


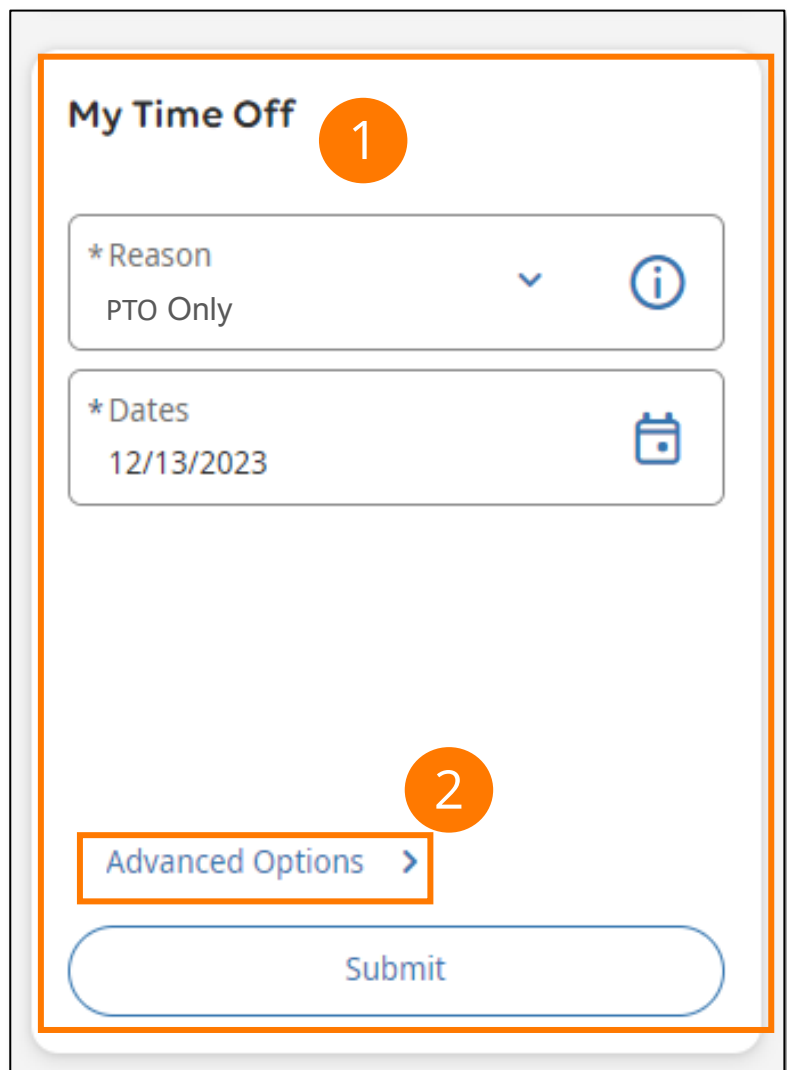
Navigation to Ultime & Attendance

Upon logging into Ultime, the dashboard will appear.

1. From the left-hand navigation panel, select the **Myself**  icon.
2. Select **Workforce Management**. A new tab opens, and the Ultime Time and Attendance homepage is displayed.

Request Time Off

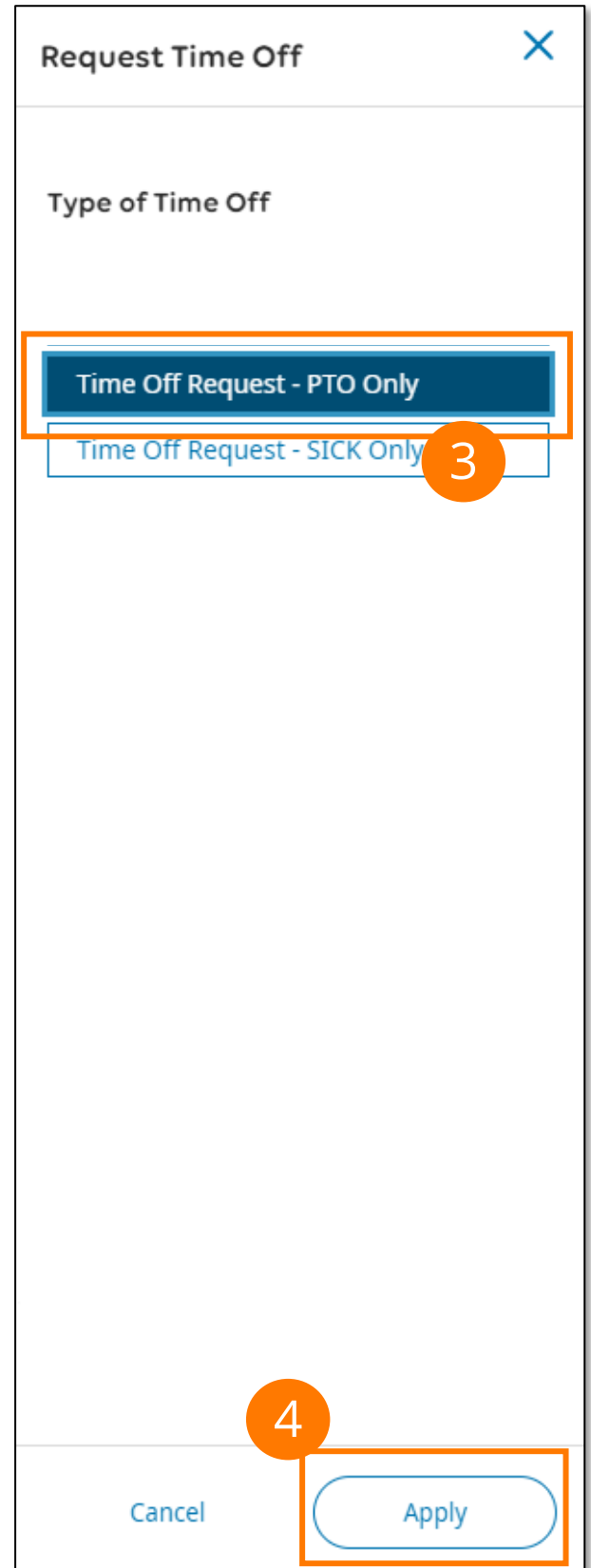
1. From the Ultime Time and Attendance homepage, locate the **My Time Off** tile.
2. Select the **Advanced Options** link at the bottom. The Request Time Off panel opens on the right side of the screen.



Request Time Off (continued)

3. From the Request Time Off panel, select the appropriate **type of time off**.
4. Select **Apply** in the bottom right corner.

Note that the type of time off displayed may vary in name, (PTO, Leave, etc.) from location to location.



The screenshot shows a mobile application interface for requesting time off. At the top, there is a title bar with the text "Request Time Off" and a close button (X). Below the title bar, the text "Type of Time Off" is displayed. A dropdown menu is open, showing two options: "Time Off Request - PTO Only" (highlighted with a blue background and an orange border) and "Time Off Request - SICK Only" (with a white background and an orange border). A red circle with the number "3" is positioned next to the second option. At the bottom of the screen, there are two buttons: "Cancel" and "Apply" (highlighted with a blue border and a red circle with the number "4").



Request, View, Cancel Time Off

EMPLOYEE ULTI TIME AND ATTENDANCE TRAINING AID

Request Time Off (continued)

5. Select the appropriate **day(s)** using the calendar.
6. Select **Apply** in the bottom right corner.

Request Time Off [X]

Select a date.

Previous Year Today Next Year

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cancel [6] Apply



Request, View, Cancel Time Off

EMPLOYEE ULTI TIME AND ATTENDANCE TRAINING AID

Request Time Off (continued)

7. Select the appropriate duration:
 - A. Select **Full** to request a full day off.
 - B. Select **Hours** to request a partial day off.

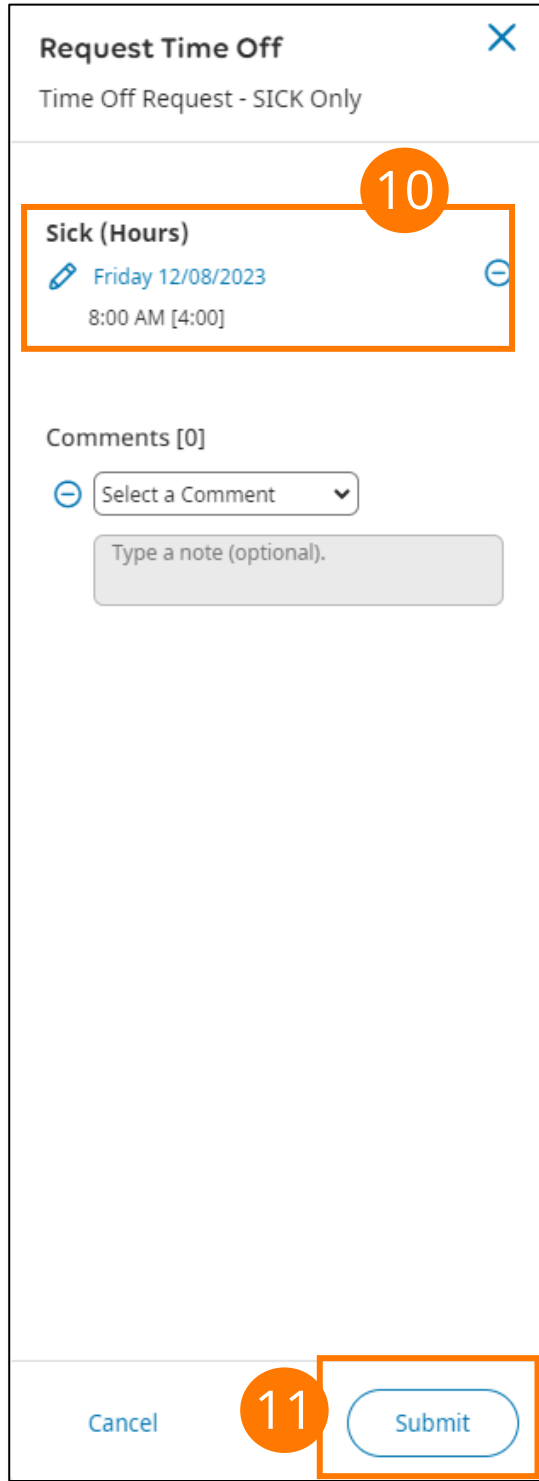
Note that you must enter the time at which the request will begin and the duration of the request, using the format hh:mm.

8. If multiple options are shown, select the appropriate **category** from which to deduct the time from.
9. Select **Review** in the bottom right corner.

The screenshot shows the 'Request Time Off' mobile application interface. At the top, it says 'Request Time Off' with a close button (X) and 'Time Off Request - SICK Only'. Below this is a 'Dates' section with a calendar icon and the date '12/08/2023'. The 'Duration' section is highlighted with a large orange box and a callout '7'. It contains two options: 'Full' (highlighted with callout '7A') and 'Hours' (highlighted with callout '7B'). The 'Hours' option is expanded to show 'Start Time *' as '8:00 AM' and 'Duration hh:mm *' as '4:00'. Below this is the 'Deduct from' section, highlighted with a large orange box and callout '8', showing 'Sick' as the selected category. At the bottom, there are three buttons: 'Cancel', 'Submit' (partially visible), and 'Review' (highlighted with a large orange box and callout '9').

Request Time Off (continued)

10. **Review** the request for accuracy.
11. Select **Submit** in the bottom right corner.
12. A **success message** is displayed.
13. Select **Done** in the bottom right corner.



Request Time Off [Close]

Time Off Request - SICK Only

Sick (Hours) [10]

Friday 12/08/2023
8:00 AM [4:00]

Comments [0]

Select a Comment [v]

Type a note (optional).

Cancel [11] Submit



Request Time Off [Close]

Time Off Request - SICK Only

Information Your time-off request has been submitted. [Close] [12]

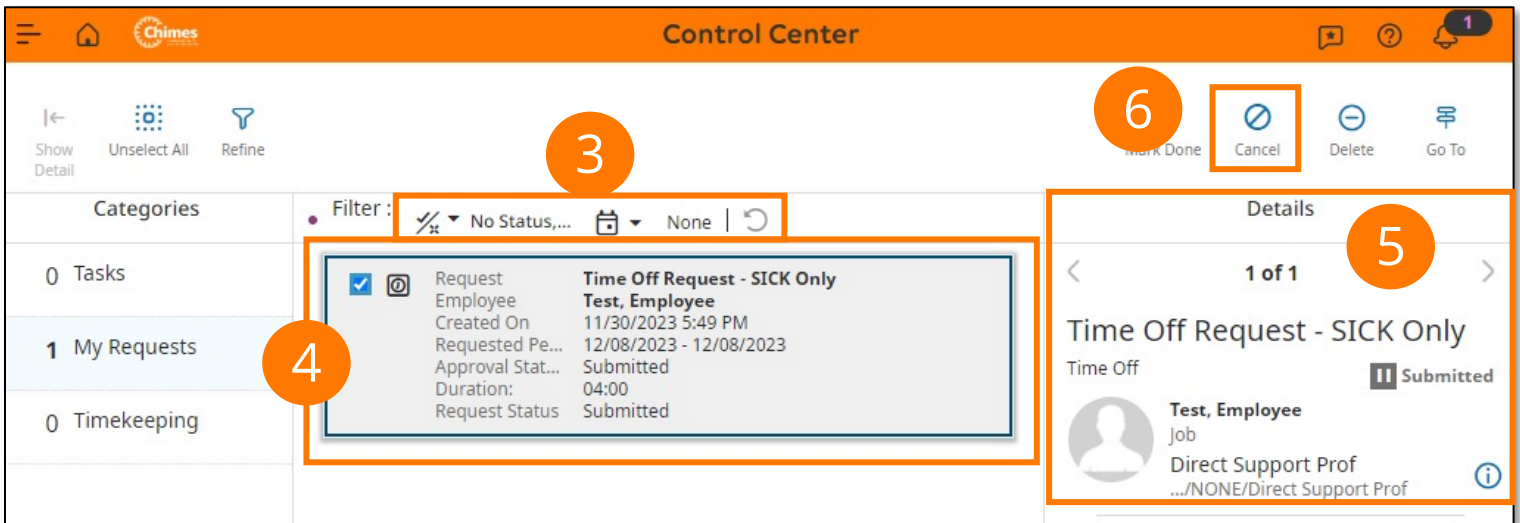
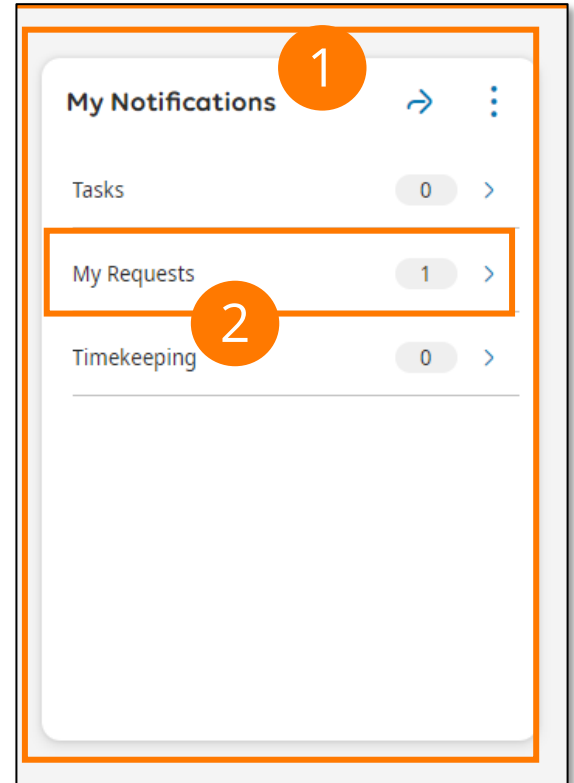
Summary

Sick (Hours)
Friday 12/08/2023
8:00 AM [4:00]

Cancel Request [13] Done

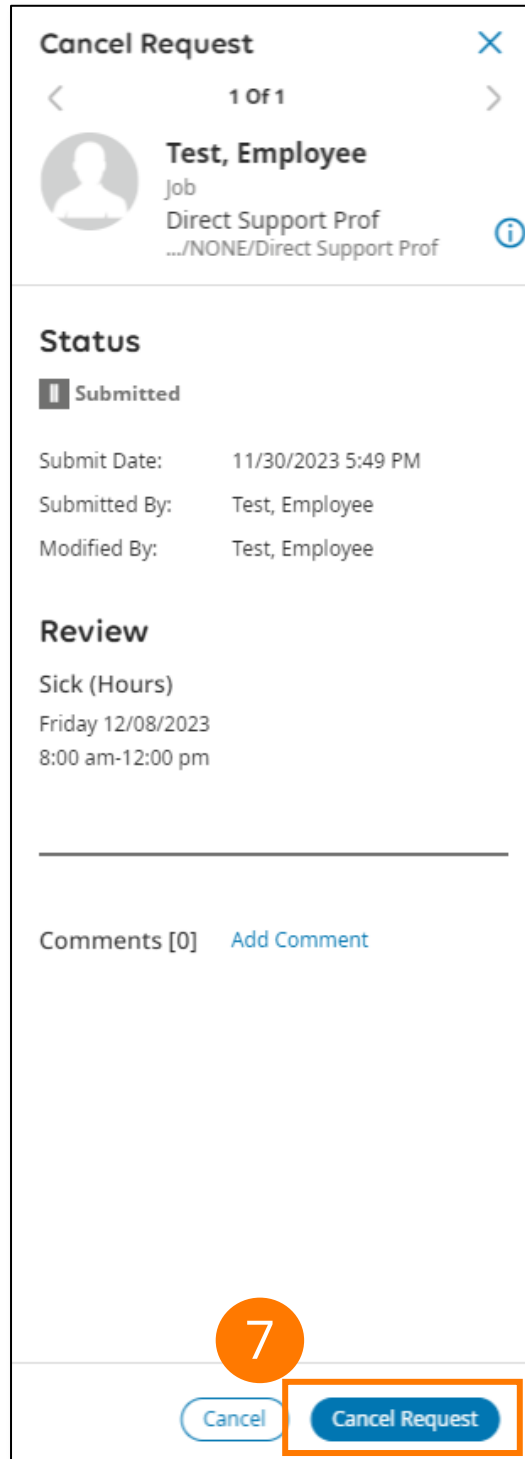
View, Cancel Time Off

1. To view or cancel a time off request, from the Ulti Time and Attendance homepage, locate the **My Notifications** tile.
2. Select **My Requests**.
3. If necessary, use the **filters** to locate the desired request.
4. Select the **checkbox** to select the request.
5. Full details of the request are shown in the **Details panel**.
6. If desired, Select **Cancel** to cancel the request.




View, Cancel Time Off (continued)

- From the panel that opens on the right, select **Cancel Request** in the bottom right corner.
- A **success message** is displayed.
- Select **Done** in the bottom right corner.



Cancel Request ✕

< 1 Of 1 >

 **Test, Employee**
Job
Direct Support Prof
.../NONE/Direct Support Prof i

Status

Submitted

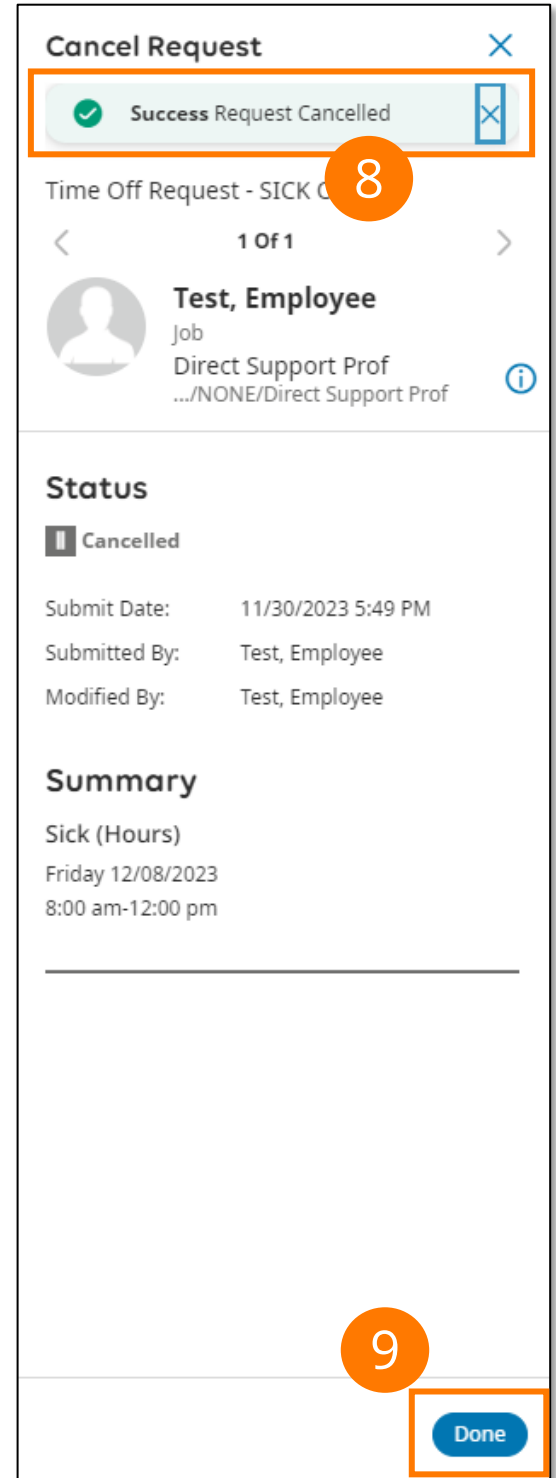
Submit Date: 11/30/2023 5:49 PM
Submitted By: Test, Employee
Modified By: Test, Employee

Review

Sick (Hours)
Friday 12/08/2023
8:00 am-12:00 pm

Comments [0] [Add Comment](#)

Cancel **Cancel Request**




Cancel Request ✕

✓ **Success Request Cancelled** ✕

Time Off Request - SICK C 8

< 1 Of 1 >

 **Test, Employee**
Job
Direct Support Prof
.../NONE/Direct Support Prof i

Status

Cancelled

Submit Date: 11/30/2023 5:49 PM
Submitted By: Test, Employee
Modified By: Test, Employee

Summary

Sick (Hours)
Friday 12/08/2023
8:00 am-12:00 pm

Done