

## How to Edit/ Review your Teams Timecards on the Desktop For Managers

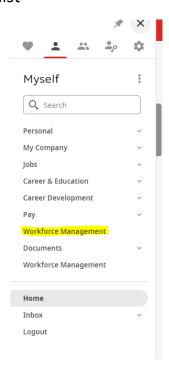
Okta

**Step 1:** Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.



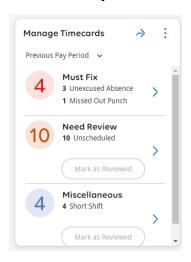
Step 2: Once you have logged on click on the People System Icon

**Step 3:** Click on the **Myself icon** and then the **First Workforce Management** in the list

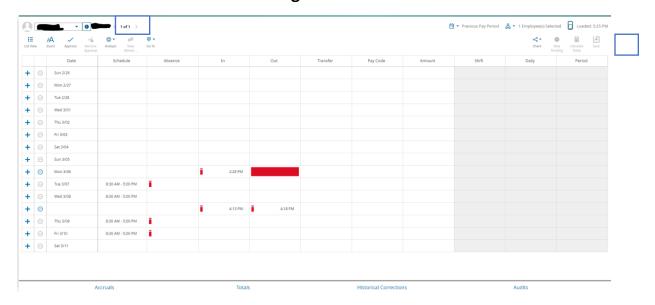




Step 4: This will open UKG Dimensions in another Tab. On the home screen you will see a tile labeled "Manage Timecards". This will automatically default to Previous Pay Period



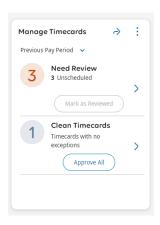
Step 5: By selecting one of the categories, it will bring you to the time card that need to be edited. If there is more then 1 timecard that needs to be edited, you can edit the first, Timecard, save the edits (the save icon will turn purple if edits need to be made) and then click the arrows in the top lefthand corner to go to the next timecard that needs editing.





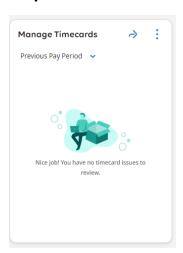
Step 6: You can then approve the timecard if it is the end of the pay period and everything is correct, by clicking or you can click the icon to go back to the main page.

Step 7: Complete the other categories. \*Note it only shows 3 categories at once. Once there are less then 3 categories, there will be an option that says "Clean Timecards" and you can click the Approve all button to approve the time cards without exceptions.



Step 6: If you wish to view all your timecards at once click the icon.

Step 7: Once all timecards are corrected and approved you will see this screen.



Congratulations, you have now updated your Availability in Dimensions on your Desktop!