

# How do I review and approve my timecard in UKG (Dimensions)?

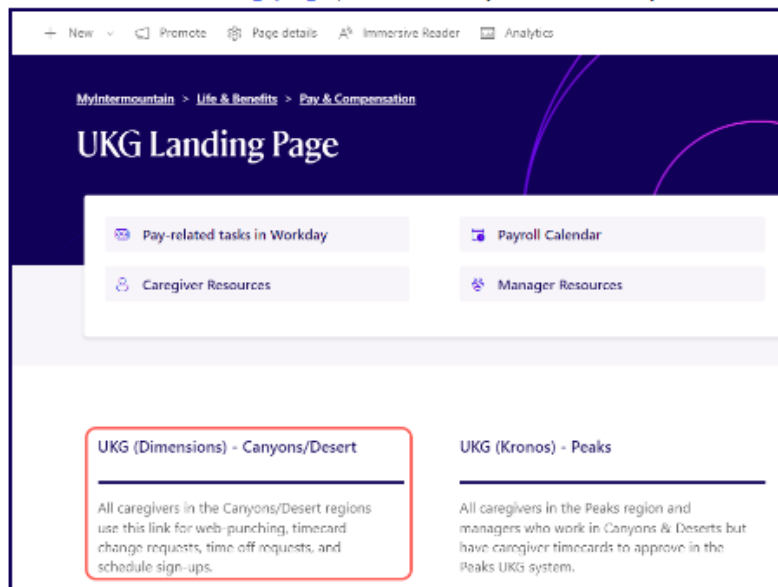
• 📅 19d ago • 👁 3034 Views • ★★★★★

The Time Worked policy states caregivers are responsible for making sure their timecards are correct. **All caregivers should check their timecard at least once every pay period.** Approve your timecard to show that you've reviewed it.

1. If your timecard isn't correct, use
  - [Fix missed punches or request other timecard edits](#) to fix missed punches or other timecard errors
  - [Requesting time off](#) to request paid time off, sick days, funeral, etc.
2. When you've submitted your correction requests and your timecard is as complete and accurate as possible, approve it. Your manager will also approve it
  - *Please keep in mind these correction requests don't show on your timecard until your timekeeper or manager reviews them, so submit them early enough that there's time for them to be reviewed*

## To review your timecard

1. On the [UKG Landing page](#), click **UKG (Dimensions)**



2. If you're not signed into secure access, a sign-in window will open; sign in using your username, password, and PingID

Sign On

Sign In Options

PingID

Windows Hello

OR

USERNAME OR EMAIL ADDRESS

username15854

PASSWORD

Remember my username

Sign On

Change Password?

Go to my One Account

WARNING: Intermountain authorized users only.  
Click for details

3. Click the arrow at the top of the My Timecard Tile



4. Select the timespan you are reviewing
- Use the calendar icon to change the timeframe if needed
5. Verify you have no missing punches
6. Verify you have no other timecard errors (exceptions)
- Verify that all transfers and pay code changes (team lead, etc.) have been entered
  - Verify that your meal breaks are entered correctly
    - If you did NOT receive an uninterrupted meal break, make sure your timecard shows that you are paid for the full day and 30 minutes has NOT been deducted
7. See the [Timecard Essentials](#) page for information on the tools and icons that may show on your timecard.

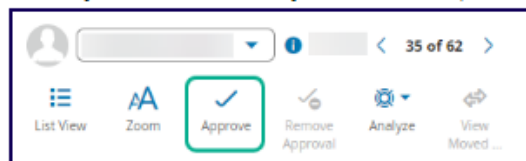
8. Verify your PTO requests have been processed

9. If you find an error, [request a timecard edit](#) as soon as possible

- Some items (e.g. if you were actually late or absent) can't be edited
- In and Out punches cannot be changed because punches are a legal record of time worked



### To approve your timecard

1. Once you've reviewed your timecard, click **Approve**






- If submitted correction requests weren't made before the end of the pay period, you can submit a [Retro Pay request form](#) to request the missed pay

## 2. 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

**Note:** Once payroll starts processing, your timecard is signed off and you cannot remove or apply approval after this.

-  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

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							