



# Leave Visibility in Workforce Dimensions for Employees – Quick Reference Guide

This quick reference guide outlines the process for using the Leave Visibility feature for submitting leave via the **UKG Dimensions app**.

## Important Note: UKG Dimensions APP

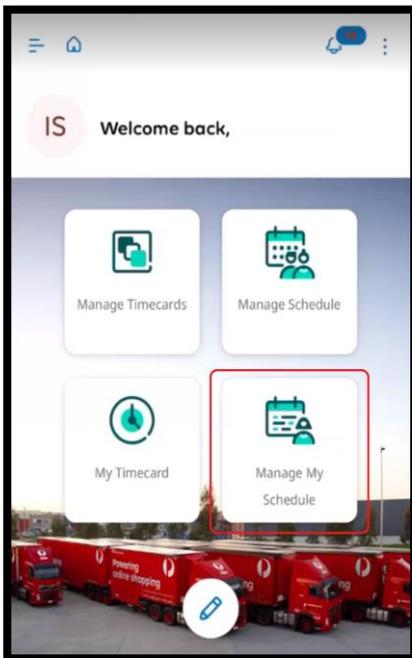
- Download and set up the **Microsoft Authenticator** and **UKG Dimensions** (on your mobile device) via the Apple App Store or the Google Play Store (refer to StarTrack WFD Employee guide on [www.ourpost.com.au/wfd](http://www.ourpost.com.au/wfd) for set-up instructions). The InTouch DX clocks are not enabled for this functionality.
- **PLANNED LEAVE TYPES:** The confirmed default leave types for employee availability visibility are:
  1. Annual Leave,
  2. Long Service Leave – ST,
  3. Long Service Leave – ST VIC,
  4. Roster Day Off,
  5. PIA – AL Pay Adv ST (Pay in Advance for Annual Leave),
  6. LSL ST Adv, and
  7. Purchased Leave.
- **THE ANNUAL PEAK PERIOD BLOCK OUT DATES ARE: 1 OCTOBER TO 25 DECEMBER.**
- All leave during this period will have the quota set to zero. Leave requests will be managed at the local level using a merit system for equitable approval of leave.
- Leave requests will be approved on a 'first come, first served' basis. The only exception to this rule is for high volume leave days not included in non-peak times such as school holidays, where local level merit orders may be used to ensure equitable approval of leave amongst team members.
- Once the quota has been reached, any subsequent requests are suggested in WFD to be rejected by the admin. In this instance, see your manager to discuss your options.
- The InTouch DX clocks are not enabled for this functionality.
- Employees can only access this functionality via the UKG Dimensions app.

## SUBMITTING A LEAVE REQUEST VIA THE UKG DIMENSIONS APP

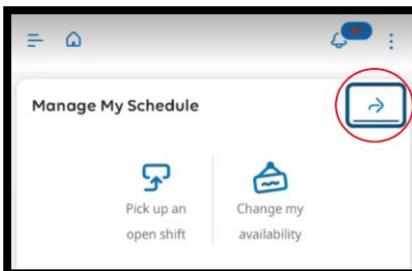
1 Launch the UKG Dimensions app on your mobile device:



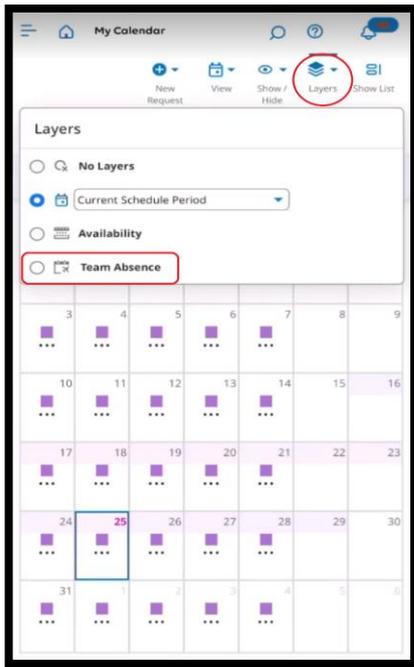
2 Click on 'Manage My Schedule' to start the process of submitting leave.



3 Click on the right arrow button to go to the calendar.



4 Once in **My Calendar**, click on **Layers** and select **Team Absence**. This will enable the 'Team Absence' view on the calendar.



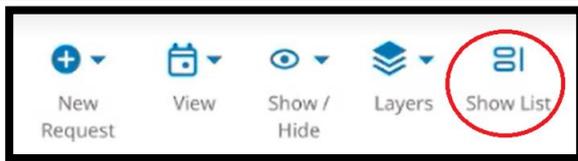
The My Calendar view with the Team Absence layer selected will show the following icon colours for each day:

- Green – Leave quotas available, and okay to submit leave on the day.
- Orange – High Demand, approaching quota limit on the day.
- Red – Quota reached for the day (see example shown below).



**5** Change to the **List View** to show a more detailed list of each day – which will indicate the leave quotas available and the pending leave approvals for the day.

Click on the **Show List** button.



6 The List View will show the following:

**Team Absences – Quota Reached**



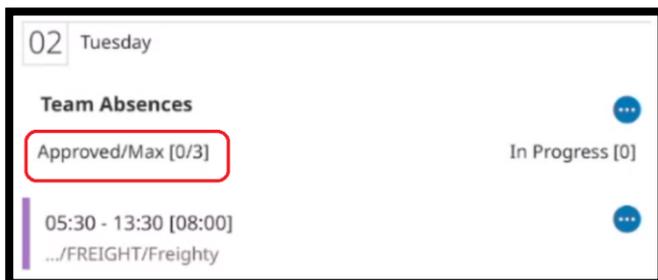
Here, the quota is set to ‘3’ and there are already ‘3’ leave requests that have been submitted and approved.

**Team Absences – No Absences Allowed**



The pre-defined “block-out dates” will show ‘No Absences Allowed’ – leave requests during these dates will require an alternative local level leave process in place.

**Team Absences – Leave request quotas available**



If quotas are available, leave requests can be submitted. It also shows how many leave requests have already been approved, and what the maximum allowed is. In the above example, the maximum allowed has been set at ‘3’, and there are no submitted and approved leave requests.

## Team Absences – High Demand



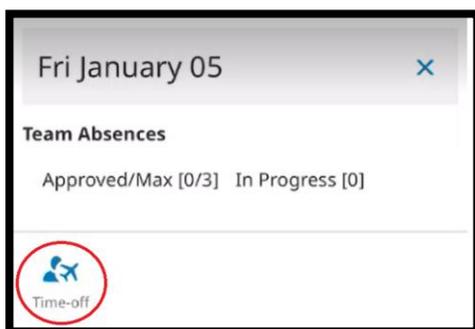
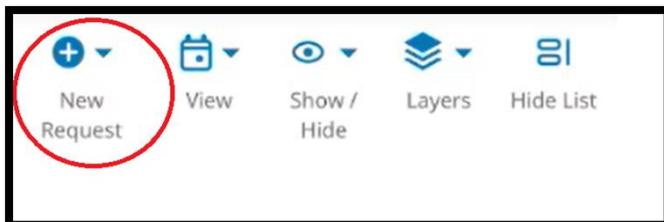
If the quota is approaching the maximum, the ‘High Demand’ notification will be shown for the day selected. It also shows how many leave requests have been approved, what the maximum allowed is, and whether there are already any leave requests that are pending approval.

In the example above, there are ‘2’ leave requests that are already approved, the maximum is set at ‘3’ and there is already ‘1’ leave request that is pending approval.

This means that the 4<sup>th</sup> person to submit a leave request will likely be rejected.

- 7 Submit a Leave Request by firstly selecting the day and ensuring that the day is not a ‘block-out day’ and there is available quota for the day.

Click on **New Request**, and then click on the **Time Off** button.



Select the type of leave request and click on **Apply**.

Request Time Off X

Type of Time Off

01. ANNUAL LEAVE REQUEST - ST

Request for Annual Leave

02. PERSONAL LEAVE REQUEST - ST

03. COMPASSIONATE LEAVE REQUESTS - ST

04. DEFENCE LEAVE REQUESTS - ST

05a. GENERAL LEAVE REQUESTS - ST  
NSW

05b. GENERAL LEAVE -MANAGER ONLY - ST

06. LEAVE WITHOUT PAY REQUEST - ST

08. PARENTAL LEAVE REQUEST - ST

09. SELF EDUCATION LEAVE REQUEST - ST

11. PAY IN ADVANCE REQUEST - ST

12. WORK LIFE LEAVE REQUEST - ST

Cancel Apply

Select the Date(s) and then click **Submit**.

**Request Time Off** ✕

01. ANNUAL LEAVE REQUEST - ST

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Dates

Duration

Deduct from

The leave request will be sent to the Manager for approval.