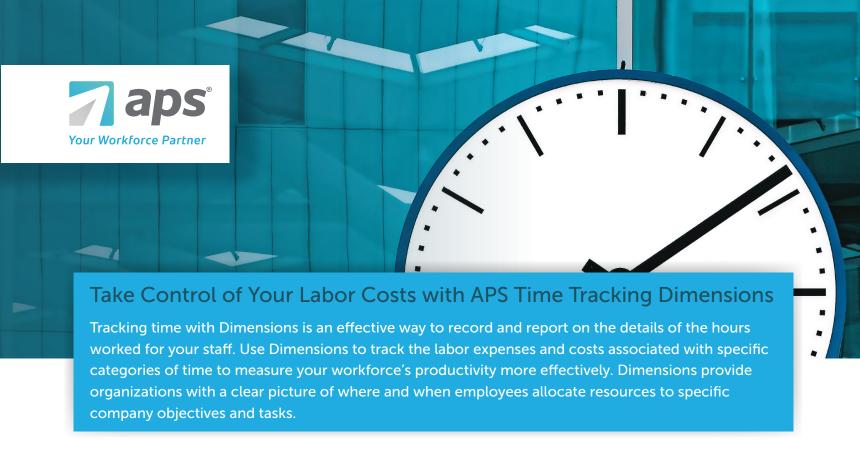


# DIMENSIONS

Streamline Your Employee Time Allocation

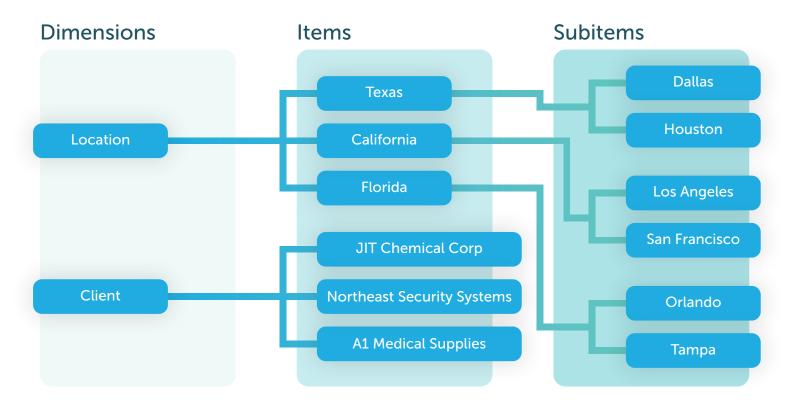




#### What Are APS Dimensions?

Dimensions allow employees to allocate their time to specific categories for enhanced labor expense tracking and reporting. Organizations using Dimensions can increase the accuracy and details of recorded employee time and establish hierarchies within Dimensions.

In the example below, an employee would select the location (state & city) and the client they perform work for when clocking in. Other uses of Dimensions include tracking time to a vendor, project, contract, task, or grant.



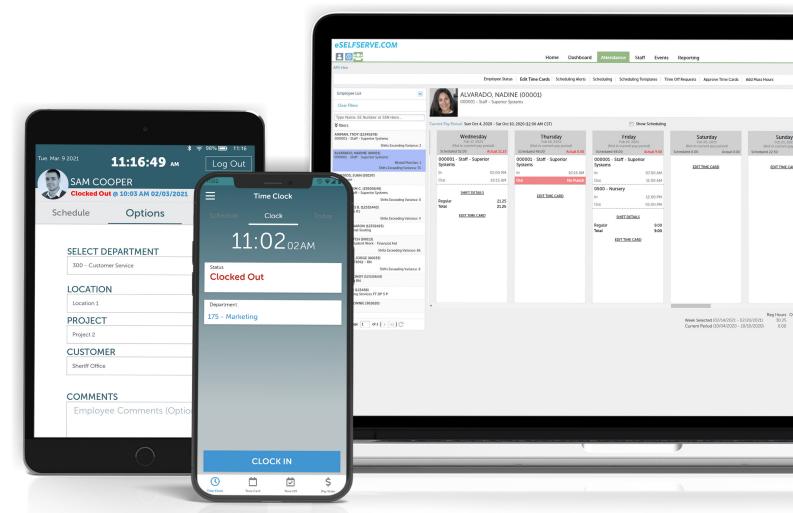
**Tablet App**Time Clock

Mobile App

Timesheets and Time Clock

**Desktop Employee Self Service** 

Timesheets and Time Clock



# **Configuration Options**

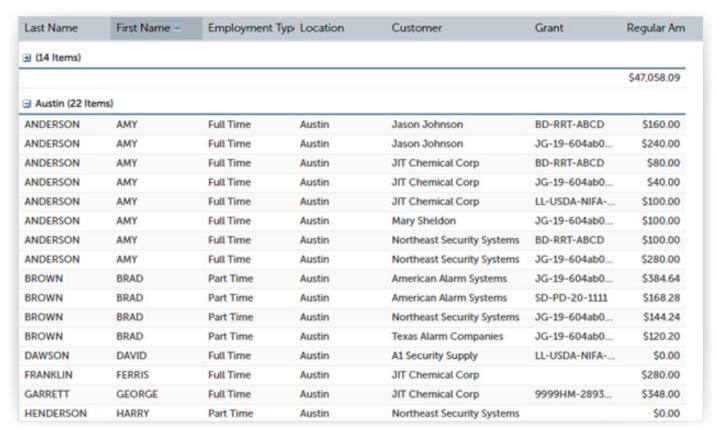
With Dimensions, payroll admins can:

- Set up Dimensions and Dimension items using the admin console
  - Create up to 10 customized time tracking Dimension categories
  - Create unlimited items per Dimension
- Assign Dimension items to specific employees for restricted access
- Designate default Dimension values per employee



## **Enhanced Reporting**

View detailed information about time tracking Dimensions assigned to employees and hours and earnings allocated to Dimension categories. Companies can use this data to determine how much budgeting, time, and resources are needed for specific projects or tasks.



Hours & Earnings Report With Dimensional Data

## **Proactive Labor Expense Management**

APS Dimensions provide another layer of visibility into employee hours when used with our Payroll and Attendance solutions. Track essential employee time attributes such as location, department, customer, vendor, item, project, grant, and contract. With Dimensions, you can dive deeper into employee hours and earnings metrics for proactive labor expense management.





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