


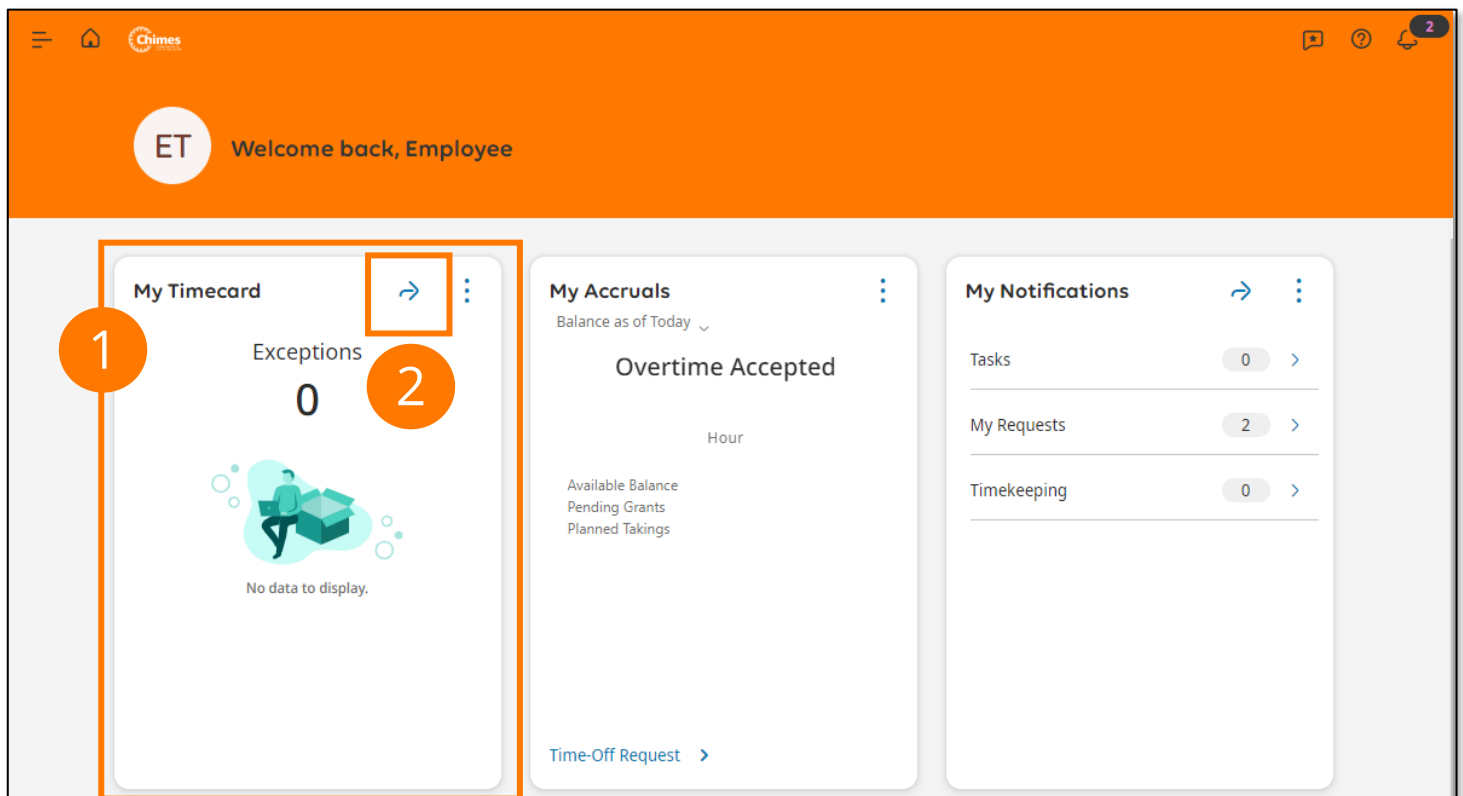
Navigation to Ulti Time & Attendance

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

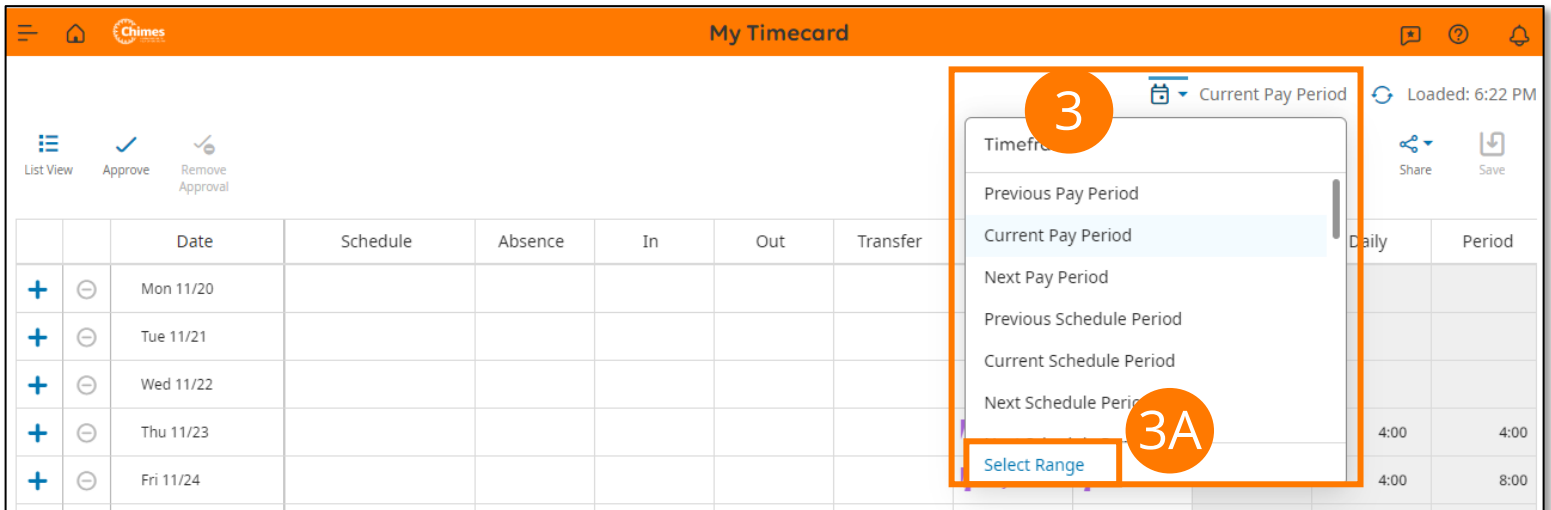
Review Timecard

1. From the Ultimea Time and Attendance homepage, locate the **My Timecard tile**.
2. Select the **arrow** in the upper right corner of the tile. The My Timecard screen is displayed.



Review Timecard (continued)

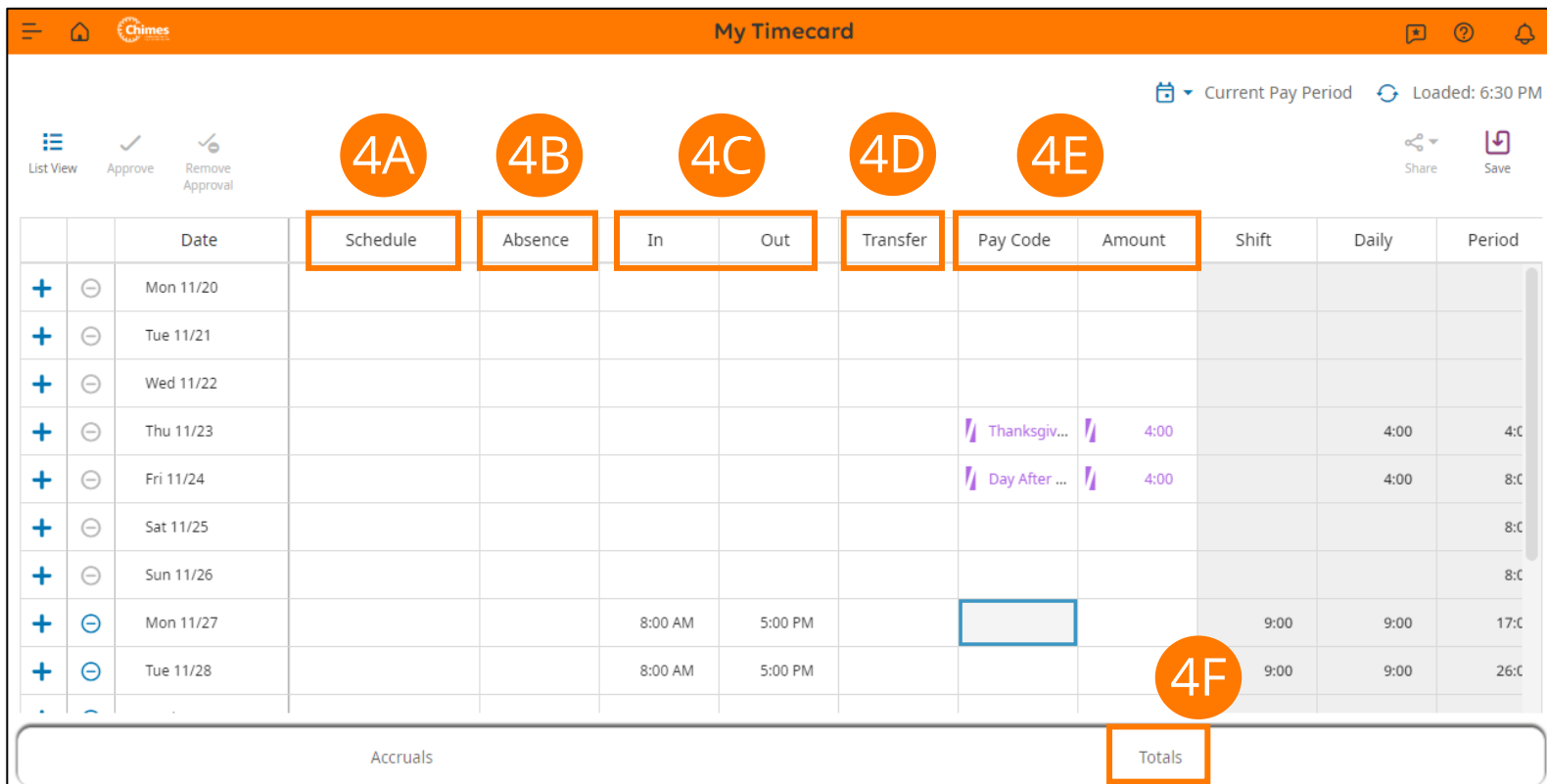
3. From the My Timecard screen, review the date in the **Timeframe** field. The field defaults to Current Pay Period.
 - A. If you wish to review a different time frame, select from the preset options, or use the **Select Range** tool at the bottom of the dropdown.



The screenshot shows the 'My Timecard' interface. At the top, there is a navigation bar with the Chimes logo and the title 'My Timecard'. Below the navigation bar, there are several icons: 'List View', 'Approve', and 'Remove Approval'. The main content area is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Daily, and Period. The table contains data for the dates Mon 11/20, Tue 11/21, Wed 11/22, Thu 11/23, and Fri 11/24. A dropdown menu is open over the 'Timeframe' field, which currently shows 'Current Pay Period'. The dropdown menu lists several options: 'Previous Pay Period', 'Current Pay Period' (highlighted), 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', and 'Next Schedule Period'. At the bottom of the dropdown menu, there is a 'Select Range' option. A red circle with the number '3' is placed over the dropdown arrow, and a red circle with '3A' is placed over the 'Select Range' option.

Review Timecard (continued)

4. Review your time on the screen.
 - A. The **Schedule** column displays your schedule.
 - B. The **Absence** column displays any unexcused absences.
 - C. The **In** and **Out** columns indicate the time at which you punched in and punched out on that particular day.
 - D. The **Transfer** column shows where you served in another job on a particular day, that would appear in Transfer column.
 - E. The **Pay Code** column displays the category assigned to the time worked, such as Regular, Holiday, or Sick. The **Amount** column displays the amount assigned to that pay code.
 - F. Select **Totals** at the bottom of the screen to see total time for a day, week, or other period.

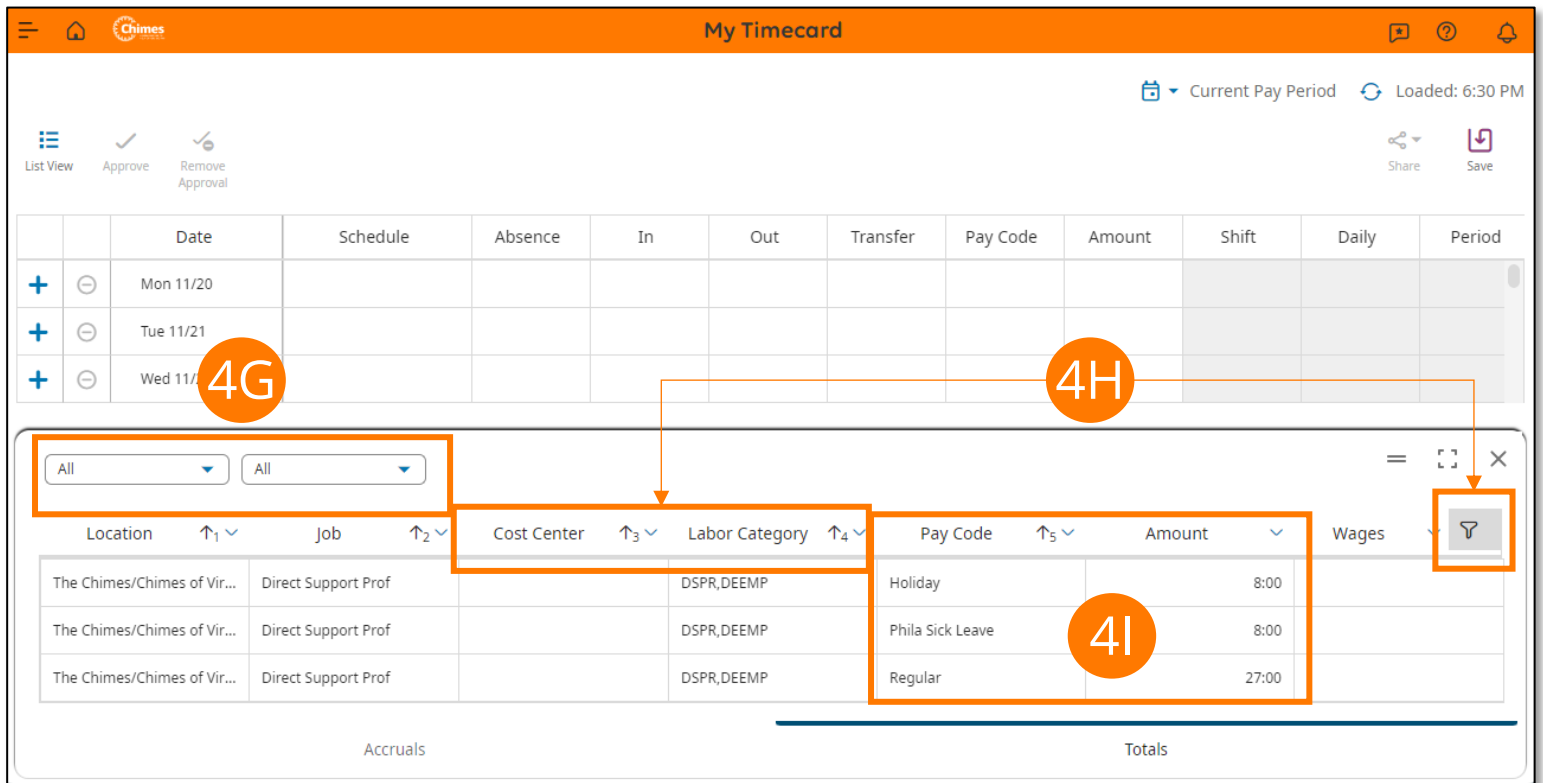


		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	-	Mon 11/20										
+	-	Tue 11/21										
+	-	Wed 11/22										
+	-	Thu 11/23						Thanksgiv...	4:00		4:00	4:00
+	-	Fri 11/24						Day After ...	4:00		4:00	8:00
+	-	Sat 11/25										8:00
+	-	Sun 11/26										8:00
+	-	Mon 11/27			8:00 AM	5:00 PM				9:00	9:00	17:00
+	-	Tue 11/28			8:00 AM	5:00 PM				9:00	9:00	26:00

Accruals Totals

Review Timecard (continued)

- G. The totals will default to all. To view a day, week, or certain period, use the **filter tool** to narrow the date selection.
- H. The **Cost Center** and **Labor** are the default categories. Use the filter tool to select or deselect the appropriate categories.
- I. **Totals** for the period can be viewed on the side, split out into relevant pay code. Note that wages will not appear.



The screenshot shows the 'My Timecard' interface. At the top, there are navigation icons and the title 'My Timecard'. Below this, there are buttons for 'List View', 'Approve', and 'Remove Approval'. On the right, there are 'Share' and 'Save' buttons. The main area is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The first three rows show dates: Mon 11/20, Tue 11/21, and Wed 11/22. A callout '4G' points to the date column. Below the table, there are filter dropdowns for 'Location', 'Job', 'Cost Center', 'Labor Category', 'Pay Code', 'Amount', and 'Wages'. A callout '4H' points to the 'Cost Center' and 'Labor Category' filters. A callout '4I' points to the 'Pay Code' filter. At the bottom, there are sections for 'Accruals' and 'Totals'.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 11/20										
Tue 11/21										
Wed 11/22										

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
The Chimes/Chimes of Vir...	Direct Support Prof		DSPR,DEEMP	Holiday	8:00	
The Chimes/Chimes of Vir...	Direct Support Prof		DSPR,DEEMP	Phila Sick Leave	8:00	
The Chimes/Chimes of Vir...	Direct Support Prof		DSPR,DEEMP	Regular	27:00	