The momentum is building and Workforce Dimensions functions and features to streamline your workforce management processes are continually being added and refined. And by working in a modern cloud, you have full access to the functionality right away from any place and on any device.

What's new?

In response to customer requests and continuing the rollout of exciting new features, Release 3 of Workforce Dimensions provides new capabilities that broaden the user experience. Key among these features are improved self-scheduling, swap recommendations, and the ability to manage schedule periods as well as additional Attestation business processes and a number of timekeeping and historical corrections advances.

Attestation

Attestation–the ability to have your employees confirm or *attest* that something is true–is key in minimizing labor law compliance risks. With Release 3, Attestation now includes support for:

- **Transfers at data collection devices** – Your employees can add transfers to a punch from an Attestation workflow at Kronos InTouch and Kronos 4500 devices. The transfer is a real-time Smart View.

- **Meal break lockout and short meal break penalty** – You can prevent employees from returning early from a break or you can allow them to return early but attest to why they came back. If they came back on their own accord, the system will require them to waive the short break penalty.

- **Timecard attestation** – You can configure a time review process that requires your employees to attest that their timecard entries are accurate. This can happen when they review their timecard or when they punch in at the beginning of the next pay period.

To support this new functionality, two new out-of-the-box forms can be configured and customized for your specific needs.

Time Review form

The Time Review form is used to prompt an employeee to approve and attest to the time charged. If the employee chooses to approve and attest, the timecard opens so the employee can review the timecard. If satisfied with the time, the employee clicks a **Continue Attestation** button and then clicks "yes" or "no" to approve and attest the time. If the employee clicks "no," the timecard is not approved and the workflow ends. You can configure this workflow as part of the review timecard process or when the employee punches in at the start of a new pay period.

Meal Lockout and Waive Short Meal Penalty

The Meal Lockout form enables organizations with strict rules for meal or rest breaks to create a workflow that prevents employees from returning to work too early. The workflow includes a statement that the employee is clocking in too early and when they can clock in.

The Meal Lockout form can also be used to create a Waive Short Meal Penalty workflow to enable organizations to allow employees to attest that they are returning from a meal or break on their own volition or that their job requires an early return.

Timekeeping

With Workforce Dimensions automated timekeeping solutions, you can optimize your workforce by tracking, managing, and controlling employee time and attendance with ease. Release 3 delivers some exciting advances to existing functionality and introduces a number of new features in the areas of on-call time, overtime approvals, historical corrections, and an exciting enhancement to trigger functionality in adjustment rules.

On call support in the timecard

Employees can be asked to be available to work during a span of time when they are not scheduled for normal work. Available-to-work time is represented as a special type of shift in the employee's schedule referred to as an "on call" shift. During an on-call shift, the employee is referred to as "on call." In Release 3, attributes of on-call shift and on-call pay now include the following:

- When employees are scheduled for on-call shifts, an on-call indicator 📞 displays in the **Schedule** cell.

- When employees are paid for on-call time, the system generates an on-call paycode.

- On-call contributes to the daily total in the timecard grid and the Totals add-on displays on-call and callback totals.

Overtime approvals

Release 2 laid the foundation for a streamlined approach to approving overtime, but now managers can use group edits to approve overtime. With Release 3, managers can approve overtime in a Dataview for multiple employee across multiple days. This is particularly efficient for organizations where the number of employees is high and everyone works the same amount of overtime.

Historical corrections

The ability to make corrections to timecards after the time period is signed off and payroll is completed is necessary to ensure that accruals are adjusted accurately and that employees are paid correctly. With Workforce Dimensions, making these after-the-fact revisions is as easy as managing current time and events.

With Release 3 historical correction functionality, you can now:

- **Override wage paycodes with a group edit** — When your system is configured to use a system-wide automatic wage paycode for corrections, all historical corrections are charged to the same money paycode called a **wage paycode**. The totals from this paycode can then be used by a payroll interface to extract the consolidated wage impact of the corrections.

  You can now override the system-wide wage paycode in a group edit. When recalculating totals to apply corrections that make pay adjustments for historical rule or rate changes, the Calculate Employee Totals panel allows you to select from a list of wage paycodes.

- **Edit signed-off time regardless of the approval status** — In the past, when a timecard was approved, it could no longer be edited. Even if authorized to make historical corrections, employees could not change signed-off timecards if someone else had approved them.

  In Release 3, people who are authorized to make historical edits can do so regardless of the approval status. This means that employees who are authorized to edit their own signed-off time can now do so regardless of whether their manager has approved their time.

- **Use Include in Totals option from a timecard panel** — The **Include in Totals** option has been moved from the Historical Corrections add-on to timecard panels. You can now select this option from the Edit Corrections or Calculate Employee Totals panels.

- **Filter the Totals add-on** — The Totals add-on can include a long list of activities to help narrow down your selections, you can now choose to view any of the following:
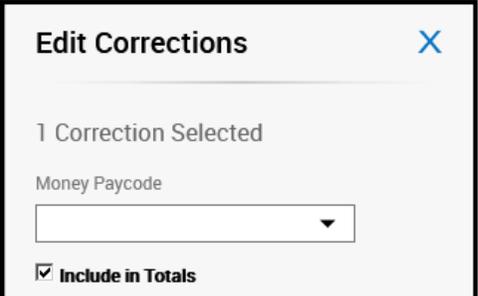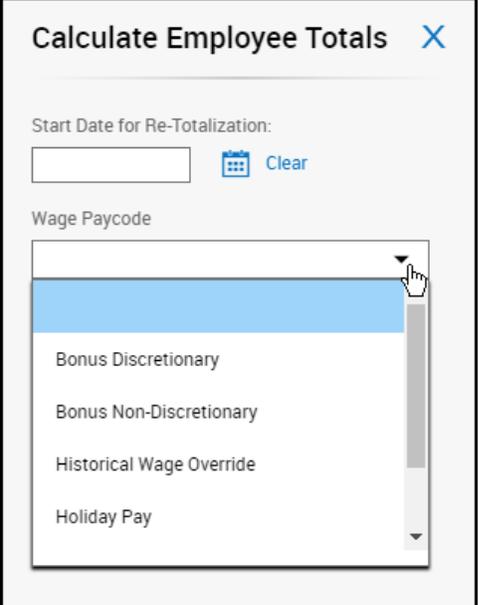
- **All Totals** – Includes work within the selected timeframe *and* corrections that are paid in the selected timeframe.

- **Corrections** – Includes only correction totals that are paid in the selected timeframe

- **No Corrections** – Includes only work (no correction totals) within the selected timeframe

- **Access a summary view in the Historical Corrections add-on** – The summary view collapses corrections that share the same transfer value and paycode into a single row.

Mass application of triggers in Adjustment and Percent Allocation Rules

Adjustment and Percent Allocation Rules (located in Administration > Application Setup > Pay Policies) enable you to change an employee's wages based on time entered in a timecard. Adjustments can be made based on Job/location and other selection criteria, such as labor category entries or cost centers. *Triggers* specify when the required conditions have been met and include job, paycode, labor category, or cost center.

In Release 3, a new parameter in the Adjustment and Percent Allocation Rules setup pages dramatically reduces the number of triggers required to define rules when the same behavior is shared among multiple jobs or locations. Now you can configure just one trigger to apply to any business structure that uses the same location or job. This parameter is the **Apply to any Business Structure that uses this Job/Location** check box.

You can also override these triggers by creating separate triggers that point to a specific job/location. The location type must be the same and is based on the lowest location type specified.

Vacation balance

A Vacation balance value has been added to Reason field in the My Time Off tile. The accrual balance will be displayed for Paycodes with accruals set up (for example, no value will be listed for Vacation or Sick if they don't meet this criteria). The balance is determined by the remaining hours for the employee. If there are multiple accruals linked to the Paycode, these will be visible by clicking on the i button.

Employee Self-Scheduling

With Self-Scheduling, employees can pick the shifts that they want to work by viewing open shifts from their calendar. For example, an employee can pick shifts for the month of July, then repeat this schedule for August, September October, and so on. With Self-Scheduling, the following features are available:

- A manager can open a time period during which an employee or employee group can make scheduling requests from their calendar.

- Employees can view open shifts and pick the shifts they want to work. They can repeat the schedule on a recurring basis or roll the entire schedule ahead by a day at a time.

- The employees might be given priority to choose their schedule according to their seniority or whether they work full or part time.

- A manager can allow employees to see an unposted schedule during their open submission period.

Swap Recommendations

When employees request to swap shifts, recommendations show employees a list of shifts in order from the best matches.

The best matches have a rating of the closeness of the match and a message that describes the reason for the recommendation.

The reason can be based on the employees' history of shift swaps (examples: often worked on specific days, jobs, locations), or their specific preferences (examples: preferred job, availability, work zone) or inferred preferences (examples: shift duration, time, location, skills and certifications).

Manage Employee Visibility Periods

Several options have been added to the Employee Visibility Period to accommodate the new Employee Self-Scheduling request and to enhance the existing requests, including:

- **Multi Group Type** —Schedule multiple groups to pick their schedule, rotating groups by priority or seniority.

- **Recurring Period**— Allow employees to repeat their schedule every X days, weeks, or months.

- **Rolling Period** — Move the entire schedule forward by a day at a time. The employee can request a schedule change after x number of days from that day (to give lead time to the manager) for a specific time period or for an unlimited time.

  For example, if the date today is May 15th, the employee can request time off, after a 5 day delay, on May 20th for 30 days.

- **Schedule and Open Shift Visibility** — Allow employees to view the unposted schedule during the submission period with available open shifts.

API-Based Integrations

You initiate API-Based Integrations by API calls from an application and not by way of the user interface. Primarily, you use this type of process for transactional updates from source applications. This type of integration is synchronous so that failures are detected early and the status is updated immediately. The integration can map or transform the data but cannot access cross-reference tables or Transaction Assistant.
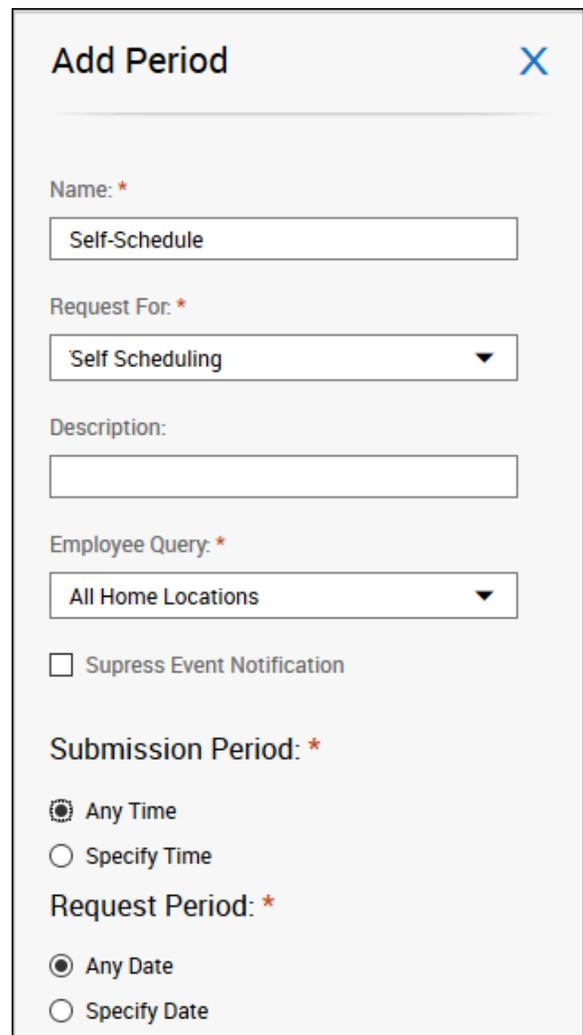
Add Period	X

Name: *

Self-Schedule

Request For: *

Self Scheduling ▼

Description:

Employee Query: *

All Home Locations ▼

☐ Supress Event Notification

Submission Period: *

◉ Any Time
○ Specify Time

Request Period: *

◉ Any Date
○ Specify Date

Custom tiles

A custom tile in the control center can link to or display an external application or web site.

Examples:

- Display a link to HR policies.

- Embed a web page that shows the local weather or news.

- Display data from Workforce Central or Workforce Dimensions HCM.

International and customization considerations

Besides US English, Workforce Dimensions provides translation of the application into five additional languages:

- UK English

- German

- Spanish (Mexico)

- French

- French Canadian

To change the user interface to one of these languages:

1. Go to **Administration** > **Application Setup** from the Main Menu.

2. From the Application Setup page, select **System Configuration** > **Locale Policy**. The **Locale Policy** page contains regional settings (language locale, date format, number format, and currency format) that can be assigned as the tenant default or to individual users. The users' settings take precedence over the default setting for the tenant default settings. Users see the user interface in the language and regional settings assigned to them in their locale policy. The locale policy is assigned to users in **People Information**.

3. To change the default setting, select one of the listed languages in the **Tenant Default** column.

4. To have one or more languages selectable from the logon page, select the applicable languages from the **Selectable at Logon** column.

Users can then change their locale profile by clicking one of the options on the logon screen. The new locale profile is valid only during the logon session.

5. To assign different languages for people to select at logon:

    a. Go to **Maintenance** > **People Information** from the Main Menu.

    b. Select **Access Profiles** and then select a Locale Policy from the **Locale Policy** drop-down list.

Translation and customization

In addition to the translations provided, you can translate and customize the user interface using a language or terminology that is familiar to your users. From the Translation Support - Locale Support page, you can:

- Extract, customize and import text strings used by the user interface.

- Extract the text strings to Excel.

- Extract text strings from selected domains of the product (for example, Timekeeping, Scheduling).

- Extract text strings in their context (for example, exceptions).

- Use find and replace functionality when editing individual property files.

For example, you want to change the name of "Employee Timecards" to "Associates Timecards."

1. On the Translation Support - Locale page:

    a. Select **English** as the baseline language and specify the **United States** as the country.

    b. Select the **Timekeeping** domain and then select the **wtk_web-timekeeping_timecard_ strings.propertie**s group.

    c. Click **Export**.

2. Open the downloaded **en_US.xls** file and locate the **html5.timecard.pages.title** key, then enter **Associates Timecards** in the TRANSLATED_VALUE column and save the file.

3. On the Translation Support - Locale page, click **Import**, then click **Choose File** and locate the **en_US.xls** file in the download folder. Click **Upload**.

4. Navigate to the Employee Timecards page, and verify that the title is now Associates Timecards.

Branding

With Workforce Dimensions, you can add your own logo to the UI pages and customize the colors of the Main Menu.

> **Note:** Colors are defined as hexidecimal (or hex) values, which are supported in all browsers. A hexadecimal color is specified with: **#RRGGBB** where **RR** (red), **GG** (green), and **BB** (blue) are hexadecimal integers between 00 and FF, specifying the intensity of the color. For example, #0000FF is displayed as blue because the blue component is set to its highest value (FF) and the others are set to 00.

From the Main Menu, select **Administration** > **Application Setup** > **Common Setup** > **Branding**. The following default values are displayed:

- **Name** – The name of the branding attributes. By default, this is called **Branding**.

- **Background Color** – The background color of the main menu. By default, the color is dark gray (#a9a9a9).

- **Font Color** – The colors of the main menu labels. By default, the color is white (#ffffff).

- **Hover Color** – The color of the label when you hover over it in the main menu. By default, the color is medium gray (#666666).

- **Selected Color** – The color of the label when you select it in the main menu. By default, the color is blue (#0d93f2).

- **Logo** – The logo that displays on all pages. By default, there is no logo.

To change the default values:

1. Select the **Branding** row in the table and click **Edit**　.

2. As needed, change the default values for the main menu colors. Use hexadecimal values for colors.

3. To add a logo, click **Choose File** and navigate to the applicable file of your logo. Note that the file should be a .png, .gif, or .jpg file and have the following attributes. If the image that you upload is larger than these values, the system will scale the image to fit in a 25 x 150 pixel area.

    - Maximum height: 25 pixels

    - Maximum width: 150 pixels

    - Maximum size: 1 MB

    When finished, click **Upload**. A success message appears when the upload is completed.

4. Click **Save** and refresh the screen.

Implementation considerations

Because Workforce Dimensions is hosted in the cloud, implementation considerations are minimal, but you should be aware of the following:

- Workforce Dimensions device-specific support on page 11
- Workforce Dimensions supported data-collection devices (terminals) on page 12
- Install and use Workforce Dimensions mobile app on page 12
- Use Workforce Dimensions from the keyboard or screen reader on page 13

Workforce Dimensions device-specific support

Workforce Dimensions can be accessed through browsers on desktop and laptop computers as well as through tablets and mobile devices such as smartphones.

Desktop requirements

	CPU	Memory
Recommended for best performance	4 Core Intel i7 2.3GHz or equivalent	16 GB
Minimum	2 Core Intel i5u 1.9GHz or equivalent	4 GB

Browser support by operating system

Browser	Windows 7	Windows 10	OSX	iOS	Android
Microsoft Edge		✓	NA		
Internet Explorer 11	✓	✓			
Chrome	✓	✓	✓		✓
Safari			✓	✓	
Firefox	✓	✓			

> **Notes:**
> - Browser support is for the latest version of the browser available for download, unless otherwise noted.

- Some pages (Administrative and Maintenance) are unavailable when viewing on screen sizes typically associated with a mobile phone (less than 768 pixels wide).

- Touch-screen gestures are supported on screen sizes typically associated with tablets and mobile phones (up to 1280 pixels wide).

Mobile app: operating system support by device type

- **Android phone** – Android OS with Google Services Support: v5.1, v6 and v7

- **iPhone** – iOS 11

Workforce Dimensions supported data-collection devices (terminals)

Workforce Dimensions supports the following devices:

Device Type	Part Number	Software/Firmware required
Kronos 4500	8602000-0xx	Not supported
Kronos 4500	8602004-xxx	02.03.16 - 2.X.X*
Kronos 4500	8602800-0xx through -499	02.03.16 - 2.X.X*
Kronos 4500	8602800-500 through -999	03.00.18, 03.00.20 and greater (03.00.19 is not supported)
Kronos InTouch	8609000-xxx	02.02.02 and greater
Kronos InTouch	8609100-xxx	03.00.02 and greater

*Server Initiated Communication via VPN Required.

Install and use Workforce Dimensions mobile app

For mobile devices, use the Workforce Dimensions Mobile app that is available on the iOS App Store for Apple devices and on the Google Play Store for Android devices. There is a single Workforce Dimensions Mobile app for each platform.

Install the app

You can download the app (named **WFDimensions**) from the App Store for Apple mobile devices and from the Google Play Store for Android mobile devices. During the installation, you will be prompted for the following permissions that you must accept:

- Access your location.
- Access the camera on the device.
- Access the Photo Library (or Gallery) on the device.

> **Note:** These settings cannot be changed on an installed app. You need to delete the app and re-install to modify these settings.

Access the app

After the app is installed, simply tap the **WFDimensions** icon to launch the app.

The first time you access the system, you will need to enter a valid URL. After the URL is validated, the device is connected to the system, where you can enter your username and password. Subsequent access to the system will only require username and password.

Change the URL

If you mistype the URL or if you need to access a different URL than the one you originally entered, follow these steps for your platform.

iOS (Apple)

To change the URL on an iOS device, access the settings for the WFDimensions app. There is a single field where you can enter a new URL. Alternatively, you can delete the app and reinstall it.

Android

The WFDimensions app settings on Android devices do not contain a URL field. In the WFDimensions section of the device's Application Manager, you must tap the Force Stop box. The next time you access the app, you are presented with the URL screen where you can enter the new URL. Alternatively, you can delete the app and reinstall it.

Use Workforce Dimensions from the keyboard or screen reader

Workforce Dimensions can be accessed from the keyboard or a Non-Visual Desktop Access (NVDA) screen reader. The online help includes component-specific guidelines.

General components

The Workforce Dimensions user interface contains a number of elements and controls. Accessibility recommendations include the following:

- **Glances** – Press the spacebar on a cell within timecard, Dataviews, leave and attendance, and scheduling to access a glance. You can use this option as an alternative to navigating from the action bar above the grid.

- **Grids** – When navigating through the grids, press the up-arrow key when in the first cell in the first row followed by Shift + Tab to exit the grid so you can access other components.

- **Slide-out panels** – For the best results with NVDA, access form elements and activate secondary slide-out panels, tab through the slide-out panels in focus mode and access read-only content in browse mode.

  Note that in some slide-out panels, using the Tab key (instead of arrow keys) to navigate through a list is the only way to select one or more options. Also, some radio buttons and check boxes can only be accessed using the Tab key, which will automatically populate the selection.

  - **Combo boxes** – Some combo boxes within slide-out panels can only be opened using the Enter key and options can be selected by using arrow or tab keys and pressing Enter to collapse the list.

  - **Check boxes** – You can navigate some check boxes and radio buttons by pressing either the Tab or arrow keys and using space to select and unselect options on slide-out panels.

- **Hyperfind** – When selecting locations in a Hyperfind, press the left arrow when focused on the drop-down list to delete a selection.

- **Drop-down menus** – On some drop down menus, there is a column header that is announced as a button when using NVDA; however, this is not an actionable element.

Refine slide-out panels

- The best way to filter, group, or calculate information when using NVDA is to press space or Enter on the **Refine** button.

- Press Tab to access the tab index of filtering types and use the left and right arrow keys to select.

- Press Tab to access the **Search** input field.

- Press Tab to access the list of filtering options.

- Use the up and down arrow keys to progress through the list of filtering options.

- Press space to expand the accordion options.

- Press Tab to access the options list and use arrow keys and press Enter to select and collapse the accordion.

- Press Tab to access the **Cancel** and **Apply** buttons and press space or Enter to modify a Dataview.

> **Note:** There might be only one filter type on some Refine panels. The **Delete** button clears the last filter applied; this is not announced by NVDA.

Information access

When tabbing through the column headers of the Dataview Library, the submenus contain options that can sort or calculate. When you select the sum or average options, the result appears on the column header title area. Press Shift + Tab to access this information.

> **Note:** NVDA may announce currency and time as it is displayed on the screen along with the column header title to indicate amount designation.

Leave and attendance

The **View** button located on the My Calendar and Calendar from the Attendance details page can be activated with only the Enter key and tabbing to navigate to the view options.

Scheduling

The **View** button, which is located on the **My Information** > **My Calendar** and **Calendar** from the Scheduling page, can be activated only with the Enter key and tabbing to navigate to the view options.

For optimum NVDA or keyboard results, access schedules in table view by pressing space or Enter on the **Table View** button

> **Note:** The current view is not announced when using NVDA. If the button for switching views says "table view," the inaccessible Gantt view is currently being displayed. Press space on this button to display the accessible table view; the button will say "Gantt view."

When tabbing through the week day column heads within the Schedule Planner grid, tabbing leads to the first shift within the table instead of the first column or check boxes or the second column of employee names. Use the left arrow to access this information.

When you are in the employee name column, press the left arrow to select or unselect all rows. Pressing the right arrow navigates back to the employee name column header and submenu.

When activating the **Quick Action** button, press Shift + Tab to navigate to the first option in the list that appears to the left of this button.

> **Note:** The Quick Actions menu and application to schedule shifts is not currently recommended when using NVDA. Using the glance menus while in the Schedule Planner grid accomplishes the same tasks.

When accessing events and requests in My Calendar or the calendar in general, the events and requests sometimes display the hour amount before the information and the hour amount after the actual event/request content. If using NVDA, these hour totals may be announced as times.

Swap shift slideout panel

1. From the Main Menu, go to **My Information**> **My Calendar**.

2. Tab to the **New Request** button on the action bar.

3. Select **Swap** to activate the Request Shift Swap slideout panel.

4. Select **Swap Auto Approve** or **Swap Manager Approve**.

5. Tab to **Apply** to open a secondary slider

6. If you are using NVDA, switch to browse mode to select a shift by using the tab and arrow keys or by pressing **H** to get to day headings from the list of options

> **Notes:** There are two buttons that can be selected. One button contains the shift duration and the other button contains details about the shift. Tab to **OK** to escape out of the Shift details button to return to the Select Shift slideout panel.

7. Select a shift by pressing space on the **Shift Duration** button. A secondary panel opens that contains a **Comment** button and a listing of available shifts to swap. There is also a drop down to select specific employees.

8. Press space on the desired **Shift Duration** button to automatically place focus on the **Submit** button and then press **Enter**. A slideout panel containing the details of the request is displayed. You can cancel by pressing **Enter** on the **Cancel Request** button or you can confirm the request by pressing the **OK** button, which closes the slideout panel

9. The employee whose shift was selected will see a notification in the Control Center where it can be approved or refused.

> **Note:** Press **Cancel** or **Escape** at any time during the request process to close out of this panel.

Timekeeping

For the best results with NVDA, you access the timecard in list view. The **Accruals** and **Totals** add-ons also display in a list view if this view is selected.

Use the **Tab** key to navigate through the list and press space or **Enter** on the **More Details** button to open a side panel that contains detailed information pertaining to the specific employee and date.

Note: NVDA announces time and hours the same especially when using the 24-hour clock.

Additional accessibility notes

Hyperfind selector – Except for the button associated with the ad hoc option, you can access the Hyperfind selector using the keyboard with NVDA. Currently, the Hyperfind editor that can be accessed from the Hyperfind selector is not optimized for NVDA and keyboard users.

People Information – The People Information component is not recommended for use with NVDA at this time.

Schedule Planner – The Schedule Planner grid is not currently announcing row and column headers when using NVDA. Using the arrow keys is the best method for accessing this grid.

Resolved Issues

The issues below were resolved for the R3.0 release.

Platform

FLC-53037/
WFD-2101   A Universal Device Manager session extension did not work in production environments.

Scheduler

FLC-50263/
WFD-1918   When managers selected the Audits add-on and viewed the Delete and the Locked columns, all check boxes displayed in those columns were incorrectly checked for days where the cells or days were not locked and for days where shifts or paycodes had not been deleted.

FLC-52416/
WFD-1957   When applying the Employee Filter and then the Location Filter during the Shift Swap process, the application hung and users needed to log back in.

Timekeeper

FLC-53908/
WFD-2233   In Timekeeper Dataviews, the Exclude Correction and Corrections Only Columns were not working together.

FLC-51106/
WFD-2139   When an employee with an assigned Attestation profile matching the following conditions completed an attestation workflow, irrelevant action tasks for activity form control 'Show My Timecard' appeared in Control Center:

- any button type (for example, Workflow only).

- any condition (for example, Always).

- workflow with activity form control 'Show My Timecard'.

Document Revision History

Document Revision	Release Date
A	October 2018
B	April 2019