UKG

UKG Dimensions Go-Live Checklist For Team Members

LifeBridge Health Team Members

The team member Checklist provides a list of specific actions to ensure a smooth and successful go-live. It includes required and recommended actions grouped to guide you in validating that you have the correct UKG Dimensions access. Please complete the steps listed in this document by the due date listed below. Have your training materials nearby and refer to them for details on the tasks listed here.

The **Action** column in the checklist includes a Recommended or Required indicator for each task. Indicator descriptions are noted in the table. The **Resource** column will contain links to job aids for the assigned action steps.

- **Please note:** The links will direct you to the job aids posted on BridgeNet. Please make sure you are on the LBH Network to access these files.

Indicator	Action Type	Description
✓	Recommended	Action is recommended as a guideline, representing the most efficient or helpful plan.
⚠	Required	Action required, which may include a specific due date.

Step 1: Login from your desktop

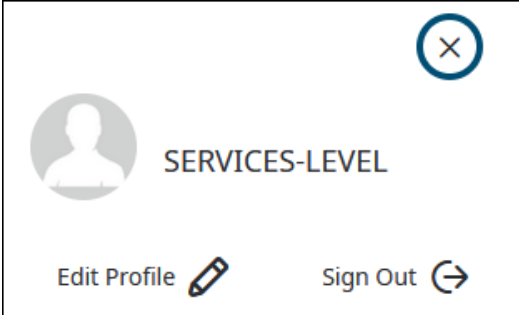| Action	Description	Resource	✓
1A ⚠	Log in to UKG Dimensions using the URL: mylbhtime.org • Bookmark the URL in your browser for easy access	Accessing UKG	-
1B ✓	Review your home page • Review tiles and information that is available on your home page **Note:** Some team members may not have a Punch tile as displayed below.	-	-
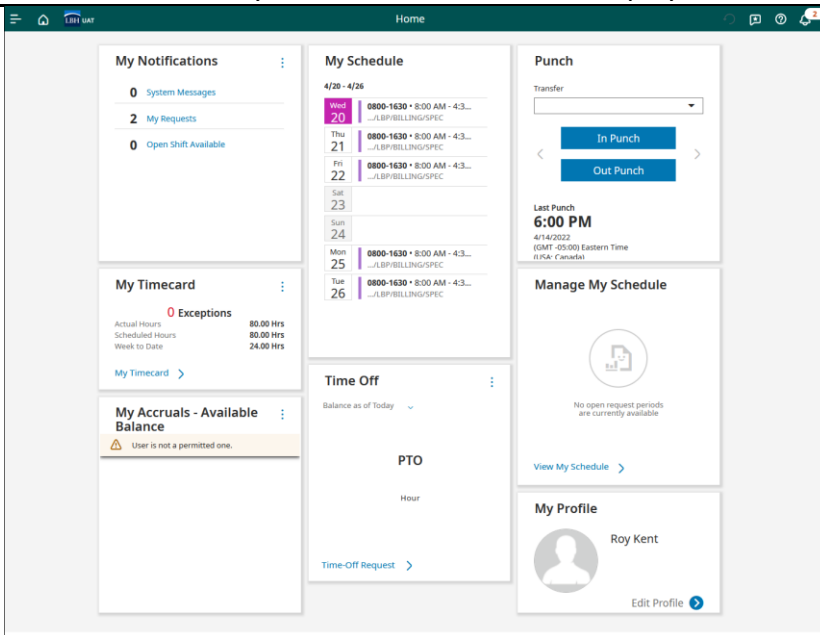
Step 2: Validate Your Schedule for Go Live

Schedules can influence the information you will see on your timecard. Validate that your schedule is accurate for the first week of go-live.

Action	Description	Resource	✓
3A	View your schedule for the next seven days on the My Schedule Tile. Your schedule will start **November 20, 2022, or later**. To view a complete schedule: 1. Select a date on the My Schedule tile. 2. Review your schedule for additional dates.	[View My Calendar](#)	-
	If your schedule is blank or entered but not accurate, please contact your manager.		

Step 4: Sign Out

Sign out when you are done working in UKG Dimensions.

Action	Description	Resource	✓
5A	1. Access the Main Menu in the upper left corner. 2. Select Sign Out SERVICES-LEVEL Edit Profile Sign Out		-

==**If you have any questions or problems, contact your manager.**==