

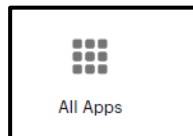
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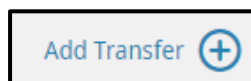
Connecting to Dimensions

Connect to **Dimensions** by logging into **Amp** and clicking the Dimensions icon in the **All Apps** section. Click the pin to save to **My Apps** for future use.



Punch In

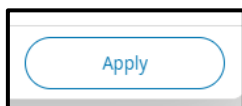
1. Click **"Add Transfer"**
2. From the transfer menu on the right-hand side of the screen, click **"Add Labor Category"**



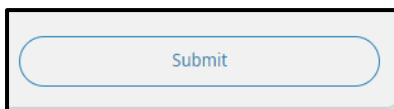
3. Click each category and select the correct **Location** (where you are physically located), **Cost Center** (where the work you are doing should be charged), and **Job** (what task you are completing) from each dropdown.

4. Validate that all are correct, then click **"OK"**

5. Click **"Apply"** to add the transfer to the punch.

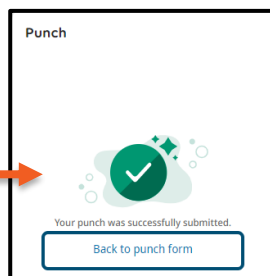


6. Click **"Submit"**



7. Select the **"Punch In"** button.

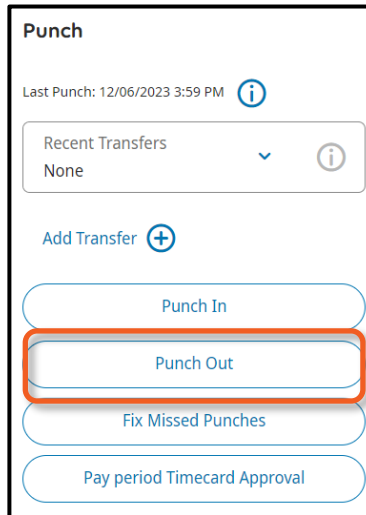
Wait for the green checkmark to appear.



***Note:** If you have not approved your previous pay period, the system will ask you to do so until it is approved.

Punch out

1. Select the **"Punch Out"** from the Punch Type box.



Punch

Last Punch: 12/06/2023 3:59 PM ⓘ

Recent Transfers
None ⓘ

Add Transfer +

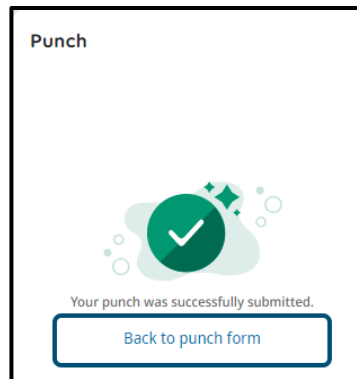
Punch In

Punch Out

Fix Missed Punches

Pay period Timecard Approval

2. Once completed, you will see a green checkmark and confirmation message. Do not navigate away from this page until you see confirmation to ensure your punch was completed



Punch

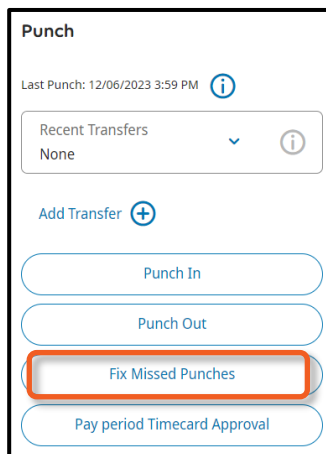
✓

Your punch was successfully submitted.

Back to punch form

Access Missed Punch from Punch Menu

1. Select the **"Fix Missed Punches"** box.



Punch

Last Punch: 12/06/2023 3:59 PM ⓘ

Recent Transfers
None ⓘ

Add Transfer +

Punch In

Punch Out

Fix Missed Punches

Pay period Timecard Approval

For more information on how to correct a missed punch, see page 8 or click [HERE](#)

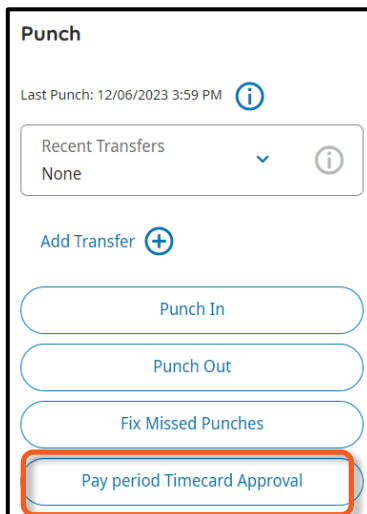
2. You will be taken to your timecard where you can fix your missed punch; Click Here for more information about fixing missed punches or other errors on your timecard.



	Date	Pay Code	Amount	In	Transfer	Out
+	Mon 3/06			8:00 AM		

Approve Timecard from Punch Menu

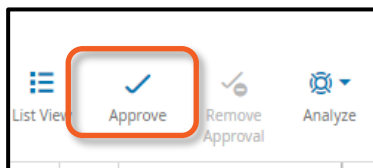
1. Select the “Pay Period Timecard Approval” box.



The screenshot shows the 'Punch' menu interface. At the top, it says 'Last Punch: 12/06/2023 3:59 PM' with an information icon. Below that is a 'Recent Transfers' section showing 'None' with a dropdown arrow and an information icon. Underneath is an 'Add Transfer' button with a plus icon. The main menu consists of four buttons: 'Punch In', 'Punch Out', 'Fix Missed Punches', and 'Pay period Timecard Approval'. The 'Pay period Timecard Approval' button is highlighted with a red rectangular box.

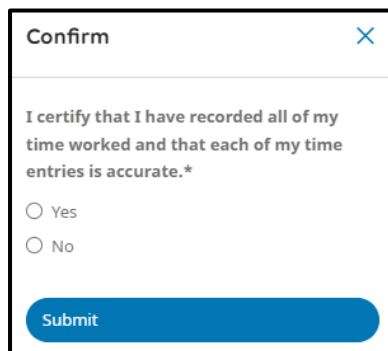
2. You will be taken to your timecard, where you will be able to review and ensure that all time is correct or that corrections have been appropriately submitted to your leader.

3. Click “Approve” when you are ready to approve your time.



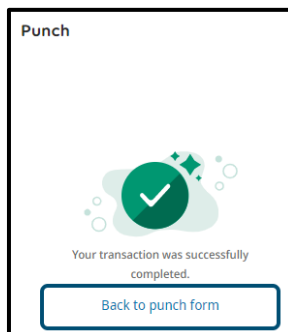
The screenshot shows a timecard interface with four buttons: 'List View', 'Approve', 'Remove Approval', and 'Analyze'. The 'Approve' button, which features a green checkmark icon, is highlighted with a red rectangular box.

4. Respond to the confirmation message that appears on the right hand side of the screen, then click “submit”



The screenshot shows a 'Confirm' dialog box. It contains the text: 'I certify that I have recorded all of my time worked and that each of my time entries is accurate.*'. Below this text are two radio button options: 'Yes' and 'No'. At the bottom of the dialog is a blue 'Submit' button.

5. Once your timecard has been approved, you will be taken back to your dashboard and shown a confirmation message. Do not navigate away until you see the green checkmark and confirmation.



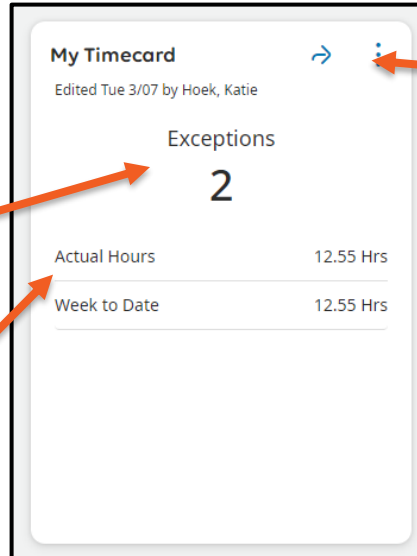
The screenshot shows a confirmation message on the 'Punch' screen. It features a large green checkmark icon with the text: 'Your transaction was successfully completed.' Below this message is a button labeled 'Back to punch form'.

“My Timecard” Tile

1. Your “My Timecard” tile is located next to your “Punch” tile. It provides a summary of your timecard.

2. If you have anything on your Timecard that needs attention, you will see it in a large font at the top of your tile.

3. Your worked hours will show beneath your exceptions.



4. Click on the arrow to visit your timecard.

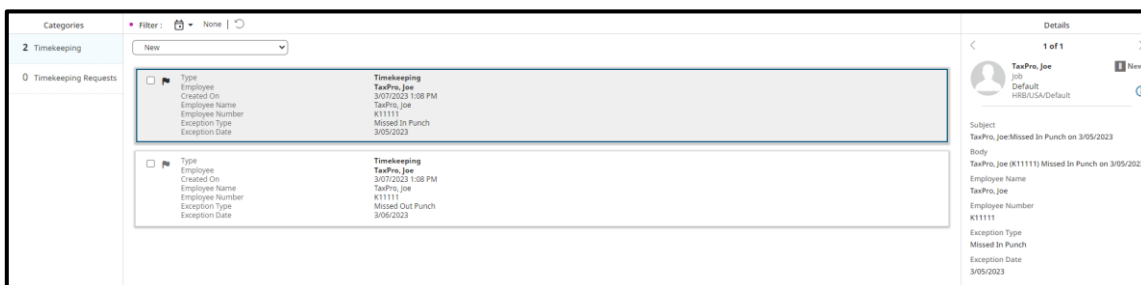
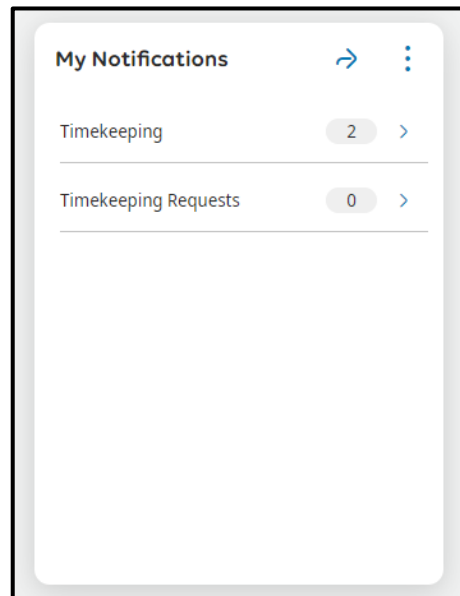
“My Notifications” Tile

1. The right-hand tile on your dashboard is your “My Notifications” tile.

2. Any notifications you may have will show here, separated into categories.

3. Click on one of the categories or the arrow to view details

4. The details will show you what each notification is about, when it was created, and by who.



Timecard

The below is a guide to your timecard, and common things you will see there.

A.List View

B.Approve

C.Remove Approval

D.Analyze

E.Current Pay Period

Loaded: 2:41 PM

F.Share

G.View Pending

H.Calculate Totals

I.Save

J.	K.	L.	Date	Pay Code	M.	Amount	In	N.	Transfer	Out	In	Transfer	Out	O.	P.	Daily	Period	Absence
+	⊖		Sat 3/04				8:00 AM			12:00 PM	1:00 PM	...350017-LEARN,...	5:00 PM			8.00	8.00	
+	⊖		Sun 3/05				8:00 AM			5:00 PM						9.00	17.00	
+	⊖		Mon 3/06				8:00 AM	...XPREPARATION,...									17.00	
+	⊖		Tue 3/07				8:00 AM	...XPREPARATION,...		12:30 PM	12:30 PM	...XPREPARATION,...	4:00 PM			8.00	25.00	
+	⊖		Wed 3/08														25.00	

- A. This changes your view from the timecard table to a list of punches.
- B. This button approves your timecard.
- C. If your timecard is approved by mistake, you can click this button to remove that approval.
- D. The Analyze runs a Rules Analysis to see how your time is being calculated.
- E. The time period button and dropdown changes the date range shown. You may show as little as one day up to one year.
- F. The Share button allows you to print your timecard.
- G. The View Pending button allows you to view any punches you have submitted to your leader for approval.
- H. The Calculate Totals button allows you to see how your timecard will be updated prior to saving while making changes.
- I. The Save button allows you to save any changes you make to your timecard.
- J. The “+” sign button allows you to add a new row to this date on your timecard. This is useful for adding a partial day of Sick or Vacation time.
- K. The “-” sign button will delete the row of data on your timecard; this will be greyed out if there is no data on that row.
- L. This is the “Date” column. Click on each date to see information as of that date.
- M. The Pay Code column allows you to enter non-timestamp time, like sick or vacation time; The Amount column allows you to enter an amount for that pay code. These two must be used together.
- N. The “In”, “Transfer”, and “Out” columns show the punches that create your timestamp. The Cost Center, Location, and Job that you punch to will show in the “Transfer” column. If these are blank, your work will go to your default Cost Center, Location, and Job.
- O. The “Daily” column shows the total of hours you have worked that day; these are updated when there is a complete time slice.
- P. The Period column shows a running total of the hours worked during the time period selected.
- Q. A red box on your timecard means you have a missing punch. This must be addressed in order to receive pay for that day worked.
- R. A Purple Punch indicates a transfer punch; this occurs if there are two punch “ins” in a row. The system thinks you are just changing jobs, so it does a “double punch” to ensure no time is missed.

Editing a Timecard

Associates can now make edits to their own current pay period timecards.

Edits must be made prior to 11:59 PM Local on the Friday of pay period close.

All edits will become "Pending Changes" and will not be applied until they are approved by a leader. Any edit *not* approved by a leader by 5PM CT on the Saturday following pay period end will be removed and will not pay out.

Timecard Color Meanings

Associates are not able to edit timecards with an approval applied to it.

Check your timecard to see if it has been approved.

1. Visit your timecard.
2. An unapproved timecard will appear white. You may make edits to this timecard.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily
+	⊖	Sat 11/25									
+	⊖	Sun 11/26			8:00 AM	...350017-LEARN...	12:00 PM				4.00
+	⊖	Mon 11/27			8:00 AM	...PREPARATION...	4:00 PM				8.00
+	⊖	Tue 11/28			8:00 AM	...PREPARATION...	4:00 PM				8.00

3. If you approve your own timecard, it will turn yellow. You will not be able to make edits to your timecard if it has been approved unless you remove the approval by selecting the Remove Approval icon above your timecard on the left side.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily
+	⊖	Sat 11/25									
+	⊖	Sun 11/26			8:00 AM	...350017-LEARN...	12:00 PM				4.00
+	⊖	Mon 11/27			8:00 AM	...PREPARATION...	4:00 PM				8.00
+	⊖	Tue 11/28			8:00 AM	...PREPARATION...	4:00 PM				8.00



4. If your leader has approved your timecard, it will appear purple. You will not be able to make edits to your timecard. Follow up with your leader to have changes made.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
+	⊖	Sat 11/25										
+	⊖	Sun 11/26			8:00 AM	...350017-LEARN...	12:00 PM				4.00	4.00
+	⊖	Mon 11/27			8:00 AM	...PREPARATION...	4:00 PM				8.00	12.00
+	⊖	Tue 11/28			8:00 AM	...PREPARATION...	4:00 PM				8.00	20.00

5. If you and your leader approve your timecard, it will appear green. You will not be able to make edits to your timecard. Follow up with your leader to have changes made.

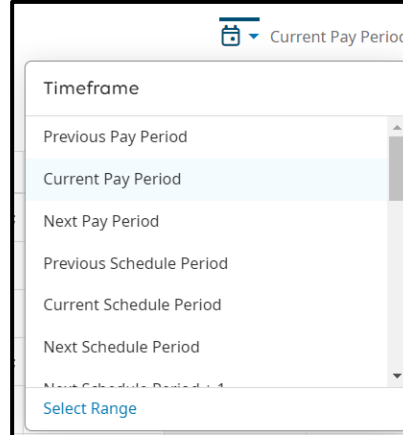
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
+	⊖	Sat 11/25										
+	⊖	Sun 11/26			8:00 AM	...350017-LEARN...	12:00 PM				4.00	4.00
+	⊖	Mon 11/27			8:00 AM	...PREPARATION...	4:00 PM				8.00	12.00
+	⊖	Tue 11/28			8:00 AM	...PREPARATION...	4:00 PM				8.00	20.00

Pay Code Edits

Pay Code Edits are used to record time not worked, such as vacation or sick time. These edits may be entered on the timecard by either the associate or the leader. All edits made by an associate will require approval from a leader.

Enter Pay Code Edits

1. Visit your timecard.
2. Select a time period to edit from the dropdown. Pay code edits may be made for the **Current Pay Period** or up to **two weeks from the current date**.



3. If you have already clocked hours on the day you need to add a pay code edit, Click the “ + ” symbol next to the date to add a row.
4. Click on the **Pay Code** cell next to the appropriate date.

Date	Pay Code	Amount
Sat 3/04		

5. Select a pay code.
*Note: available pay codes may vary depending on your eligibility.

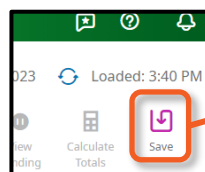
Date	Pay Code
Sat 3/04	
Sun 3/05	FHD Funeral Jury SCK
Mon 3/06	

6. Click on the **Amount** cell. It will become a text box.

Pay Code	Amount
SCK	8

7. Enter the amount of non-worked hours for the day you have selected.
*NOTE: The total of worked hours and non-worked hours should not exceed 8 hours for any day

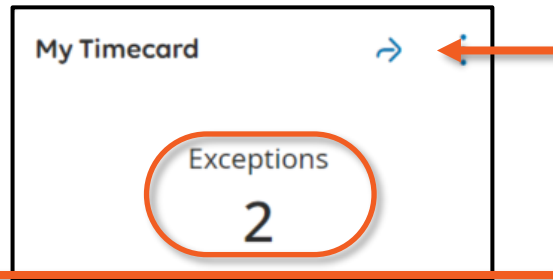
8. Click **Save**. The pay code will disappear and the timecard will show a pause sign until the pending change is approved by a Leader.



+	-	Sat 3/04	
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Submit a Missing Punch

1. Notice your exceptions on the Timecard Tile on your dashboard.



2. Click blue arrow to visit your timecard and fix these exceptions.

3. Missed Punches will be indicated by a red box. Click this box to make it a text box.

In	Transfer	Out
8:00 AM		12:00 PM
8:00 AM		

***NOTE:** You may only submit missed punches in the current pay period; any prior period corrections must be entered by your leader.

4. Type the correct time in the box. When entering time, be sure to type out the entire time, either using 24hr format or adding "AM" or "PM" after the time to ensure accuracy.

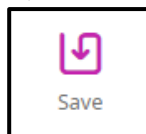
In	Transfer	Out
8:00 AM		12:00 PM
8:00 AM		12:00 PM

5. If needed, click the box between the "out" punch and the "in" punch to enter a transfer. Select the most recently used transfer, or click "Search" to enter a new transfer (For more information on creating a transfer, see next section).

8:00 AM		12:00 PM	1
8:00 AM	Choose:	12:00 PM	1

...L17875,C36679,350017-TAXPREPARATION...
Search...

6. Click "Save"



***NOTE:** You will not be able to edit this time slice again until a leader approves your change, so be sure to enter all changes before clicking "Save".

7. Your punch will revert to its "missed" appearance. A red "pause" symbol will appear on the date of the punch you submitted to indicate that the correction is "Pending". Once a leader approves this correction, it will appear on your timecard.



Associates must submit all "missed punches" to their leaders by 11:59 p.m. on the Friday that ends that pay period. Associates who do not submit missed punches by this deadline will be subject to corrective action, up to and including termination of employment. Refer to the Timekeeping and Payment of Associates Policy 302 for complete details.

Add A Missing Time Slice

Dimensions gives you the ability to enter an entire missing Time Slice. A Time Slice is defined as a complete “in” and “out” punch. All submitted time must be approved by a leader prior to 5PM CT on the Saturday of Pay Period Close.

1. Locate the date of the missing time slice and click on the “In” box.

		Date	Pay Code	Amount	In	Transfer	Out
+	-	Wed 7/12					

2. Type the correct time in the box. When entering time, be sure to type out the entire time, either using 24hr format or adding “AM” or “PM” after the time to ensure accuracy.

In
8:00 AM

***NOTE:** You may only submit time in the current pay period; any prior period corrections must be entered by your leader.

3. Click on the corresponding “Out” box.

In	Transfer	Out
8:00 AM		

4. Type the correct time in the box, as you did for the “In” punch.

In	Transfer	Out
8:00 AM		4:00 PM

Add A Transfer

1. To add a transfer, click the box between the “out” punch and the “in” punch to enter a transfer.

In	Transfer	Out	In
8:00 AM	Choose: ▾	4:00 PM	
	;;;L17875,C36679,350017-TAXPREPARATION,...		
	Search...		

2. Your most recent transfers (up to 5) will be listed. If one of these is correct, click to add to your time slice. If none of them are correct, click “Search”

3. The Transfer tool will appear on the right-hand side of your screen. Select “Add Labor Category.”

Primary Location HRB/USA/Default

Work Rule None

Cost Center None

Labor Categories L36778,,350017-TAXPREPARATION,S0026611,S0031263,S0037766

+ Add Business Structure

+ Add Work Rule ▾

+ Add Cost Center ▾

+ Add Labor Category

Add a Transfer (Continued)

- Click each category and select the correct **Location** (where you were physically located), **Cost Center** (where the work you did should be charged), and **Job** (what task you were completing) from each dropdown.

Transfer [X]

Labor Categories

+ Add Location

+ Add Work for Office - Cost Center

+ Add Job

- Once you have verified that all items have been entered correctly, click **OK**

Transfer [X]

Labor Categories

Location
L00044
Home Office - PA

Work for Office - Cost Center
C36736
C36736-Mckeesport Olympia Shopping Ce 4313 Walnut

Job
350017-LEARN
Tax Professional I-Learn

Back Ok

- Click **Apply**

Cancel Apply

- Validate that the transfer appears between your "In" and "out" punches.

In	Transfer	Out
8:00 AM	...350017-LEARN,;;	4:00 PM

- Click **Save**

Save

- Your new time slice will disappear and the "Pending" symbol will appear next to the date. Your time slice will reappear once approved by a leader.

Information Your changes have been submitted but will not display until they are approved.							
		Date	Pay Code	Amount	In	Transfer	Out
+	-	Wed 7/12					

Correct A Punch

If any part of a punch is incorrect, you may submit a correction during the current pay period. All submitted time must be approved by a leader prior to 5PM CT on the Saturday of Pay Period Close.

1. Click on the incorrect part of the punch. If it is an in or out punch, the punch will become a text box.

In	Transfer	Out
10:00 AM	...350017-LEARN,,;	4:00 PM

2. Back-space until the box is empty.

In	Transfer	Out
	...350017-LEARN,,;	4:00 PM

3. Type the correct punch using AM/PM or 24hr format.

In
8:00 AM

4. To correct a transfer, click on the incorrect transfer to open the Transfer Selection Dropdown.

In	Transfer	Out
8:00 AM	50017-LEARN,,;	4:00 PM

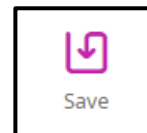
...L00044,C36679,350017-LEARN,,;

...L17875,C36679,350017-TAXPREPARATION,,;

[Search...](#)

6. If you see the correct transfer in your “Recent” selections, click it. If you don’t, click “Search” and follow the directions in the previous section.

7. Click “Save” when the time slice is correct.



***NOTE:** You will not be able to edit this date again until a leader approves the correction, so be sure to make all changes before clicking Save.

8. Your changes will disappear and the “Pending” symbol will appear next to the date. Your changes will reappear once approved by a leader.

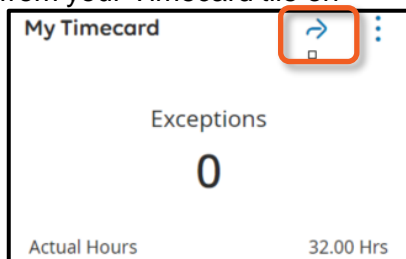
Information Your changes have been submitted but will not display until they are approved.

	Date	Pay Code	Amount	In	Transfer	Out
+	Fri 7/14			10:00 AM	...350017-LEARN,,;	4:00 PM
+	Sat 7/15					

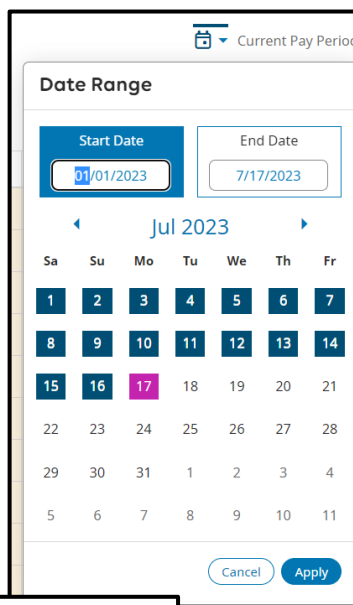
Print My Timecard in Dimensions

Associates now have the ability to save or print their timecards including hour totals for their own records, or for other reporting purposes.

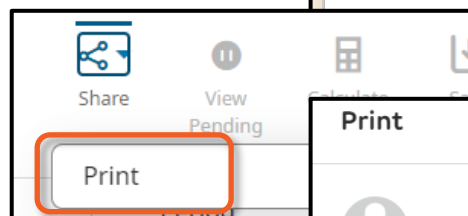
1. Visit your Timecard from your Timecard tile on your dashboard.



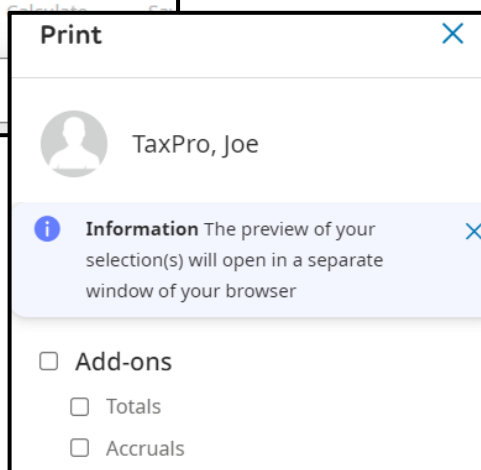
2. Associates may view their timecard using any range of dates beginning from the first date they appeared in Dimensions. Select a pre-set option from the dropdown list or click on the calendar button to enter a range of dates up to one year.



3. Click **"Share"**, then **"Print"**.



4. You will be prompted whether you would like to include your totals for the selected period and/or your accrual balance for the selected period in your printout. You may select one, both, or neither. Click **Continue** when you have made your selection.



5. You will be taken to a printer-friendly version of your timecard. Press **"CTRL-P"** to print the page.
You can send to printer or save as a PDF.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
Sat 7/08										
Sun 7/09										
Mon 7/10			8:00 AM		12:00 PM	1:00 PM		5:00 PM	8.00	8.00
Tue 7/11			8:00 AM	7:30XPREPARATION...	12:00 PM	1:00 PM		5:00 PM	8.00	16.00
Wed 7/12			8:00 AM	6:29:350017-LEARN...	4:00 PM				8.00	24.00