



UKG Workforce Dimensions FAQ for Employees

This FAQ is a living document and will continue to be updated as more information becomes available.

General Information

What is UKG Workforce Dimensions?

UKG (previously known as Kronos) Workforce Dimensions is an integrated timekeeping and leave tracking system. It tracks hours worked and leave used (Holiday, Comp Time, Annual Leave, and Sick Leave) and Leave Cases (Family Medical Leave, Injury, Military, and Short-Term Disability).

Who will be affected by this change?

All department employees, including executive, exempt, non-exempt, and temporary employees, will use UKG Workforce Dimensions to confirm time worked and request leave time.

Current Employees

How will this affect me, and what are the main functions for users?

All staff will have an established work schedule in the system. At the end of each pay period, you will review your timecard, make any corrections, and approve it. You can also view leave accrual balances, request time off, view the status of time off requests, cancel time off requests, and view your schedule from a daily, weekly, or monthly perspective. You can also assign your work hours to the appropriate project/funding sources via your timecard.

Will there be any changes to current payroll periods or pay days?

Current employee pay cycles will not change because of the implementation of Workforce Dimensions. Employees will continue to be paid monthly. Once this system is established, employees will have the choice to opt-in to biweekly pay.

Will hands-on training be provided?

DMVA will provide virtual training, job aids, and supplemental video. Access to job aids and other materials will be posted on our DMVA intranet. We will communicate with all staff as processes, requirements, and policies change.

Timekeeping - Temporary Employees

What are the main features for temporary employees?

- Ability to record work hours and make scheduling requests directly from the calendar.
- Automatic/electronic routing of timecard approval.

Timekeeping - Salaried Employees

What are the key benefits for employees?

- Pre-populated schedules allow employees to get in and out of the system quickly.
- Make leave requests directly from your calendar.
- Automatic/electronic routing of time-off requests and timecard approval.
- Personalized time-entry records for recording time against projects.

Use of Personal Devices

Are employees able to login to Workforce Dimensions using their personal cell phones or desktops?

There is a UKG Workforce Dimensions mobile app available. Instructions to sign in will be included in DMVA job aids.

Further Questions

If you have any further questions not answered in this document, please contact dmva_ukg_kronos@dmva.state.co.us.