## 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.
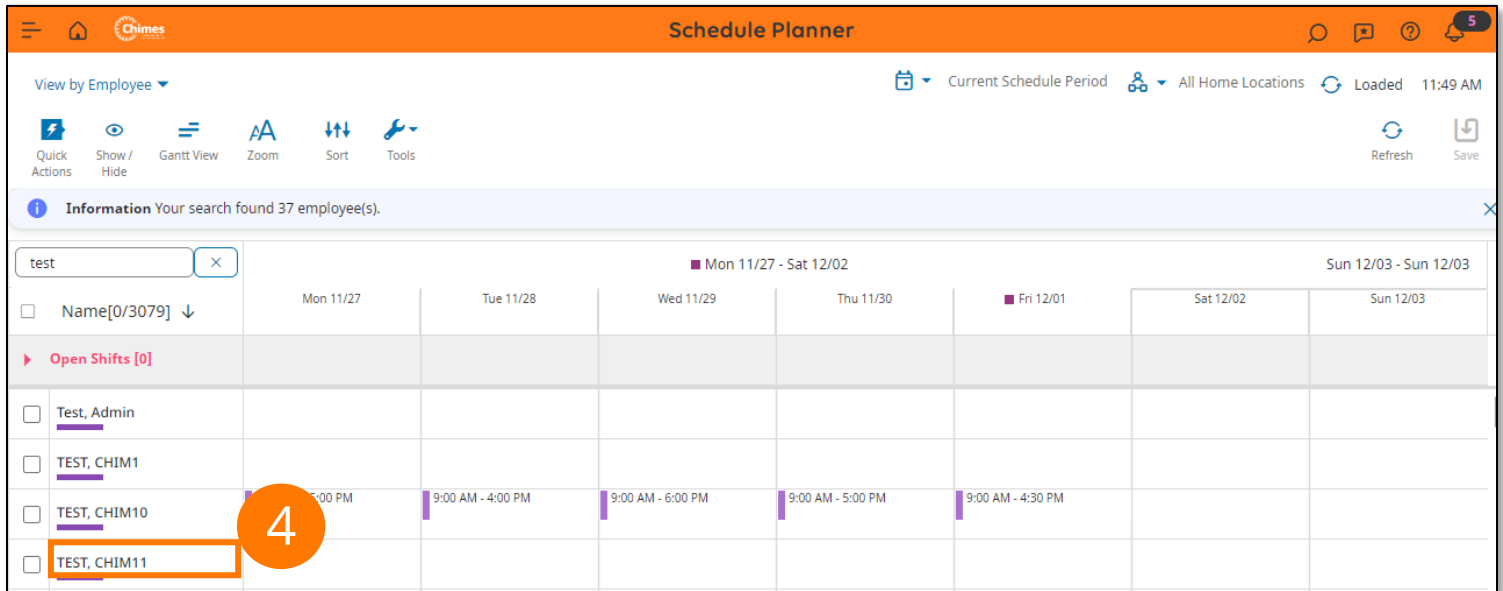
Add Paycode

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.

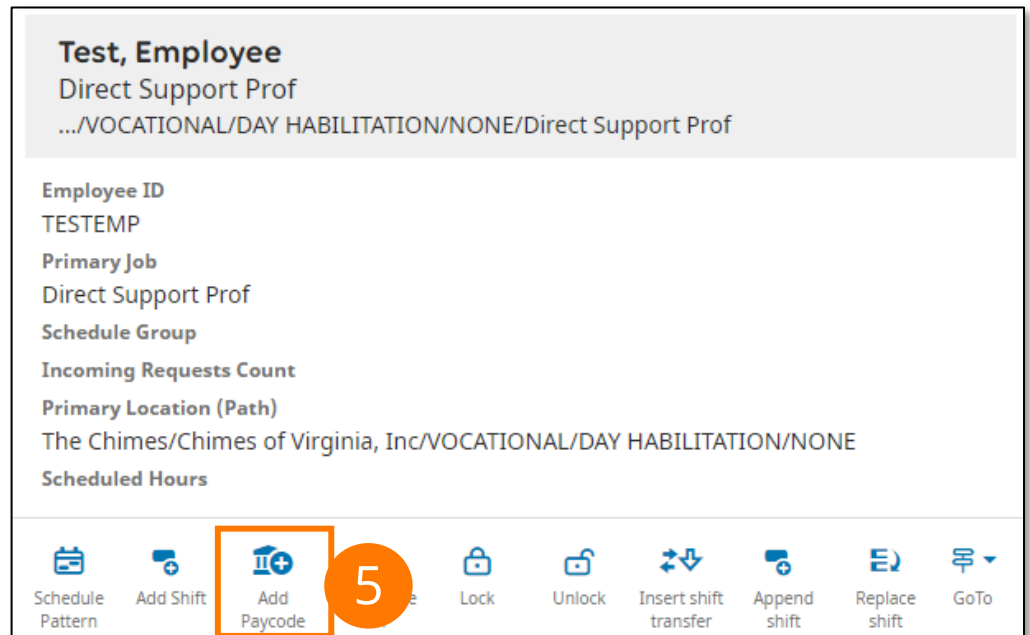3. Select **Schedule Planner**.
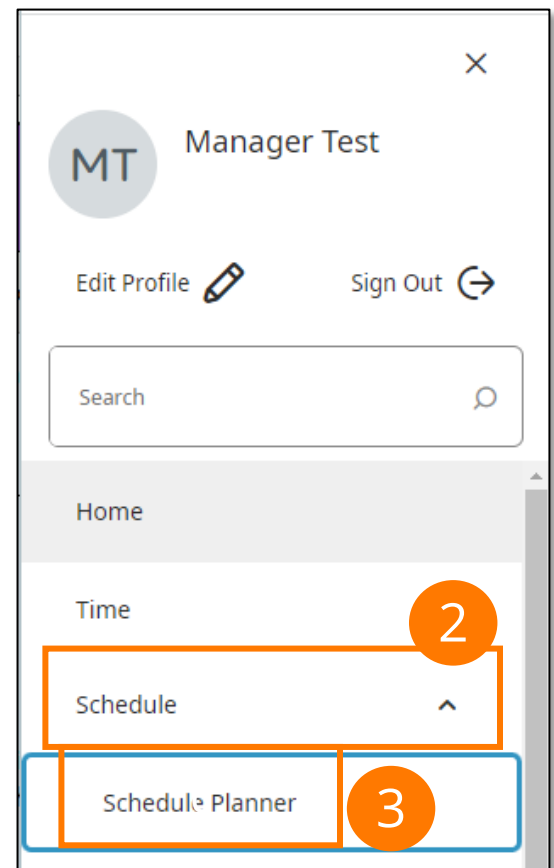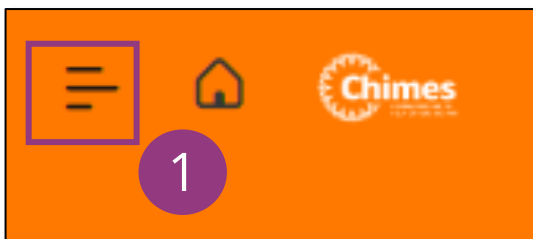
Add Paycode (continued)

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.

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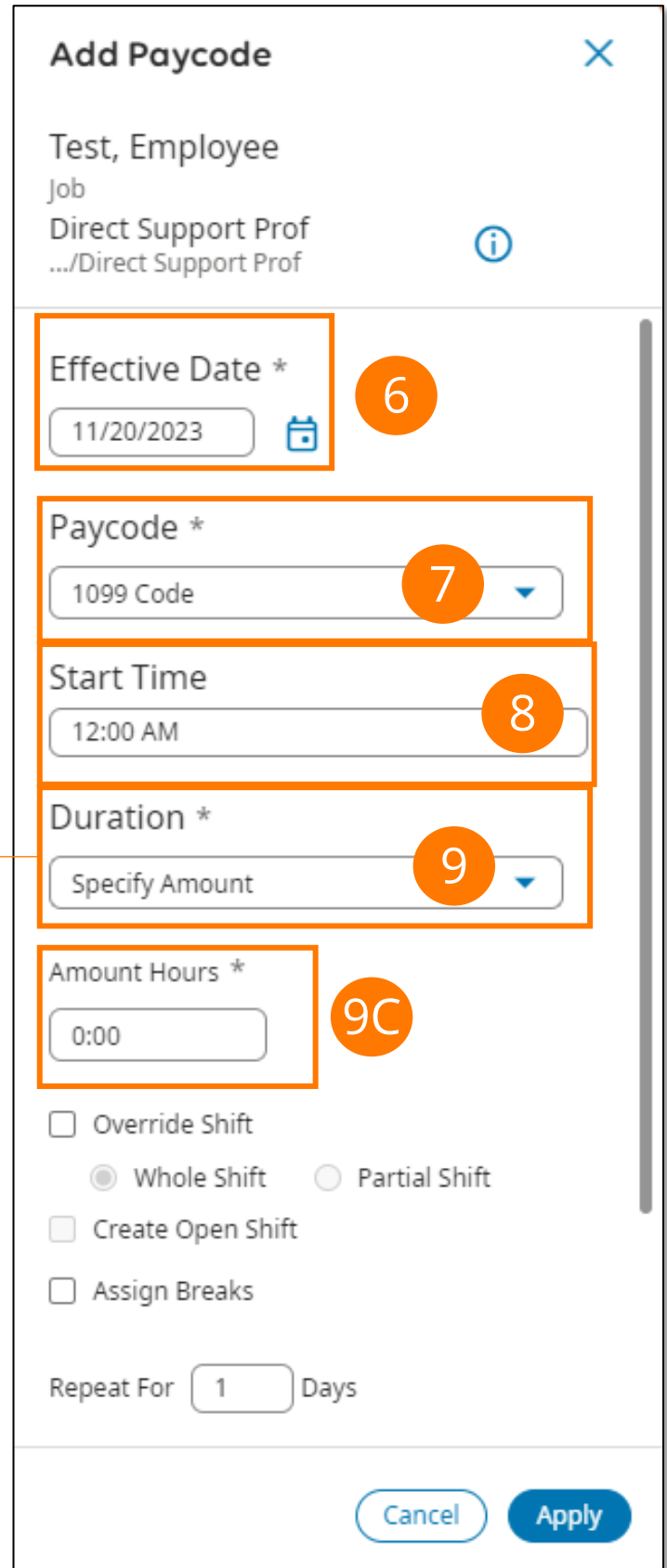
Add Paycode (continued)

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.
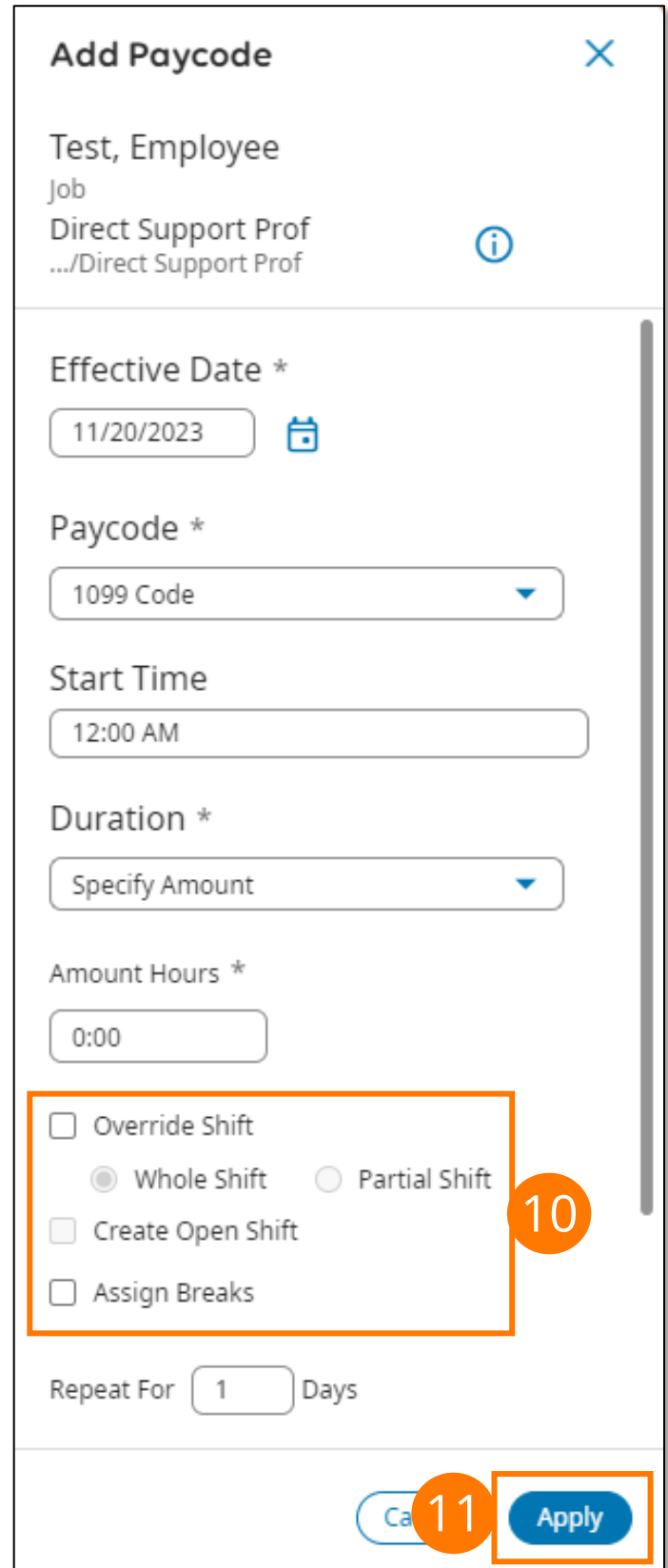
Add Paycode (continued)

10. Select any relevant **checkboxes**.

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

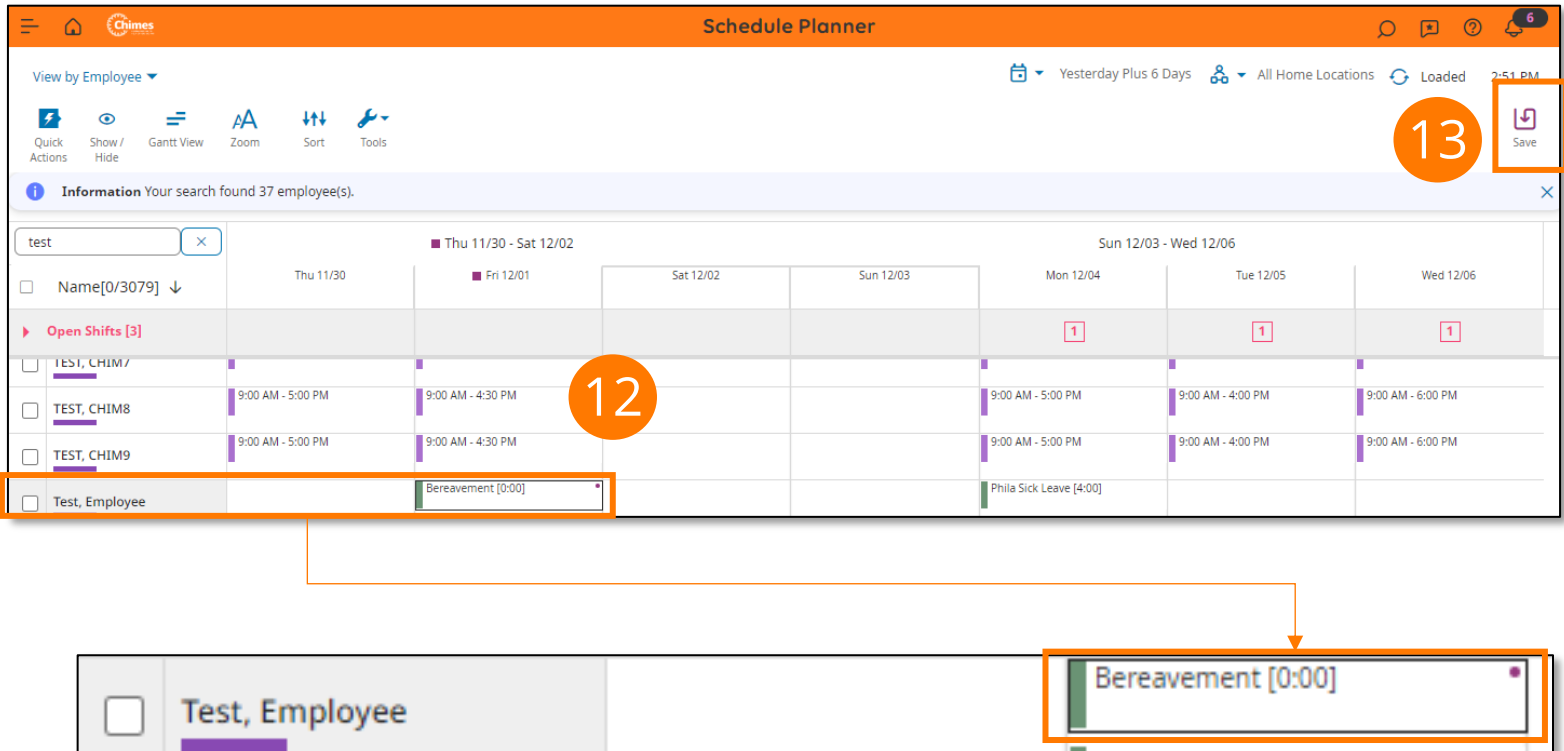   The Add Paycode panel closes, and the Schedule Planner screen is displayed.

Add Paycode   ✕

Test, Employee
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]

☐ Override Shift
   ⦿ Whole Shift   ◯ Partial Shift   **10**
☐ Create Open Shift
☐ Assign Breaks

Repeat For [1] Days

Ca   **11**   **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.