Chimes

## Navigation to Ulti Time & Attendance

Upon logging into Ulti, 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 Ulti Time and Attendance homepage is displayed.

Request Time Off

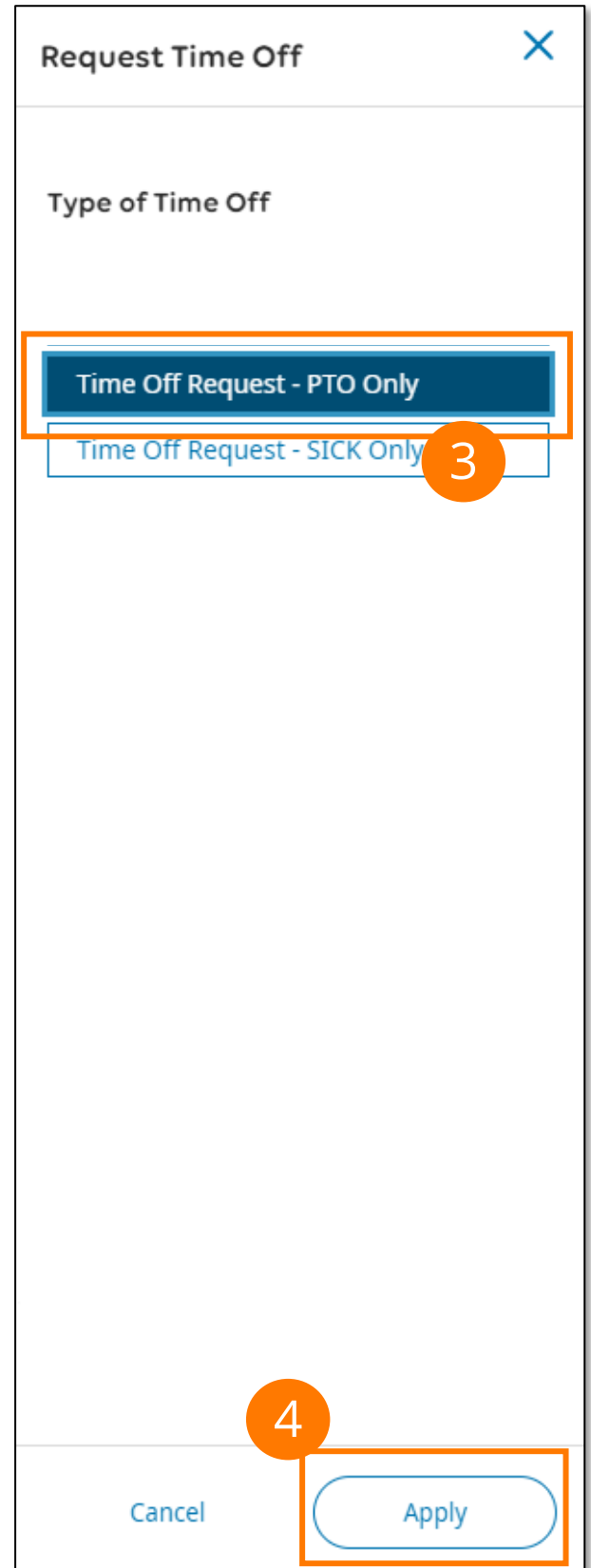1. From the Ulti Time and Attendance homepage, locate the My Time Off tile.

2. Select the Advanced Options link at the bottom. The Request Time Off panel opens on the right side of the screen.
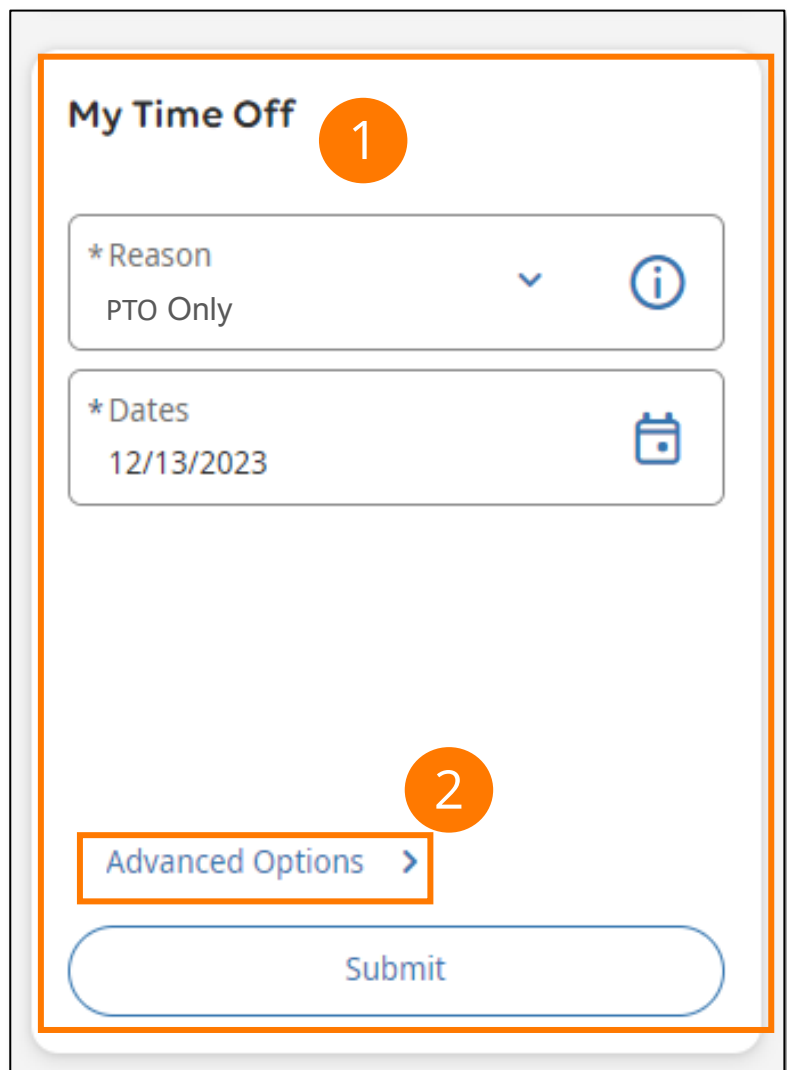
Request Time Off (continued)

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.

Request Time Off   ✕

Type of Time Off

Time Off Request - PTO Only

Time Off Request - SICK Only

3

4

Cancel   Apply

Request Time Off (continued)

5. Select the appropriate **day(s)** using the calendar.

6. Select **Apply** in the bottom right corner.

Request Time Off

📅 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	
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   Apply

Request Time Off (continued)

7. Select the appropriate duration:

   A. Select Full to request a full day off.
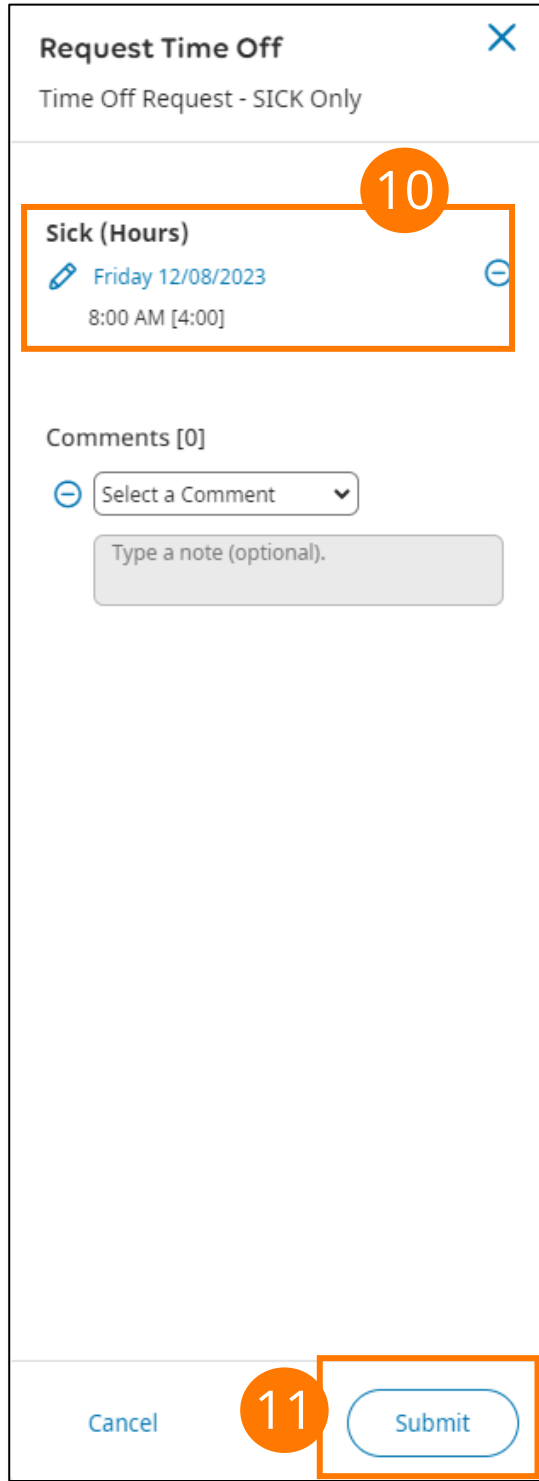
   B. Select Hours to request a partial day off.

   > 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.

Request Time Off   ✕

Time Off Request - SICK Only

Dates

📅 12/08/2023

Duration   7

Full   7A

Hours   7B

Start Time *	Duration hh:mm *
8:00 AM	4:00

Deduct from   8

Sick

Cancel   Su   Review   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

Time Off Request - SICK Only

10

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

Comments [0]

⊖ Select a Comment ▾

Type a note (optional).

Cancel **11** Submit

Request Time Off

Time Off Request - SICK Only

ⓘ **Information** Your time-off request has been submitted. ✕

12

Summary

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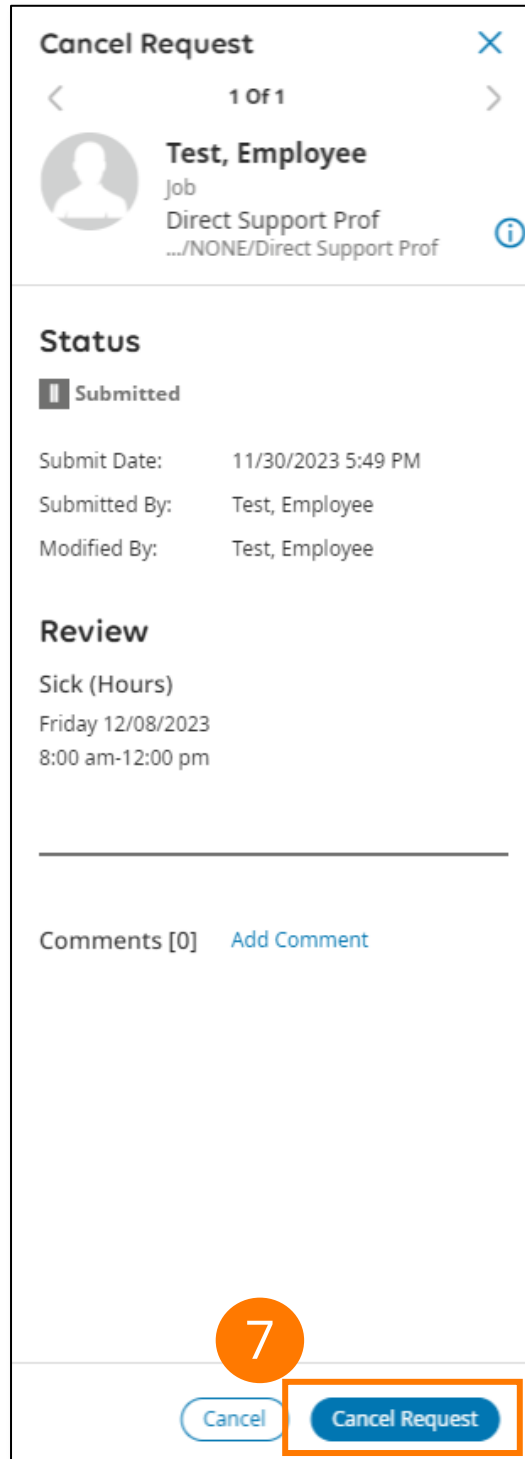Friday 12/08/2023
8:00 AM [4:00]

Cancel Reque **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.
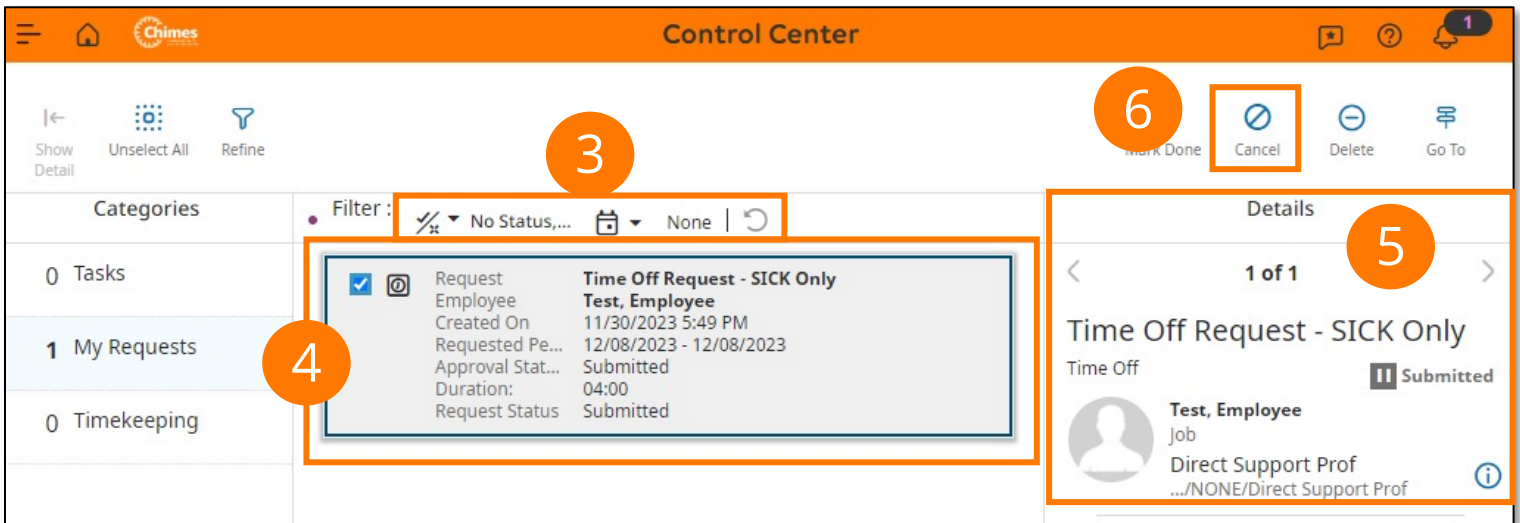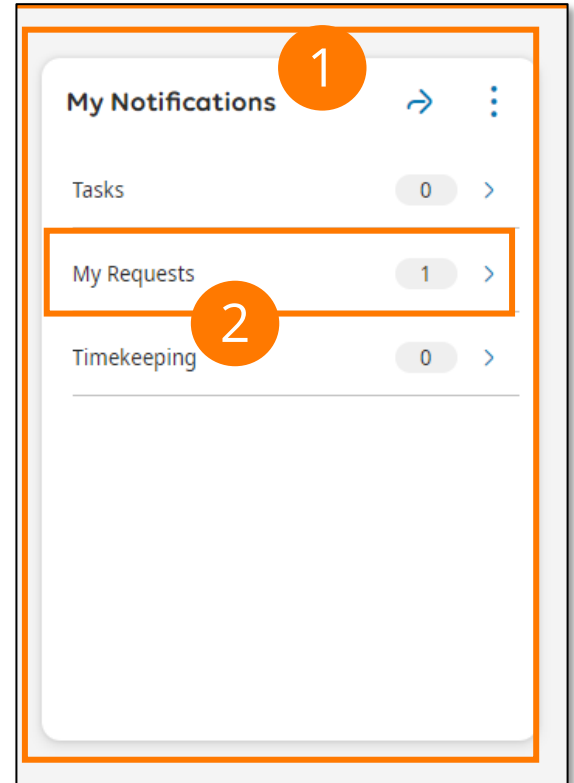
View, Cancel Time Off (continued)

7. From the panel that opens on the right, select Cancel Request in the bottom right corner.

8. A success message is displayed.

9. Select Done in the bottom right corner.