

To: All Employees on TBRHSC Payroll

From: Adam Vinet, Vice President, Patient Experience & Chief Nursing Executive and Regional Vice President, Cancer Care Services, North West Region and,  
Peter Myllymaa, Vice President, Operations, Clinical and Support Services, and Chief Financial Officer

Date: January 12, 2023

RE: **UKG Dimensions - Employee Time Keeping and Scheduling System**

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**\*\*\*IMPORTANT INFORMATION ABOUT HOW WE SCHEDULE TIME\*\*\***

In June 2022, we initiated an organization wide project to convert our legacy timekeeping system (Staffright) to a new best-in-class system (UKG Dimensions). With this change, we are set to embark on a new era of workforce management that provides you, our managers and employees, with direct access to the time and attendance information you need, in real-time.

We have partnered with UKG Dimensions, the world leader in workforce management software, to bring about some big changes in the way we manage and schedule the work we do. The changes may be big, but we are striving to minimize the disruption to our employees by providing you with the information you need to maintain a “business as usual” environment.

Over the next few months, we will be rolling out communication about the UKG Dimensions implementation and deactivation of the Staffright legacy system. Look for specific communication about what is changing and when as we move forward with this important initiative.

**Why we are standardizing with UKG Dimensions:**

- Through engagement sessions, we have heard loud and clear that employees would like the ability to view their schedules anytime, anywhere
- We have also heard that employees would like more autonomy and want a more active role in tracking their own time
- Current scheduling processes are manual, repetitive, paper based, and time consuming and do not support a proactive response to filling vacant shifts
- Convenience of mobile or web-based access and self-serve capabilities to set scheduling preferences, manage availability, and stay up-to-date as schedules change
- UKG Dimensions will assist in ensuring employees are paid accurately for the work they are scheduled to perform
- Significantly reduce the number of payroll adjustments required following pay end dates

## Important information for you to know:

- Starting in Spring 2023 everyone, both salaried and hourly employees, will track their time using UKG Dimensions
- Prior to this date you will be trained on how you will track your time
- You will have several options to sign in and out for every shift – mobile device, self-serve terminals at main site, or any hospital workstation computer
- You will submit your time off requests solely through UKG Dimensions—no more paper or emails—and no more missed or misplaced requests!
- You will take an active role in ensuring the accuracy of your own time and advise your manager of any updates immediately

## Next steps:

- Ask your manager any questions you may have
- Give us constructive feedback about what we can do to make the transition easier for you

Thank you for helping us make this important transition! We know we can depend on each one of you as we make this change.

For current information and updates visit: <https://informed.tbrhsc.net/departments/staffing/ukg-dimensions-new-staff-scheduling-system>

## UKG Dimensions Implementation Team:

- Dino Armenti – Co-Project Sponsor
- Dawna Maria Perry – Co-Project Sponsor
- Rita Grenier Buchan – Project Lead – Scheduling
- Michael Iorianni – Project Lead – Payroll
- Carrol Wenzell – Payroll Subject Matter Expert
- Monique Trudeau – HR Subject Matter Expert
- Domenic Falcetta/Cora Rouillard – Integration Subject Matter Expert
- Laura Macgowan – HR Subject Matter Expert – Leaves
- Sharen Howarth – HR Subject Matter Expert – Leaves
- Angela Kutok – PI Consultant – Project Manager