



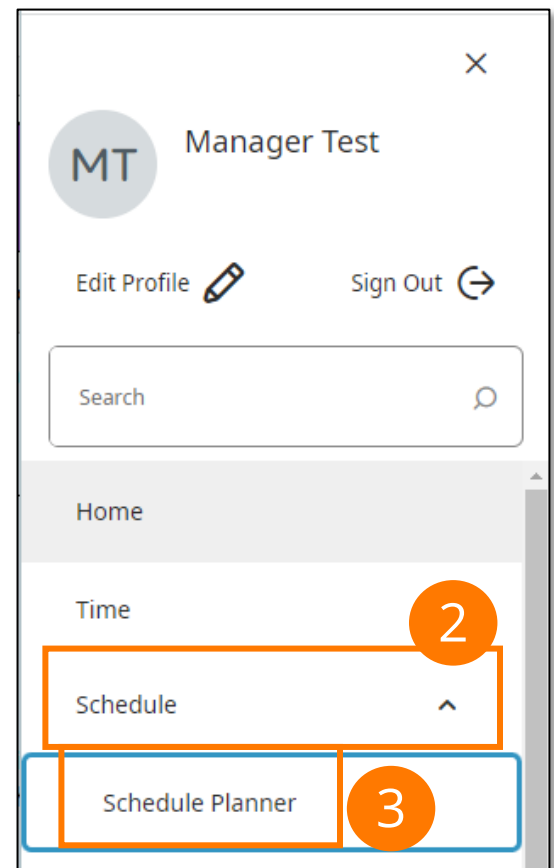
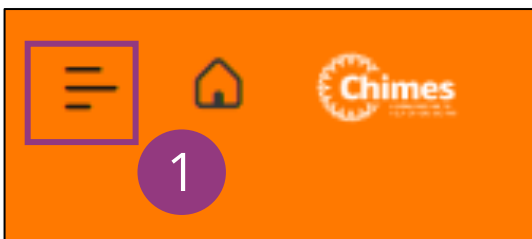
Navigation to Ultime & Attendance

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.

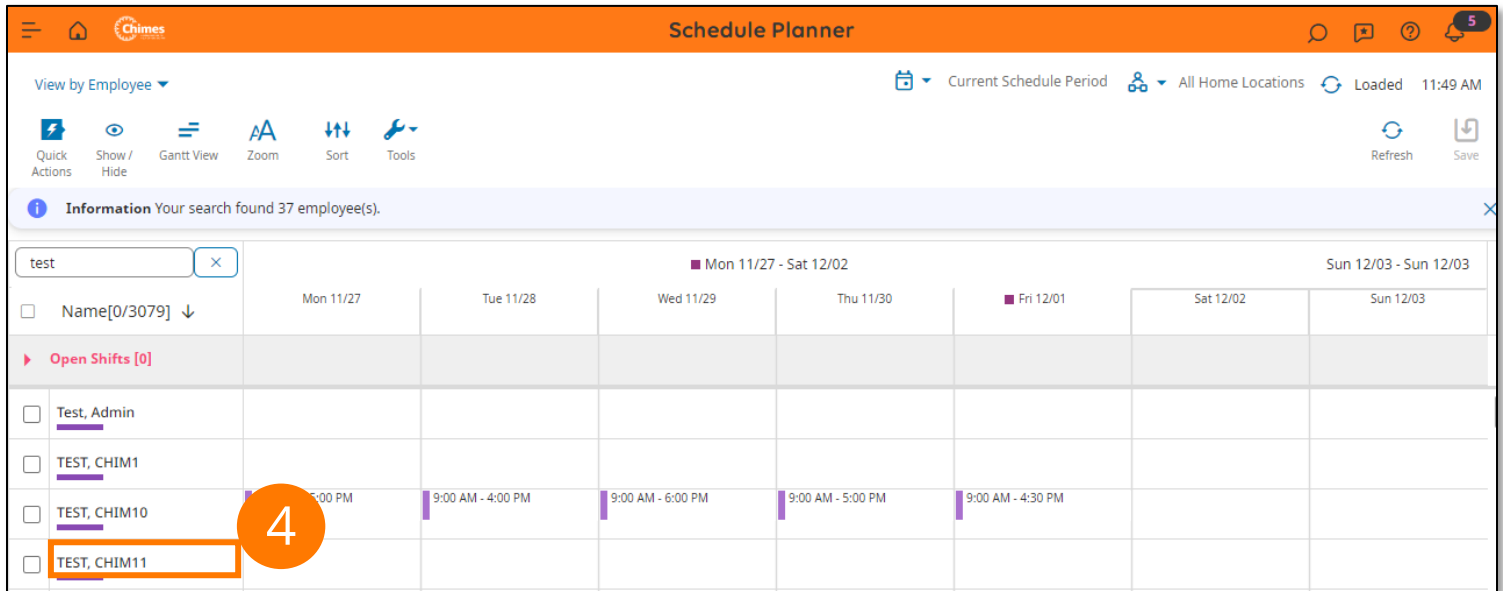
Add Shift

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



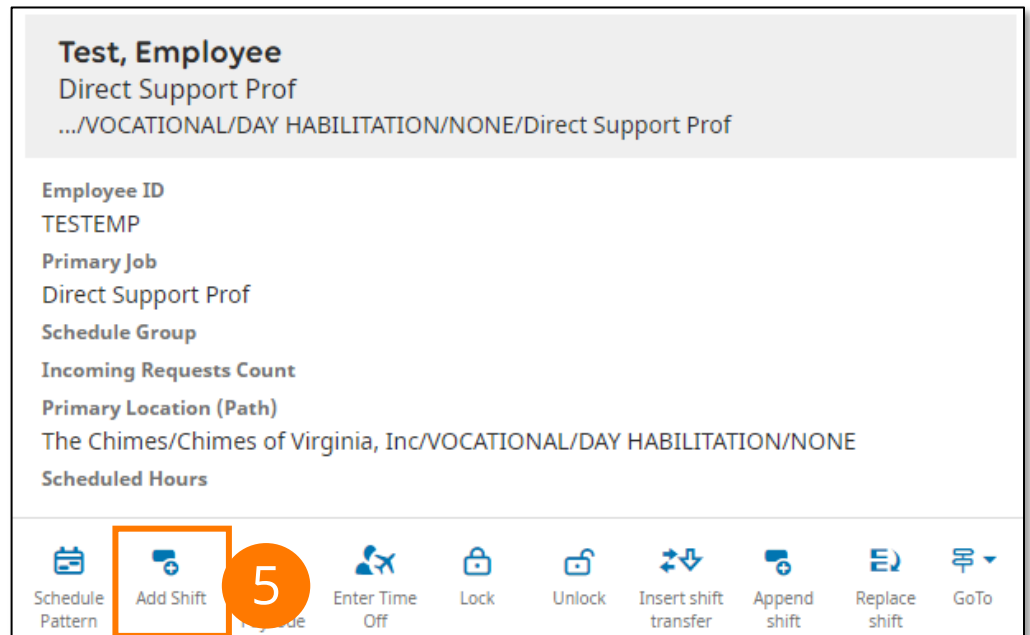
Add Shift (continued)

4. Locate the team member you wish to add a shift for and **right click 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 with columns for dates from Mon 11/27 to Sun 12/03. The table lists employees and their scheduled shifts. The employee 'TEST, CHIM11' is highlighted with a red box, and a red circle with the number 4 is overlaid on the box.

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



The screenshot shows the 'Test, Employee' pop-up box. It displays the following information:

- 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**

At the bottom of the pop-up box, there is a toolbar with several icons. The 'Add Shift' icon, which is a calendar with a plus sign, is highlighted with a red box and a red circle containing the number 5.

Add Shift (continued)

6. Define the shift **Start** and **End Time**.
7. Select the **plus sign** icon to add a break, if appropriate.
 - A. Select **"Break"** from the drop-down.
 - B. Enter the **start** and **end time** of the break.
 - C. Select **Add**.
8. Select **Apply** in the bottom right corner. The Add Shift panel closes, and the Schedule Planner screen is displayed.
9. Select **Save** in the upper right corner of the screen.

