



UKG Dimensions Analytics Solution

Set Up Auditor to Monitor Compliance Risks

Auditor is an Artificial Intelligence-based user interface accessed via the UKG Dimensions™ solution. Auditor allows organizations to identify potential compliance risks.

Enable Auditor

To enable Auditor, you must set the feature switch to **Enabled**.

Navigation: Home Page > Main Menu > Administration > Application Setup > System Configuration > Feature Switch

Note:

The **Feature Switch** link is only available to users with a Function Access Profile (FAP) that has the Function Access Control Point (FACP) **Manager-System Configuration > Feature Switch** set to **Allowed**.

1. Select the **Auditor** row in the Feature Switch table.
2. Select **Edit**.
3. In the **Enabled** field, select the **Yes** radio button.
4. Select **Save**.

Provide Access to Auditor

Analysts must have a FAP with the **Auditor** FACP enabled in order to access the Auditor interface.

Note:

The **Auditor** FACP only displays when:

- The Auditor Feature Switch is enabled.
- The tenant has the Analytics Entitlement.

Navigation: Home Page > Main Menu > Administration > Application Setup > Access Profiles > Function Access Profiles

1. Select the relevant FAP from the list.
2. Select **Manager – Department Manager**.

3. In the **Auditor** row, set the **Access Scope** to **Allowed**.
4. Select **Save**.
5. Repeat steps for other relevant profiles.

Provide Access to Auditor Setup Pages

For an administrator to access Auditor setup pages, users must have a FAP the **Auditor Setup** FACP enabled.

Note:

The **Auditor Setup** FACP only displays when:

- The Auditor Feature Switch is enabled.
- The tenant has the Analytics Entitlement.

Navigation: **Home Page > Main Menu > Administration > Application Setup > Access Profiles > Function Access Profiles**

1. Select the relevant FAP from the list.
2. Select **Manager – System Configuration**.
3. In the **Auditor Setup** row, set the **Access Scope** to **Allowed**.
4. Select **Save**.
5. Repeat steps for other relevant profiles.

Set Auditor Duration

Once Auditor is enabled, it runs on the first day of every month. Auditor uses historical data, and the **Auditor Duration** setting determines how many previous months are included in the run. The default duration is four months, and the maximum is six months.

Navigation: **Home Page > Main Menu > Administration > Application Setup > KPI Setup > Auditor Setup UI**

1. Select the **Auditor Duration (Months)** row.
2. Select **Edit**.
3. In the **Value** field, enter the number of historical months that Auditor should include in each run.
4. Select **Save**.

Set Auditor Primary Location Type

Auditor Primary Location Type defines the level at which the organization wants to detect risks. One Business Structure Type is specified. By default, all Locations of the specified Type are included when Auditor runs, and no Locations of other Types are included.

Navigation: Home Page > Main Menu > Administration > Application Setup > KPI Setup > Auditor Setup UI

1. Select the **Auditor Primary Location Type** row.
2. Select **Edit**.
3. In the **Select Location Type** field, select the Business Structure Type for which Auditor should detect risks.
4. Select **Save**.

Exclude Auditor Locations

When needed, you can manually exclude certain Locations otherwise included in an Auditor run.

Navigation: Home Page > Main Menu > Administration > Application Setup > KPI Setup > Auditor Setup UI

1. Select the **Auditor Exclude Locations** row.
2. Select **Edit**.
3. In the **Location Type** field, select the Type for the Location(s) that should be excluded. This applies a filter to the **Select Locations** table below.
4. In the **Select Locations** table, select one or more rows to identify Locations to exclude. Shift and Control keys can be used to make multiple selections.
5. Select **Assign**.
6. Select **Save**.
7. Repeat steps for Locations of other Types that should be excluded.

Include Auditor Locations

When needed, you can manually include certain Locations otherwise excluded in an Auditor run.

Navigation: Home Page > Main Menu > Administration > Application Setup > KPI Setup > Auditor Setup UI

1. Select the **Auditor Include Locations** row.

2. Select **Edit**.
3. In **Location Type** field, select the Type for the Location(s) that should be included. This applies a filter to the **Select Locations** table below.
4. In the **Select Locations** table, select one or more rows to identify Locations to include. Shift and Control keys can be used to make multiple selections.
5. Select **Assign**.
6. Select **Save**.
7. Repeat steps for Locations of other Types that should be included.

Auditor Rates

A rate is a ratio-based metric that Auditor uses to assess risk. There are seven rates that are On by default and eleven total. You can activate or deactivate each rate as desired.

This table lists each available rate and how it is calculated. Default rates appear in bold.

| Rate | Formula/Description |
|------------------------------------|--|
| Punch Time Edits | Ratio of punch time edits to final punch count |
| Punch Deletions | Ratio of deleted punches to final punch count |
| Small Punch Time Edits | Ratio of small punch time edits (less than or equal to 15 minutes) to final punch count |
| Final Punch Time Edits | Ratio of final punch time edits to final punch count. This counts edits when final punch time edit is different than original punch time |
| Extra Time to Lost Time Exceptions | Ratio of extra time exceptions (Early In, Late Out) to lost time exceptions (Late In, Early Out) |
| Cancelled Meals | Ratio of cancelled meal breaks to worked shifts |
| Retro Schedule Edits | Ratio of retroactive schedule edits to final shift count. The schedule edits include shift edits and shift deletions |
| Retro Shift Edits | Ratio of retroactive shift edits to final shift count |
| Retro Shift Deletes | Ratio of retroactive shift deletes to final shift count |
| More than Scheduled | Ratio of extra time exceptions to worked shifts |
| Less than Scheduled | Ratio of lost time exceptions to worked shifts |

Select Auditor Rates

Navigation: Home Page > Main Menu > Administration > Application Setup > KPI Setup > Auditor Setup UI

1. Select the **Auditor Rates** row.

2. Select **Edit**.
3. Select boxes from the Auditor Rates (Used for Pattern Detection) list to toggle activation status for each Rate. Active Rates are indicated by shading and a checkmark.
4. When each box reflects the desired activation status, select **Save**.

Perform an Ad Hoc Audit

After Auditor configuration is initially set or modified, it is recommended that you perform an ad hoc audit. This process allows administrators to verify configurations without waiting for the next automatic Auditor run (at the first of the next month).

Navigation: Home Page > Main Menu > Administration > Application Setup > KPI Setup > Auditor Setup UI

1. Select **Run Auditor**. This selection initiates an ad hoc audit.
2. From the **Home** tab of UKG Dimensions, navigate to **Main Menu > Dataviews & Reports > Auditor**.
3. Verify that the data presented in the cards, tables, and charts within the Auditor user interface is consistent with expectations as configured.

Note:

Only three ad hoc audits are permitted each day (per tenant, per user).

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