

How do I punch my time on a computer in Dimensions?

Revised by Judy Barnes • 10mo ago • 3663 Views • ★★☆☆☆

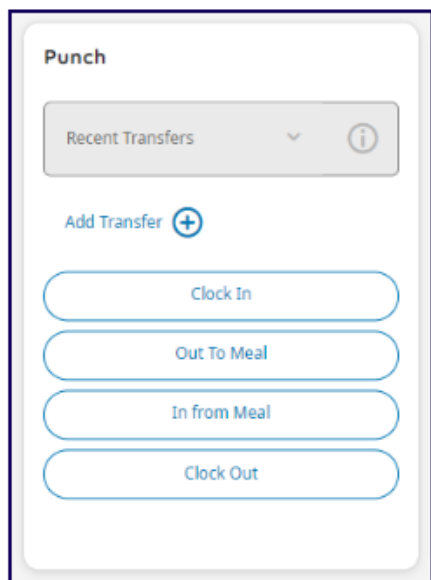
Important: All time should be recorded when it's worked. If not, the punch will be regarded as a missing punch.

Missing punch corrections should be entered as soon as possible and no later than Sunday at midnight prior to payroll finalization or your pay may be incorrect and you'll have to submit a **retro pay correction** ticket to get it fixed.

If caregivers don't have access to a timeclock, they may use the Dimensions app on their computer to punch in.

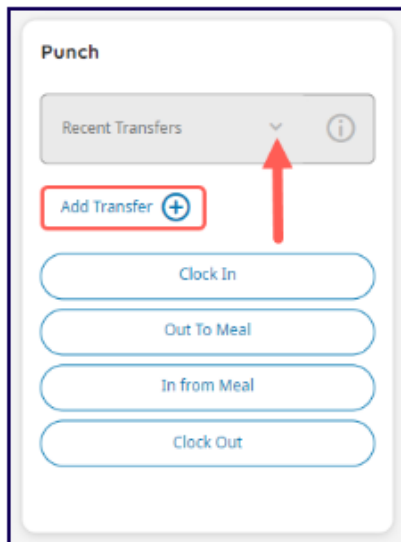
Using the Punch Tile

1. Log in to Dimensions
2. Find the **Punch** tile on the Home page
 - *Tiles can be added or rearranged to make them easier to find; see the [Getting Started](#) knowledge article*



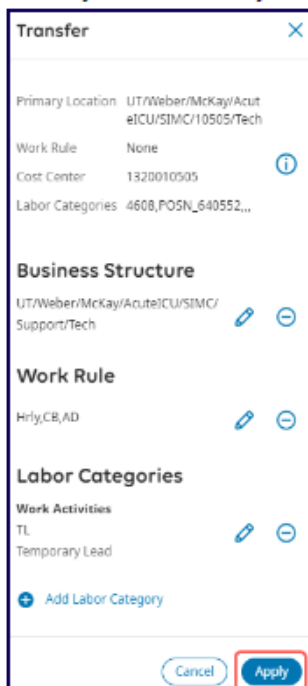
3. Click **Add Transfer**

- If you have them, recent transfers will show in the drop-down and can be selected there

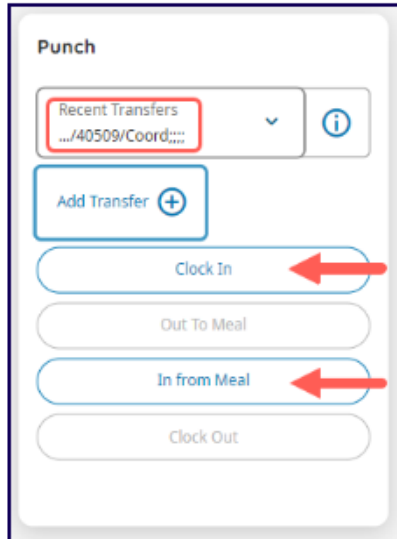


- Click here to add or edit a **Business Structure Transfer**
 - Choose this if you're transferring to another department or location
- Click here to add or edit a **Work Rule Transfer**
 - Choose this if you're transferring to other shift types, such as education, extended shift, call back, shared leadership, 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 here to add or edit a **Labor Category Transfer**
 - Choose this if you're transferring to a secondary position or to a work activity such as temp lead or clinical coach

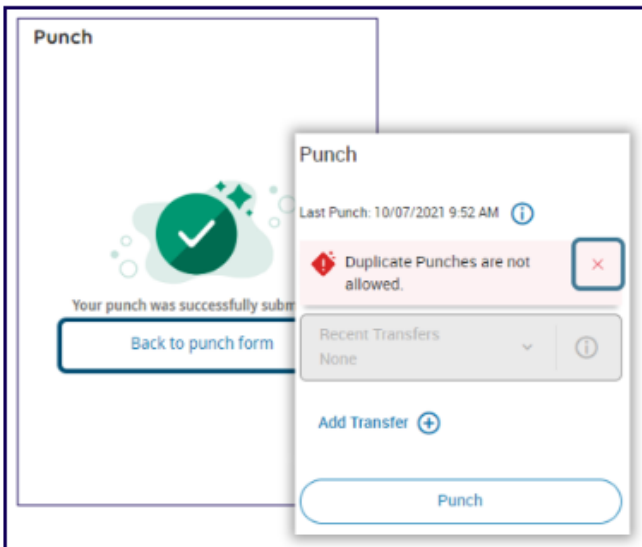
4. Once you've added your transfer(s), Click **Apply**



5. Verify the transfer shows on the punch tile, then click the punch type the transfer will be applied to
6. Only the available punch types will be active; unavailable types will be grayed out



7. A message that your punch was successfully submitted will show
 - o If there's a problem with your punch, a failure message displays with the reason for the failure



Cancelling your Meal Break

Deductions are automatic breaks built into a shift. For example, if you have an 8.5-hour shift with half-hour meal break deduction, you're paid for 8 hours. If you work through your meal break, you can cancel the deduction while recording your out punch.

1. If you worked long enough to qualify for a meal deduction, a meal question slider will open when you clock out
2. Answer the meal break question then click **Submit**

Confirm



Did you receive an uninterrupted 30 minute meal break during your shift?

Yes

No

Submit