will usually generate a missed punch notification due to the uneven number of punches for a shift. Follow these steps to request to remove the duplicate punch:

1. Log in to UKG (Dimensions) and navigate to your timecard as shown above
2. Right-click the duplicate punch
   - *Select Comment and leave a note that this is a duplicate punch and should be removed*

3. Delete the duplicate punch
4. Click **Save** in the upper-right corner
5. After your punch correction is saved and submitted, the duplicate punch will remain on your timecard until your timekeeper reviews and approves your punch removal request

Change a Punch Type

If you accidently click punch in instead of punch out (or out instead of in) your time will be entered in the wrong place and create missed punch cells. These aren't really missing punches. Instead, you can change the punch type to get rid of the red cell.

1. Right-click on the punch that's in the wrong place

2. Click **Edit** in Punch Actions

3. In the edit panel, click the **Override** drop-down
4. Select the correct punch type
   - *For example, change from out punch to in punch*
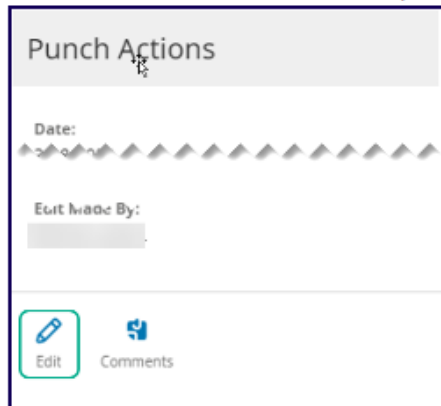
5. Click **Apply**

6. Verify that your timecard has re-aligned
7. Right-click on the punch you moved and enter a comment and note - see How do I add a comment to a punch in Dimensions?
8. Click **Save** in the upper-right corner of the timecard
9. The punches go back to misaligned, but a pending change icon shows next to the date until the request has been reviewed and approved
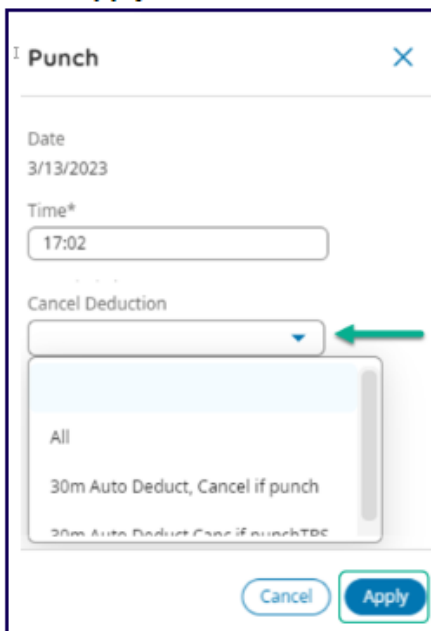
Cancelling Your Meal Break

If you edit your timecard so that a full shift is entered, but you don't get the question about cancelling your lunch, you can cancel your lunch from your timecard.

1. Right-click on the out punch of the day you're cancelling your meal
2. Click **Edit** in the Punch Actions panel

3. Click the **Cancel Deduction** drop-down and select **All**

4. Click **Apply**

5. Right-click the out punch you just edited and enter a comment - see How do I add a comment to a punch in Dimensions?
6. Click **Save**
7. Your punches will disappear, but a pending change icon shows next to the date until the request has been reviewed and approved

Adding Paycodes

1. Click into the paycode column of the day you want to add a paycode
   - *If there is a shift on that day, you'll need to click the add row button to add a blank row for that date*

2. Select a paycode from the drop-down list
3. Enter an amount for the paycode
4. Verify your entry, then click **Save**
5. The paycode and amount disappear, but the pending changes icon shows next to the date
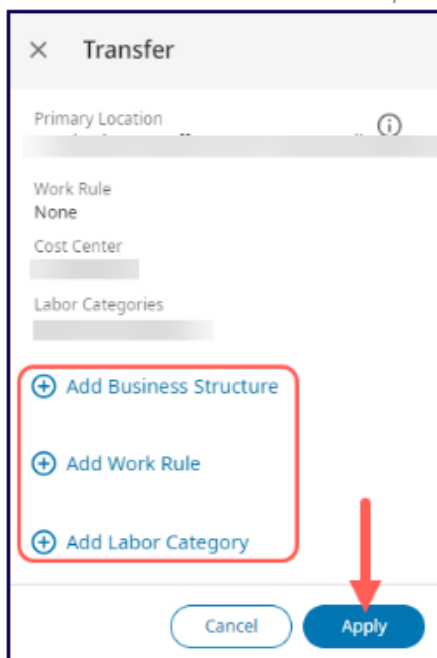

Add a Transfer

1. Click in the transfer column of the shift you're transferring
2. A pop-up window opens showing the **Search…** link and up to five of the last transfers you entered
   - *If the transfer you need is listed, click it to select it*
   - *If the transfer you need isn't listed, click **Search…***

3. The transfer panel opens; click the type of transfer you're adding
   - *Click to add a Business Structure Transfer*
     - *Choose this if you're transferring to **another department** or location*
   - *Click to add a Work Rule Transfer*
     - *Choose this if you're transferring to other shift types, such as **education, extended shift, salary above base, etc.***
       - *Not all work rules may be available to you and you may have to work with your timekeeper, scheduler, or manager to add these work rules to your schedule instead*
   - *Click to add a Labor Category Transfer*
     - *Choose this if you're transferring to a **secondary position**, to a work activity such as **temp lead or clinical coach**, or to a **grant or project***
4. You can add more than one **type** of transfer to a shift, such as business structure and labor category

5. Once all edits have been made, click **Apply**

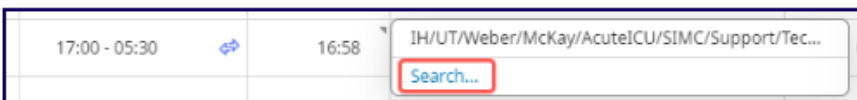6. Add a comment and note using How do I add a comment to a punch in UKG (Dimensions)?
7. Verify the transfer and comment have been added, then click **Save**
8. **The transfer you added will no longer show**, but the pending changes icon shows next to the date

Date		Schedule	In	Transfer	Out
Thu 7/27	🔴	17:00 - 05:30	16:55		05:29

Edit a Transfer

1. Click in the transfer column of the shift you're transferring
2. A pop-up window opens showing the **Search...** link and up to five of the last transfers you entered
   - *Click **Search...***
   - *The transfer panel opens*

17:00 - 05:30	⇄	16:58	IH/UT/Weber/McKay/AcuteICU/SIMC/Support/Tec...
			Search...

3. Click the edit icon next to the transfer to change the transfer (see below to delete the transfer)

Business Structure

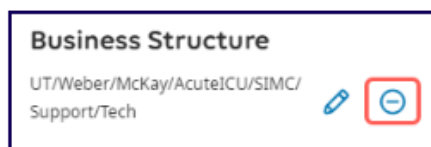UT/Weber/McKay/AcuteICU/SIMC/
Support/Tech   ✏️ ⊖

   - *Click to edit a Business Structure Transfer*
     - *Choose this if you're transferring to **another department** or location*

- Click to edit a *Work Rule Transfer*
  - *Choose this if you're transferring to other shift types, such as **education, extended shift, call back, shared leadership, etc.***
    - *Not all work rules may be available to you and you may have to work with your timekeeper, scheduler, or manager to add these work rules to your schedule instead*

- Click to edit a *Labor Category Transfer*
  - *Choose this if you're transferring to a **secondary position**, to a work activity such as **temp lead or clinical coach**, or to a **grant or project***

4. Once all edits have been made, click **Apply**
5. Add a comment and note using How do I add a comment to a punch in UKG (Dimensions)?
6. Verify the transfer and comment have been updated, then click **Save**
7. **The previous transfer shows again**, but the pending changes icon shows next to the date

		Date		Schedule	In		Transfer	Out
+	⊖	Thu 8/17	⊙	17:00 - 05:30	⇔	▌	...Weber/McKay/AcuteICU/SIMC/Support/Tech;;;	05:45
+	⊖	Fri 8/18						

Delete a Transfer

1. Click the transfer you want to delete
2. Click **Search…**
   - *The transfer panel opens*
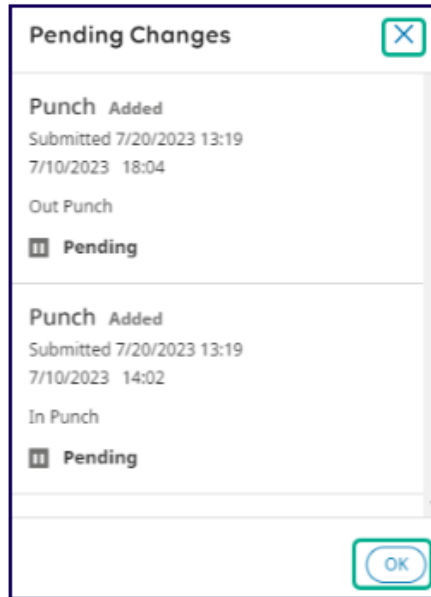3. Click the delete icon next to the transfer

Business Structure

UT/Weber/McKay/AcuteICU/SIMC/
Support/Tech   ✏️ ⊖

4. Add a comment and note using How do I add a comment to a punch in UKG (Dimensions)?
5. Click **Apply**
6. Verify the transfer has been removed from the timecard, then click **Save**
7. **The transfer shows again**, but the pending changes icon shows next to the date

		Date		Schedule	In		Transfer	Out
+	⊖	Thu 8/17	⊙	17:00 - 05:30	⇔	▌	...Weber/McKay/AcuteICU/SIMC/Support/Tech;;;	05:45
+	⊖	Fri 8/18						

View Pending Changes

1. When you have pending changes, the **View Pending** panel opens every time you open your timecard
   - *Close it by clicking the **X** in the upper-right corner*
   - *You can also click **OK** to close the panel*

2. To reopen it, click the **View Pending** tool

3. Scroll to see details for pending changes