



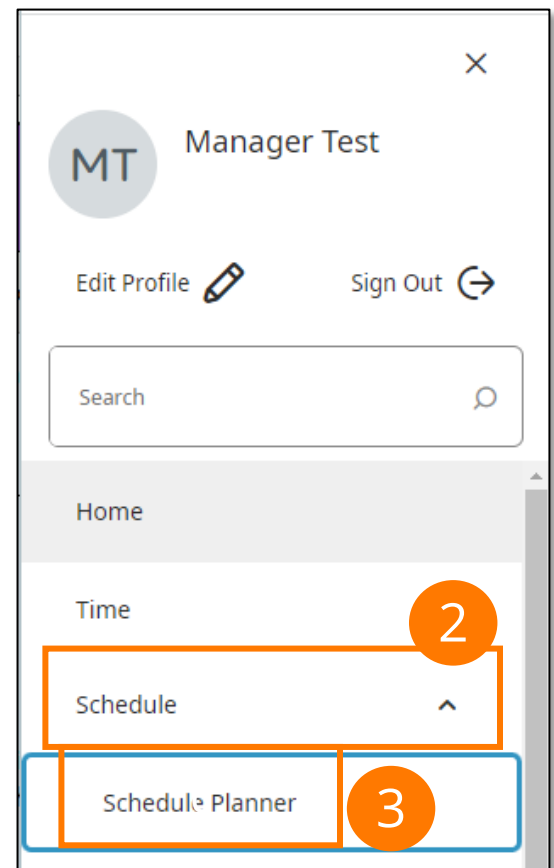
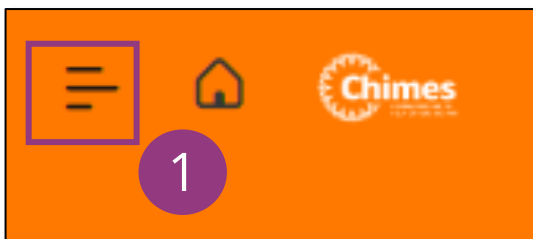
Navigation to Ulti Time & Attendance

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.

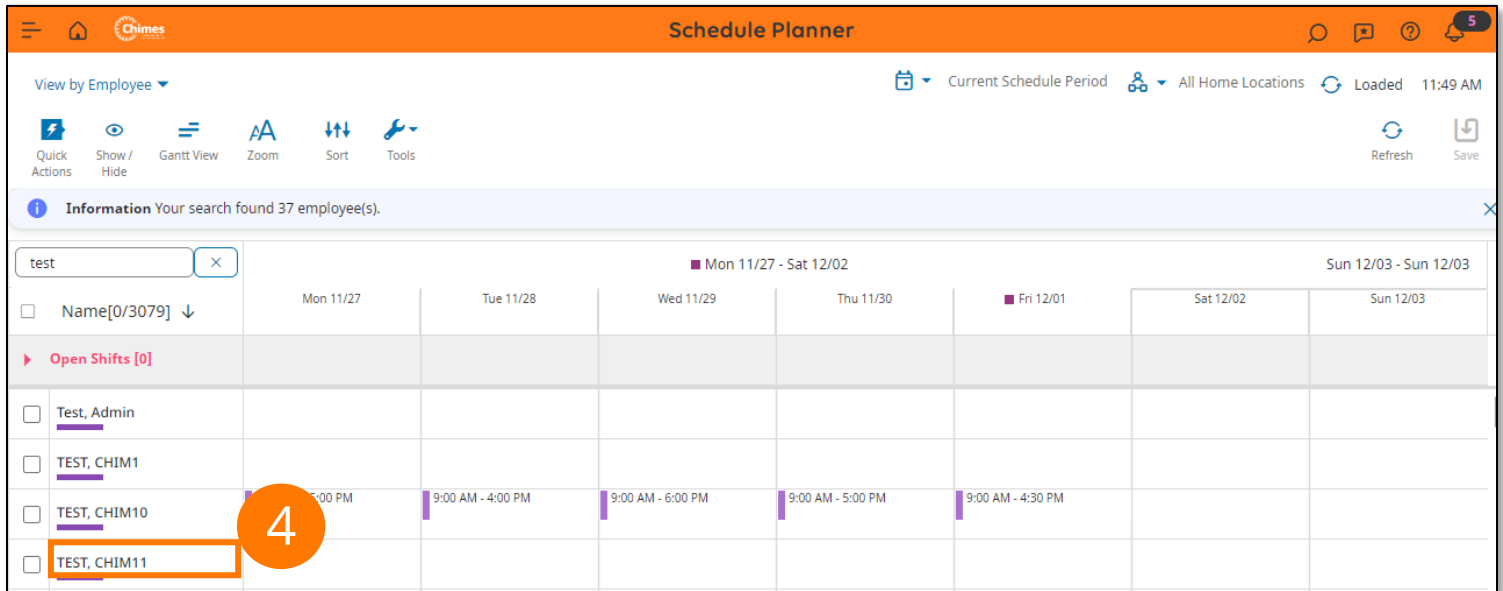
Add Paycode

1. From the Ulti Time and Attendance homepage, click the **Menu**  icon in the upper left corner to open the menu.
2. Select the **Schedule** drop-down.
3. Select **Schedule Planner**.



Add Paycode (continued)

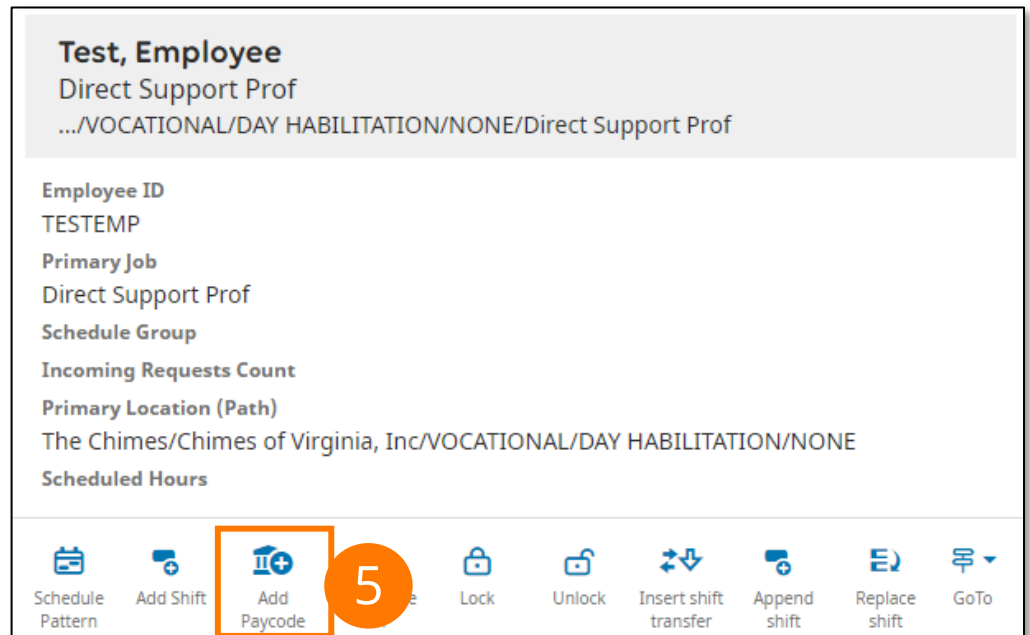
4. Locate the employee whose timecard you wish to add a paycode to and **right click** on their **name** in the Name column. A pop-up box will appear.



The screenshot shows the 'Schedule Planner' interface. At the top, there are navigation icons and a search bar containing 'test'. Below the search bar, there is a table of employees. The employee 'TEST, CHIM11' is highlighted with a red box, and a red circle with the number '4' is overlaid on the box.

Name[0/3079] ↓	Mon 11/27	Tue 11/28	Wed 11/29	Thu 11/30	Fri 12/01	Sat 12/02	Sun 12/03
Open Shifts [0]							
Test, Admin							
TEST, CHIM1							
TEST, CHIM10	9:00 AM - 5:00 PM	9:00 AM - 4:00 PM	9:00 AM - 6:00 PM	9:00 AM - 5:00 PM	9:00 AM - 4:30 PM		
TEST, CHIM11							

5. From the pop-up box, select **Add Paycode**. The Add Paycode panel will open on the right side of the screen.



The screenshot shows the 'Test, Employee' pop-up box. The 'Add Paycode' button is highlighted with a red box, and a red circle with the number '5' is overlaid on the box.

Test, Employee
Direct Support Prof
.../VOCATIONAL/DAY HABILITATION/NONE/Direct Support Prof

Employee ID
TESTEMP

Primary Job
Direct Support Prof

Schedule Group

Incoming Requests Count

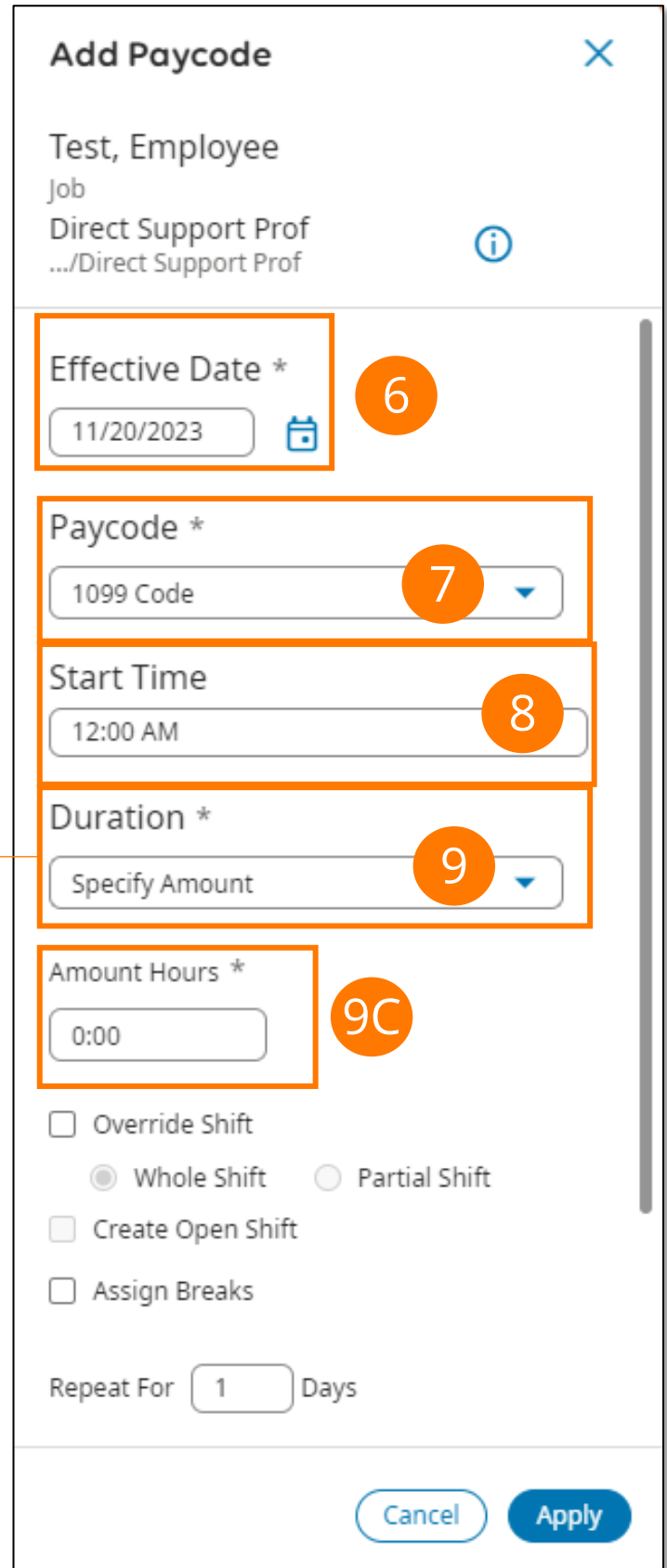
Primary Location (Path)
The Chimes/Chimes of Virginia, Inc/VOCATIONAL/DAY HABILITATION/NONE

Scheduled Hours

Schedule Pattern Add Shift **Add Paycode** Lock Unlock Insert shift transfer Append shift Replace shift GoTo

Add Paycode (continued)

6. In the Add Paycode panel, enter the **Effective Date**.
7. Select the **Paycode drop-down menu** to choose the appropriate pay code.
8. Enter the **Start Time**.
9. Select the **Duration drop-down menu** to define the length of the paycode.
 - A. If desired, choose a preset option, such as **Half Schedule Day** or **Full Schedule Day**.
 - B. Use **Specify Amount** to add a paycode to a day with no shift scheduled,
 - C. If Specify Amount is selected, enter the number of hours in the **Amount Hours** field.



Add Paycode [Close]

Test, Employee
Job
Direct Support Prof
.../Direct Support Prof [Info]

Effective Date * [6]
11/20/2023 [Calendar]

Paycode * [7]
1099 Code [Dropdown]

Start Time [8]
12:00 AM

Duration * [9]
Specify Amount [Dropdown]

Amount Hours * [9C]
0:00

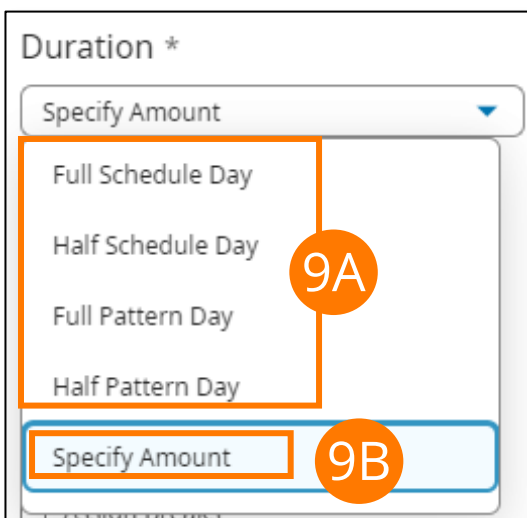
Override Shift
 Whole Shift Partial Shift

Create Open Shift

Assign Breaks

Repeat For [1] Days

[Cancel] [Apply]



Duration *

Specify Amount [Dropdown]

Full Schedule Day [9A]

Half Schedule Day

Full Pattern Day

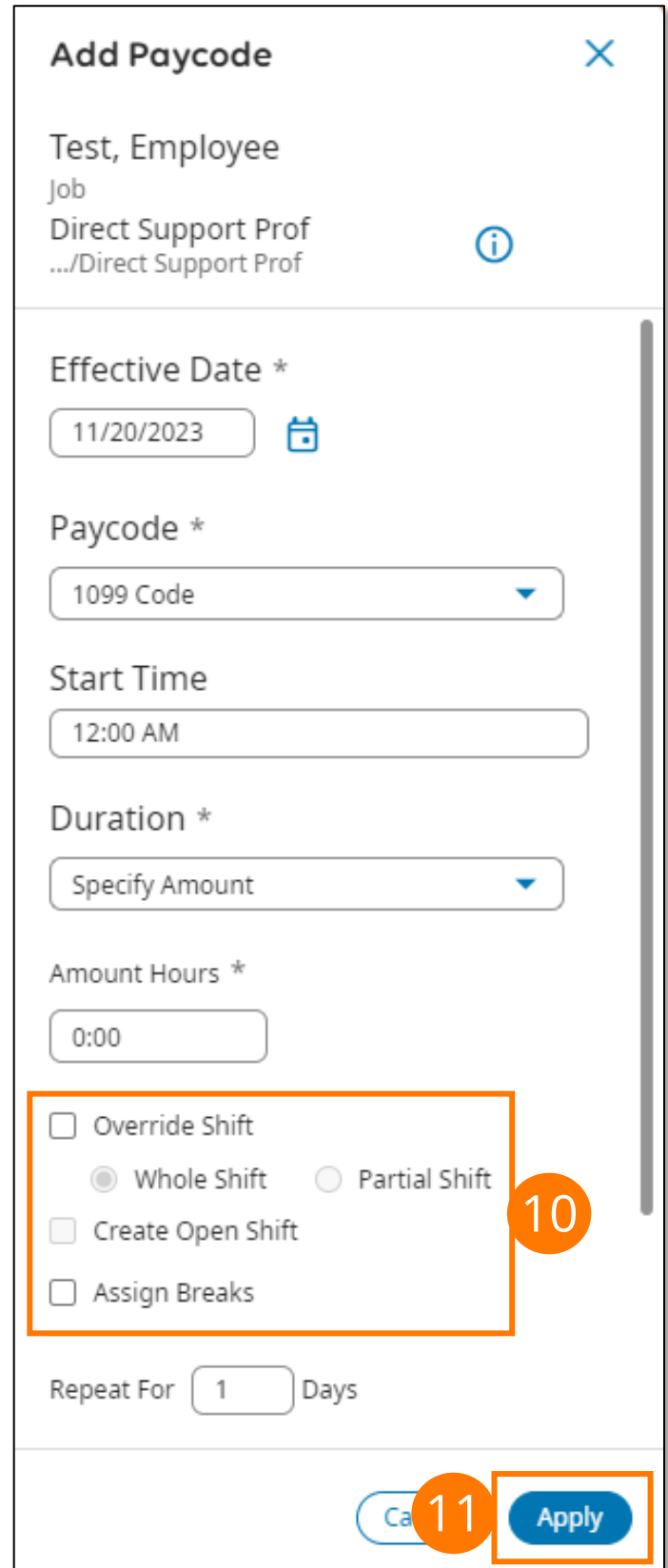
Half Pattern Day

Specify Amount [9B]

Add Paycode (continued)

10. Select any relevant **checkboxes**.
11. Select **Apply** in the bottom right corner.

The Add Paycode panel closes, and the Schedule Planner screen is displayed.

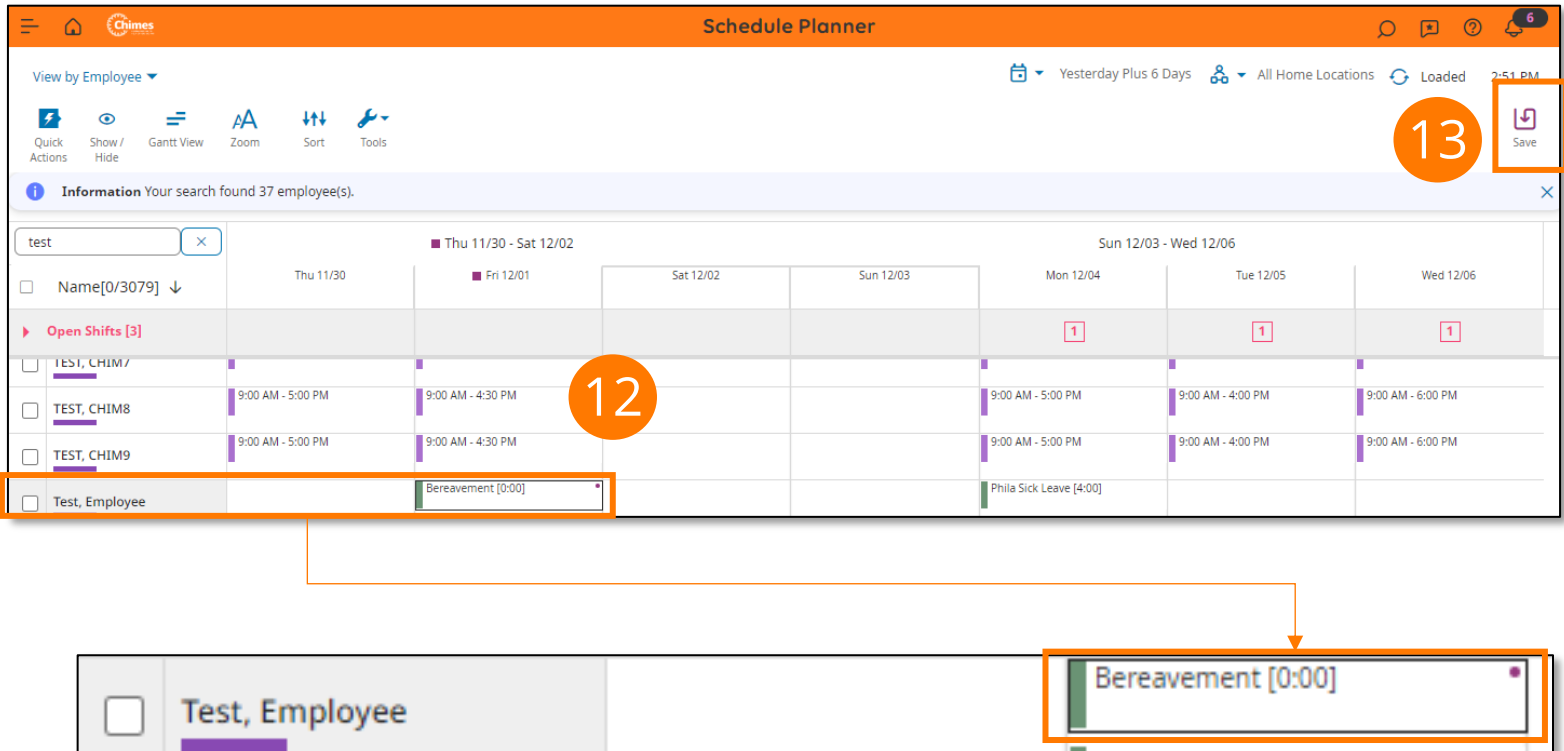


The screenshot shows the 'Add Paycode' form with the following fields and options:

- Add Paycode** (Title)
- Test, Employee (Name)
- Job (Direct Support Prof .../Direct Support Prof)
- Effective Date *: 11/20/2023
- Paycode *: 1099 Code
- Start Time: 12:00 AM
- Duration *: Specify Amount
- Amount Hours *: 0:00
- Options (annotated with 10):
 - Override Shift
 - Whole Shift
 - Partial Shift
 - Create Open Shift
 - Assign Breaks
- Repeat For: 1 Days
- Buttons (annotated with 11): Cancel and Apply

Add Paycode (continued)

12. Note the new Paycode has been added, indicated by a **red dot**.
13. Select **Save** in the upper right corner to save the change.



The screenshot shows the Chimes Schedule Planner interface. The top navigation bar includes the Chimes logo, a home icon, and the title "Schedule Planner". On the right side of the navigation bar, there are icons for search, chat, and a notification bell with a "6" badge. Below the navigation bar, there are several icons for "Quick Actions": Show/Hide, Gantt View, Zoom, Sort, and Tools. The main content area displays a calendar view for the week of November 30 to December 6, 2023. A search bar at the top left contains the text "test". Below the search bar, there is a table of employee shifts. The table has columns for each day of the week. The row for "Test, Employee" shows a shift for Friday, December 1st, with a paycode of "Bereavement [0:00]". A red dot is visible next to the paycode text. A callout box labeled "12" points to this red dot. In the top right corner of the main content area, there is a "Save" button with a floppy disk icon, highlighted by a callout box labeled "13". Below the main calendar view, there is a detailed view of the selected shift for "Test, Employee" on Friday, December 1st. This view shows the employee name, a checkbox, and the paycode "Bereavement [0:00]" with a red dot next to it. An arrow points from the red dot in the main calendar view to this detailed view.