

UKG Dimensions Clock Usage – *New Soft Keys*

UKG Dimensions Go-live – Sunday, July 9, 2023

(First punches in new system 6:00 am)








For employees using a timeclock, the employee's badge is required to punch in and out.

- Tap appropriate **soft key** on the clock, hold your badge over the proximity reader on the **right side** of the clock.
- If the device reads the badge successfully, the LED flashes **green** and the speaker emits a tone and an **"Accepted"** message appears.
- If the badge read is unsuccessful, the LED flashes **red**, the speaker emits a different tone, and an error message appears on the screen. Wait until the message times **out or tap the X** to close the message. Then re-attempt the badge read.

For details on clock usage/soft keys please scan QR code below then select desired file.

Note: Clocking In and Out for Lunch only applies to Alameda Hospital, Park Bridge, South Shore, Creedon Wound Care & San Leandro Hospital.



-  1-AHS_Punch_In_Out_Meal_Attestation_Clock.pdf
-  2-AHS_Missed_Punch_Attestation_Clock.pdf
-  3-AHS_Online_Transfers_Clock.pdf
-  4-AHS_Request_Time_Off_Clocks.pdf
-  5-AHS_View_Messages_Clock.pdf

UKG Dimensions Command Center Support
510.437.4503, Option #5