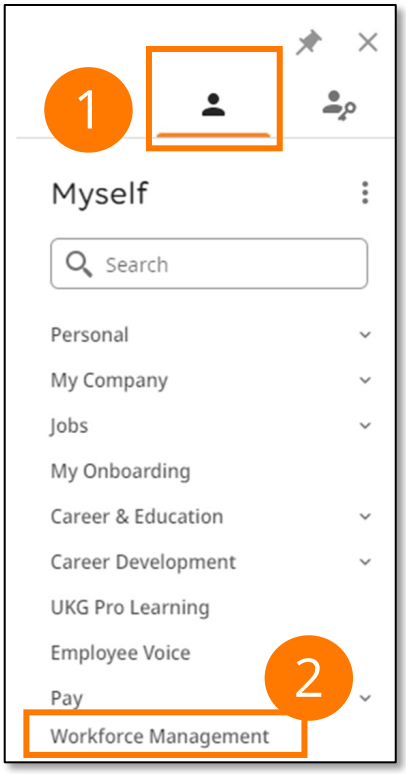
Manage Missed Punches

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID



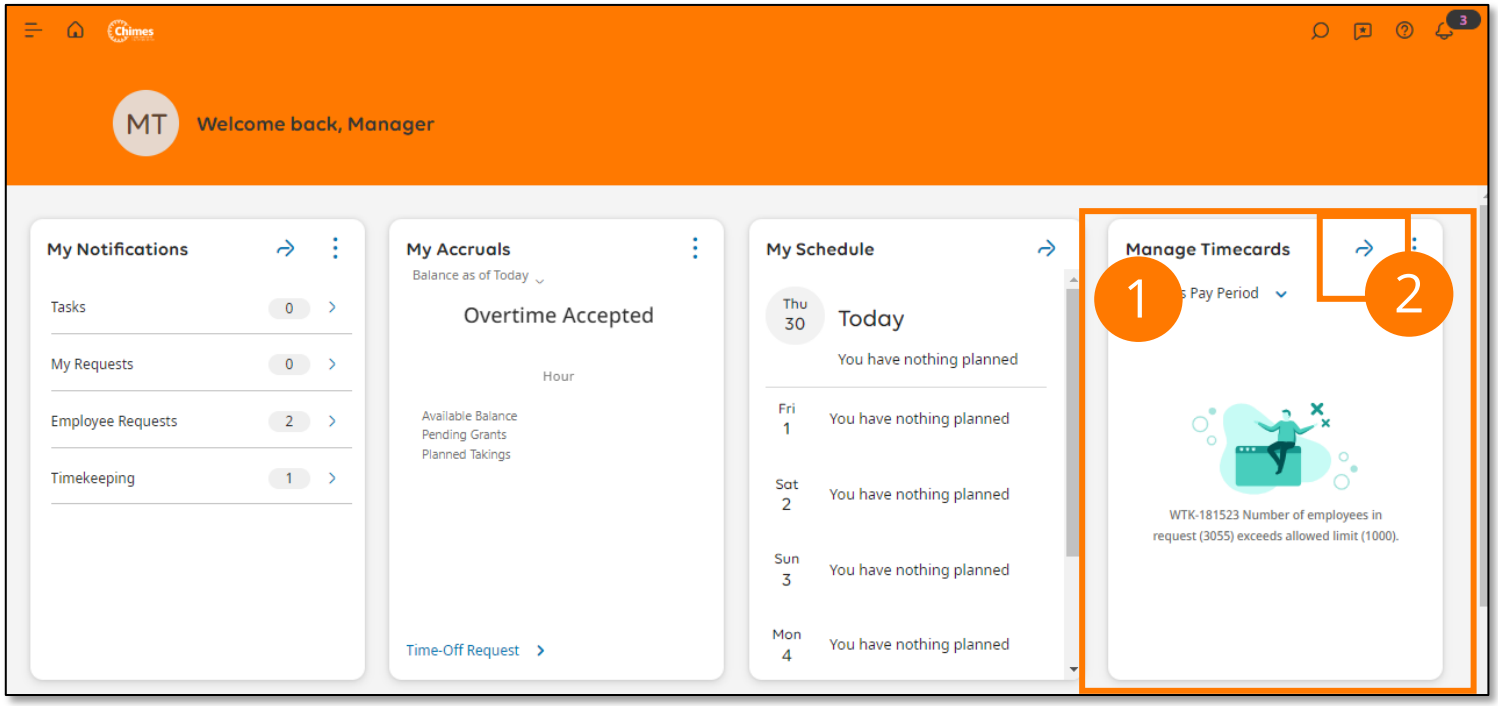
Navigation to Ulti Time & Attendance

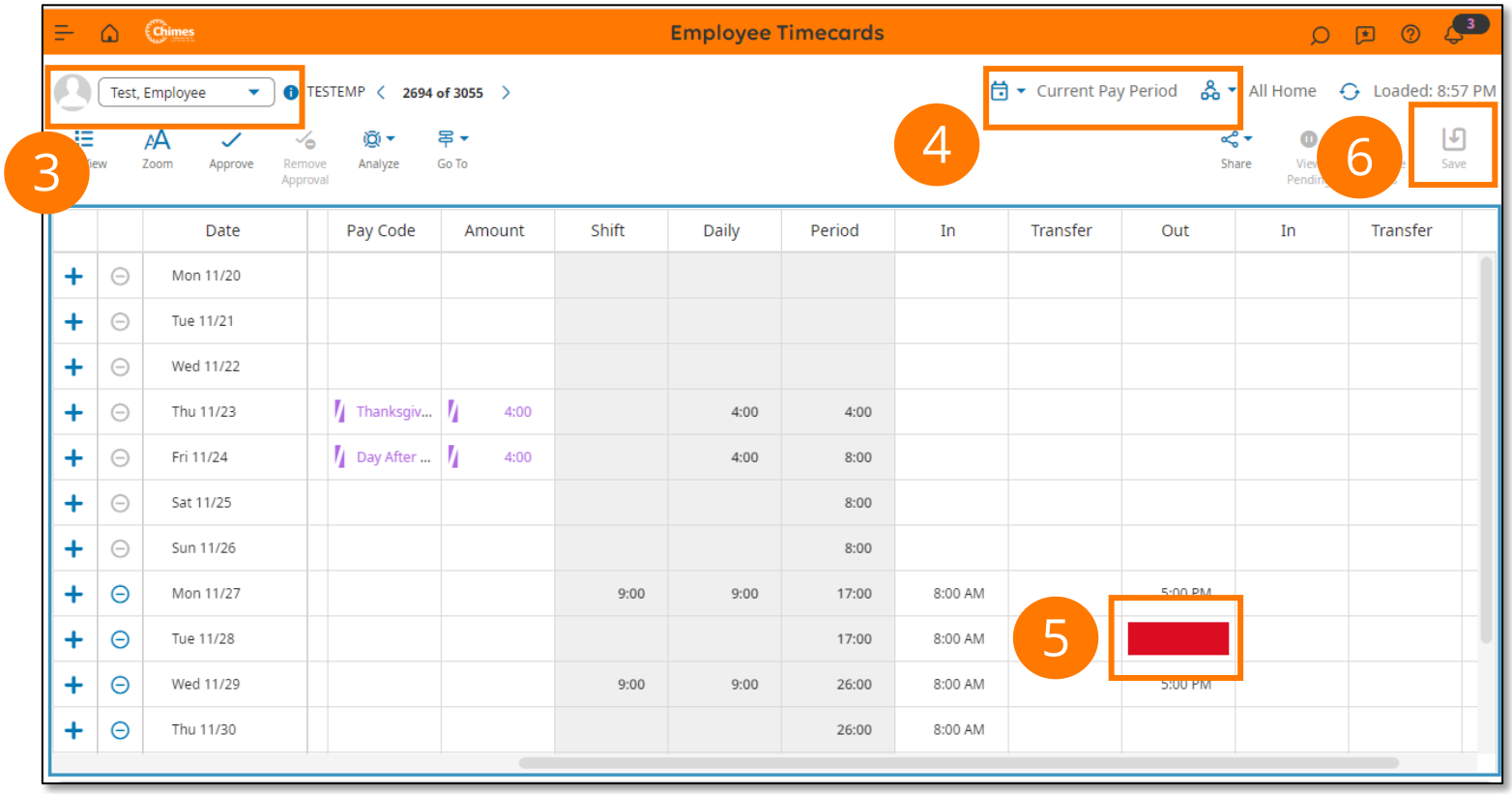
Upon logging into Ulti, the dashboard will appear.

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.

Manage Missed Punches

1. From the Ulti Time and Attendance homepage, locate the Manage Timecards tile.
2. Select the arrow in the upper right corner. The Employee Timecards screen is displayed.



Manage Missed Punches (continued)

3. From the Employee Timecards screen, use the employee drop-down from the box at the top left corner to locate the team member whose missed punch you'd like to manage. The employee drop-down will default to the first alphabetical team member you manage.
4. Make sure the timeframe in the calendar is set to the Current Pay Period.
5. Missed punches are indicated by a red cell. To edit the missed punch, click into the cell and enter the punch.
6. Select Save in the upper right corner.