

# WORKFORCE DIMENSIONS GUIDE

for **Hourly Coworkers**

THE **BASICS**

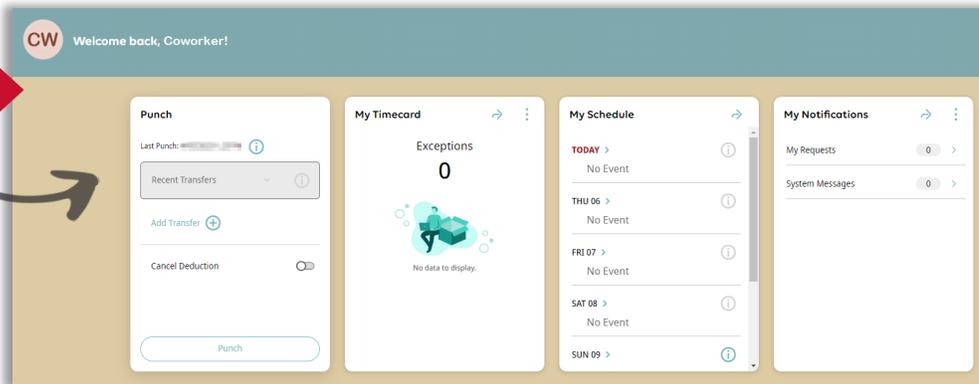
**KWIK TRIP**

To serve our guests and provide opportunities for our coworkers to grow, advance, have fun, and love their jobs.

**UKG**

## YOUR HOME SCREEN

It looks like this!

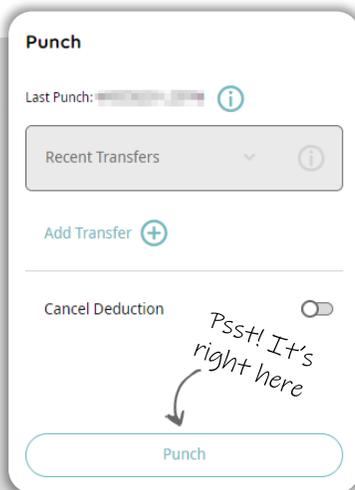


There are four tiles:

- 1) Punch
- 2) My Timecard
- 3) My Schedule
- 4) My Notifications

## PUNCH IN & OUT

From the **Punch** tile, click the **Punch** button.



## EDIT A PUNCH

#1 On My Timecard tile, click here

#2

You'll be taken to your Timecard. Click on the cell and type your time.

| In      | Out     |
|---------|---------|
|         |         |
| 7:03 AM | 3:36 PM |
|         | 2:20 PM |
| 7:56 AM | 4:42 PM |

6:00AM

#3

Click  (located in the upper right corner).

## CHECK ACCRUAL AMOUNTS

While on **My Timecard**, click **Accruals** located near the bottom of the page.

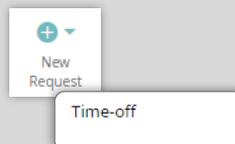
**Accruals**

## REQUEST TIME OFF

#1 Click on the **My Schedule** tile.

#2

Click on **New Request** located in the upper right corner and then select **Time-off**.



#3

Fill in the following information: dates, start hours (i.e. the time of day your time off request begins), duration, time off code (i.e., Vacation, Holiday Time, or Sick Time).

#4

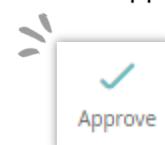
Click **Review** and then **Submit**.

## APPROVE TIMECARD

#1 While on **My Timecard**, select the pay period in the upper right corner.

#2

Review your timecard and click **Approve** in the upper left corner.



# CONTINUED GUIDE

for **Hourly Coworkers**

NOW WE'RE GETTING INTO  
**THE SPECIFICS**



## TRANSFER A PUNCH

#1

While on **My Timecard**, right click on the punch you need to transfer and click **Edit**.

## ADD A ROW TO TIMECARD

While on **My Timecard**, click on the **+** icon to add another row.

|  |  | Date     | Schedule | Absence |
|--|--|----------|----------|---------|
|  |  | Sun 4/09 |          |         |
|  |  | Mon 4/10 |          |         |

#2

The following window will appear on the right-hand side of the screen. Click on this arrow

**Punch** ✕

Date  
3/29/2023

Time\*

Rounded Time  
7:56 AM

Transfer

## PER DIEM

While on **My Timecard**, select **Per Diem** from the **Pay Code** column.

|  |  | Date     | Schedule | Absence | Pay Code   |
|--|--|----------|----------|---------|--|
|  |  | Sun 3/26 |          |         | <ul style="list-style-type: none"> <li>Bereavement Hourly</li> <li>Gift Card</li> <li>Holiday Time</li> <li>Jury Duty Hourly</li> <li><b>Per Diem</b></li> <li>Sick - Support Center</li> <li>Vacation SC</li> <li>Vac Cash Out</li> </ul> |

There can't be any other punches on the row when adding per diem, so you may need to add a blank row first.

In the **Amount** column, type either 30 or 45 and hit the **Tab** key.

| Pay Code | Amount   |
|----------|----------|
| Per Diem | USD30.00 |

Don't enter a \$ symbol. Once you hit tab, it will automatically convert to USD, like what's shown here.

#3

On the next window that opens, click **Edit**.

#4

Another window will appear on the right-hand side. Click on the arrow next to Transfer.

Transfer

#5

On the next screen, you'll have the following options. Click on depending what you need to transfer:

- Add Work Rule** ▼  
Use this for on-call time
- Add Cost Center** ▼  
Transfer to a different department
- Add Labor Category**  
Transfer state/job code

## ADD PTO VACATION OR HOLIDAY TO TIMECARD

While on **My Timecard**, select the time off benefit you'd like to use from the **Pay Code** column.

|  |  | Date     | Schedule | Absence | Pay Code  |
|--|--|----------|----------|---------|---|
|  |  | Sun 3/26 |          |         | <ul style="list-style-type: none"> <li>Bereavement Hourly</li> <li>Gift Card</li> <li>Holiday Time</li> <li>Jury Duty Hourly</li> <li>Per Diem</li> <li>Sick - Support Center</li> <li>Vacation SC</li> <li>Vac Cash Out</li> </ul> |

There can't be any other punches on the row when adding paid time off, so you may need to add a blank row first.

Enter the **In** and **Out** time that you will be using the benefit.

| Pay Code    | Amount | In      | Out     |
|-------------|--------|---------|---------|
| Vacation SC |        | 8:00 AM | 4:00 PM |

#6

Click **Apply**.