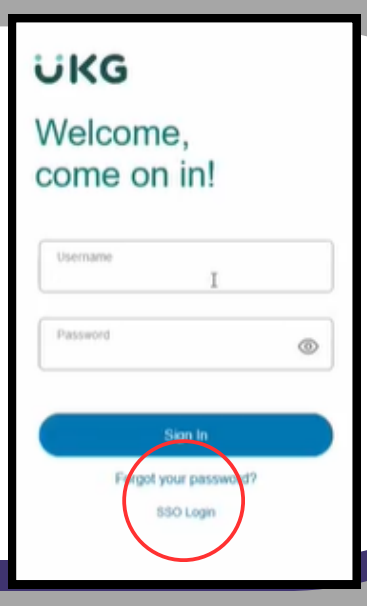
Cómo buscar a mis empleados

01

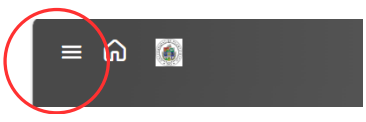
Acceda a UKG Dimension

timecard.upr.edu
SSO Login

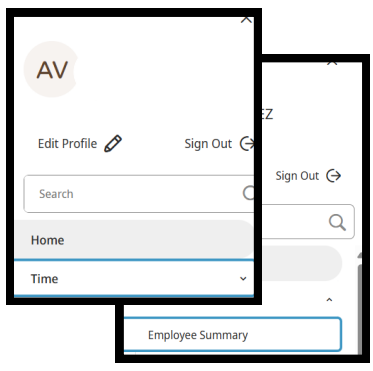


02

Menú – Time– Employee Summary

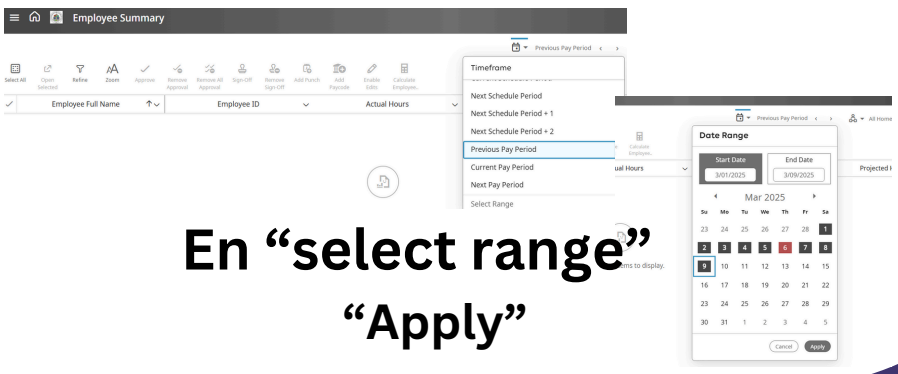


Menú



03

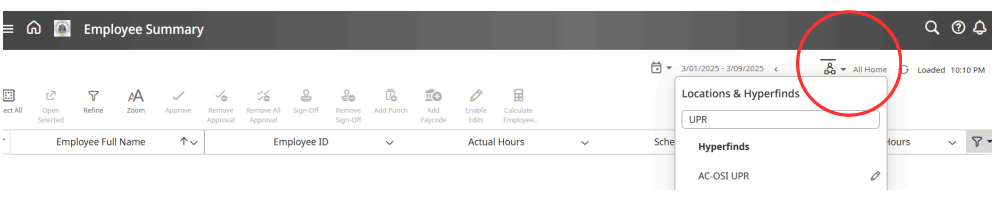
Seleccione el periodo



En “select range” “Apply”

04

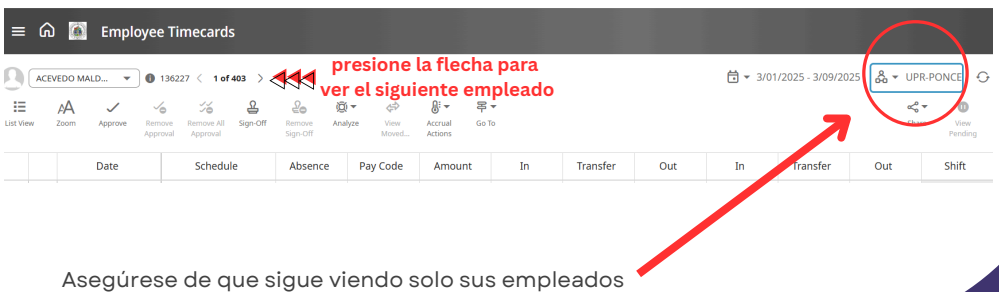
Seleccione su unidad



Se desplegarán los empleados que usted supervisa

05

Seleccione un empleado y traerá el timecard



Asegúrese de que sigue viendo solo sus empleados