Mobile: Use this instruction to learn how to

- Download and Install
- Log In
- Home Page Overview
- Timecard Overview

UKG Dimensions App:

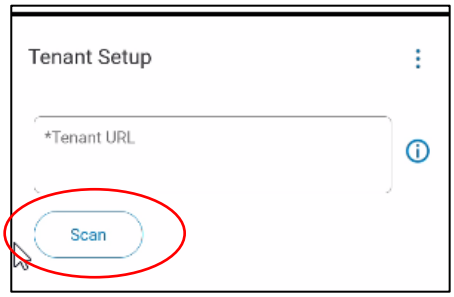
1. In the App/Google Play store, search for UKG Dimensions or use the QR code to download:
   a. If you are in Group 1 (April 4 go live), you will be able to use the app now. If you are in Group 2, you may download it now but will not have access until May 2.
   b. Remember, you are required to be registered for and use MFA to access. See this Intranet page for information and instruction – MFA signup.

UKG Dimensions for iPhone

UKG Dimensions for Android

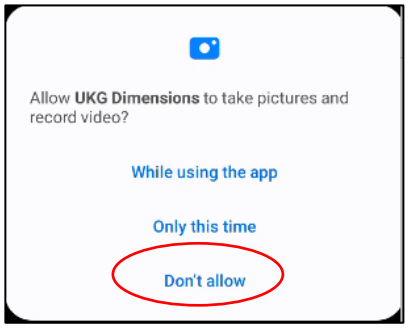
2. Install the UKG app.

3. Tenant Setup (one time setup)



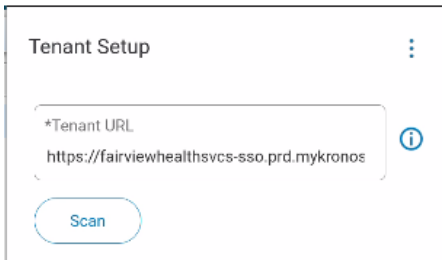
4. Either type the tenant URL address https://fairviewhealthsvcs-sso.prd.mykronos.com/

5. or Use the "Scan" option using the QR Code
   - Select "Scan,
   - Allow UKG to access picture,
   - Scan QR Code.

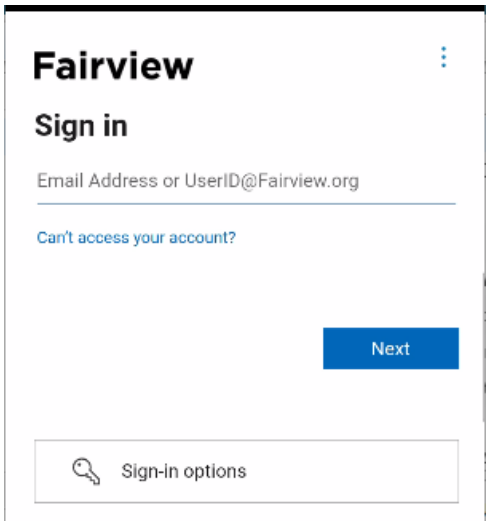


Fairview

6. When it picks up the code, it should look like this:



7. Click Save. Then sign in with Multi-Factor Authentication (MFA).



Web Browser:

To Access MyTime using a web browser:

Enter the URL https://fairviewhealthsvcs.prd.mykronos.com

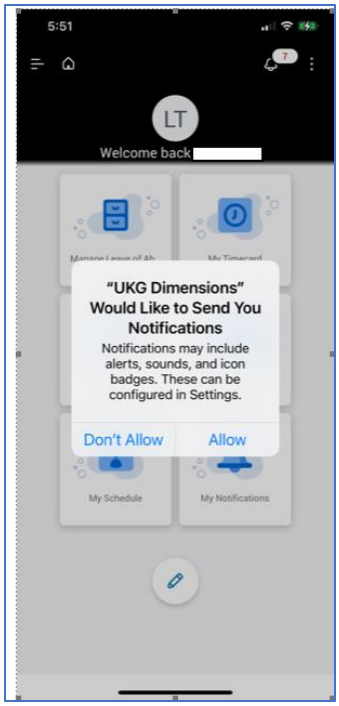
Or use the QR Code for the URL

Log In

- MyTime uses Multi Factor Authentication.
- Enter your Fairview login credentials

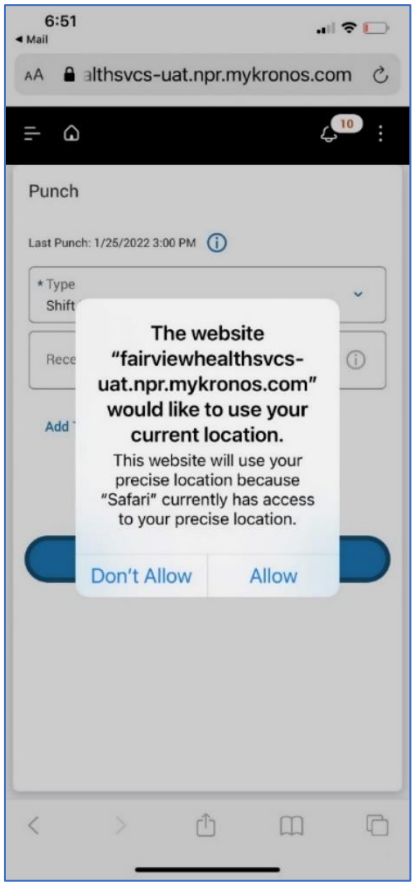
Push Notifications via the Mobile App.

- When first accessing, you will be prompted with “Let’s Start” > Allows Notifications. This is an option
    - Allowing push notifications lets you benefit from the full experience of the application with real time notification when events occur (e.g., Time off Request submitted and approved)



Allowing Locations is required to “Punch” using the mobile app or Web browser.

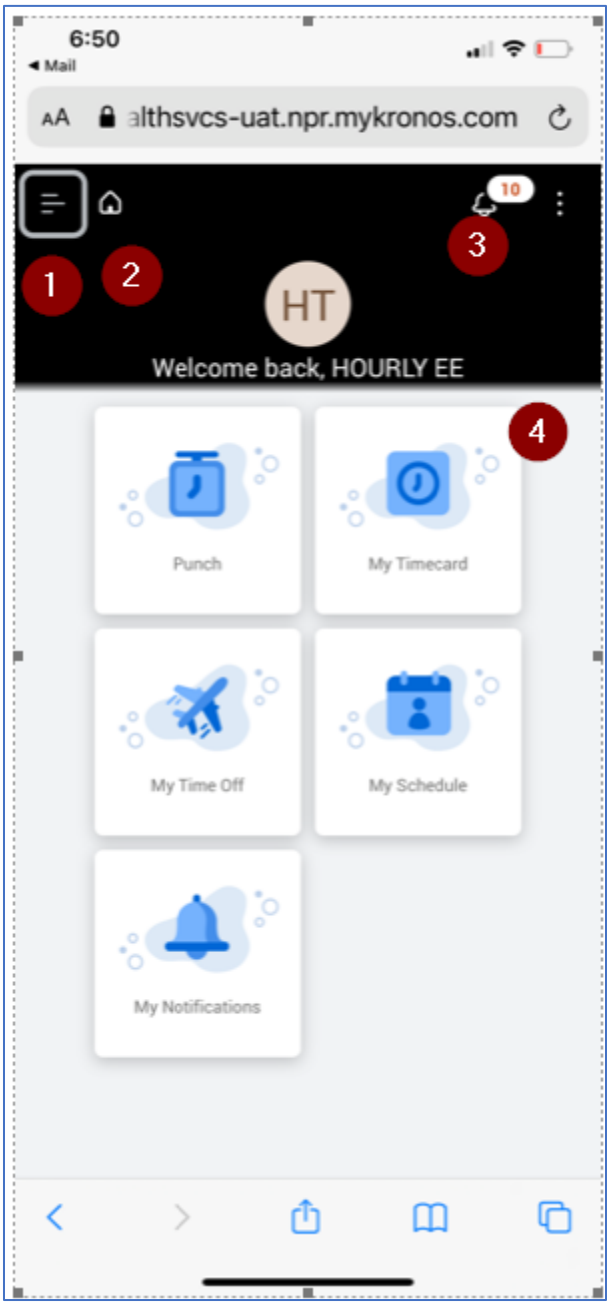
- If selecting “Don’t Allow” you will need to use either the Time Clock or PC.



Home Page Overview

The solution works consistently across devices (same experience from PC/Tablet or mobile device). The homepage is comprised of the same tiles you will see when accessing from the PC.

You can tap a tile to perform a function or to navigate specific components of the application. View the table below to explore some of the common functions of the home page.



Overview

View the image and table below to explore the different functions of each of these icons.

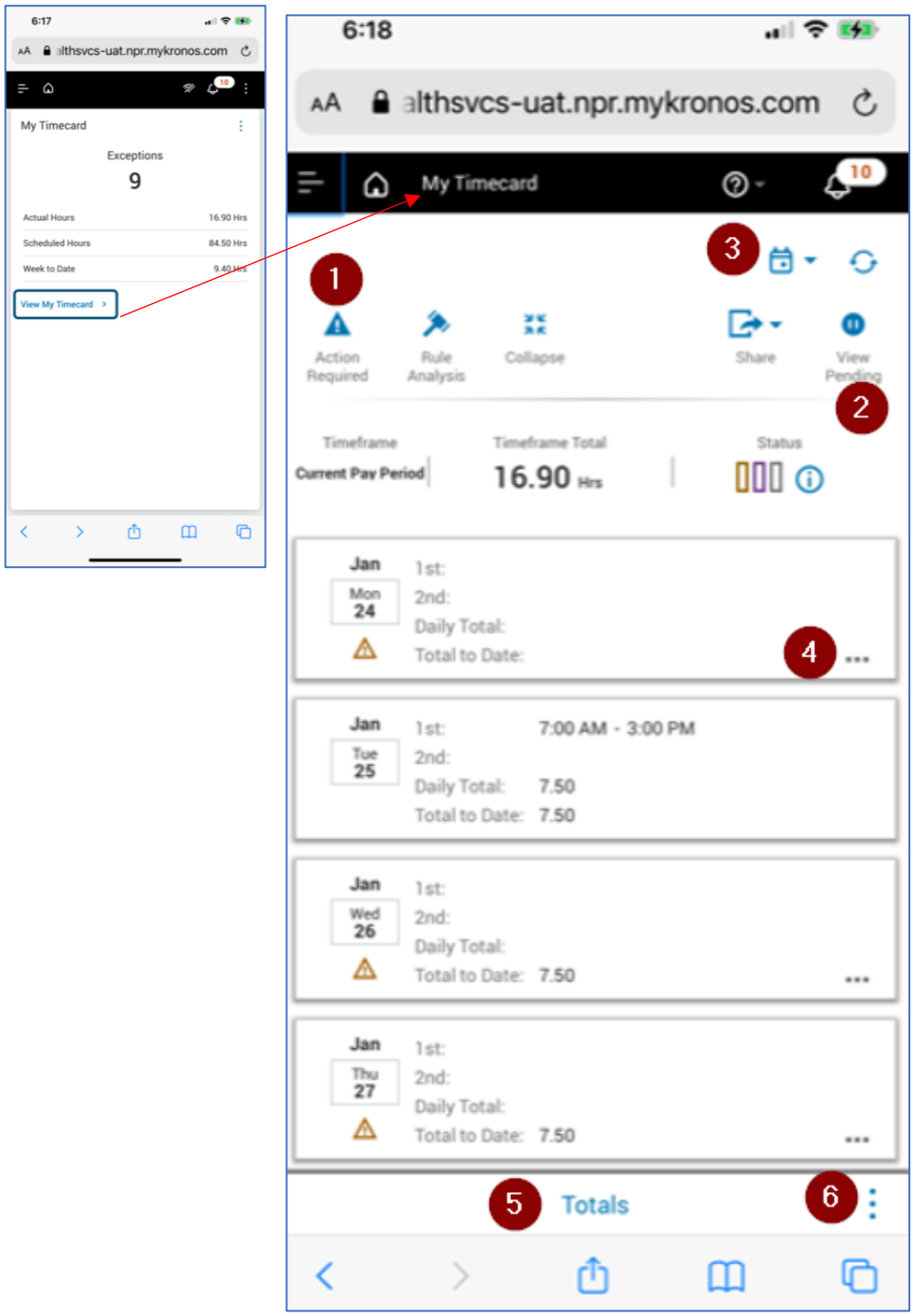
1.	**Main Menu** (Top) Left. Access other pages such as your Timecard and Calendar, Dataview (Accruals) and sign out.
2.	Select the **Home** icon to return to the home page.
3.	Select the **Bell** icon to view alerts and notifications in the application.
4.	Home Page Tiles: • Record In/Out Punch (Note: Location Services must be enabled to record punches) • My Timecard. View timecard exceptions and view timecard details including completing a missed punch. • MyTime Off: Submit a Time Off request • My Schedule: View Your Schedule • My Notifications: View Pending

My Timecard Overview

The majority of functionality that is available on the PC is available via the mobile app (exceptions: no calculate totals, no back button, no maintenance)

The My Timecard page displays each day in the selected timeframe. Each day shows information about punches, pay codes, and time totals for that day. Select a day to review your punches and access more detailed information about that day.

The icons on the My Timecard page perform various functions. View the image and table below to learn more about these icons.



1	Select the **Action Required** icon to filter the view to show only days with unresolved exceptions.
2	**View Pending timecard corrections**
3	Select the **Calendar** icon to change the date range shown on the page.
4	Select … to view details
5	Select **Totals** to see hours worked
6	Select the ⋮ to view accrual balances