


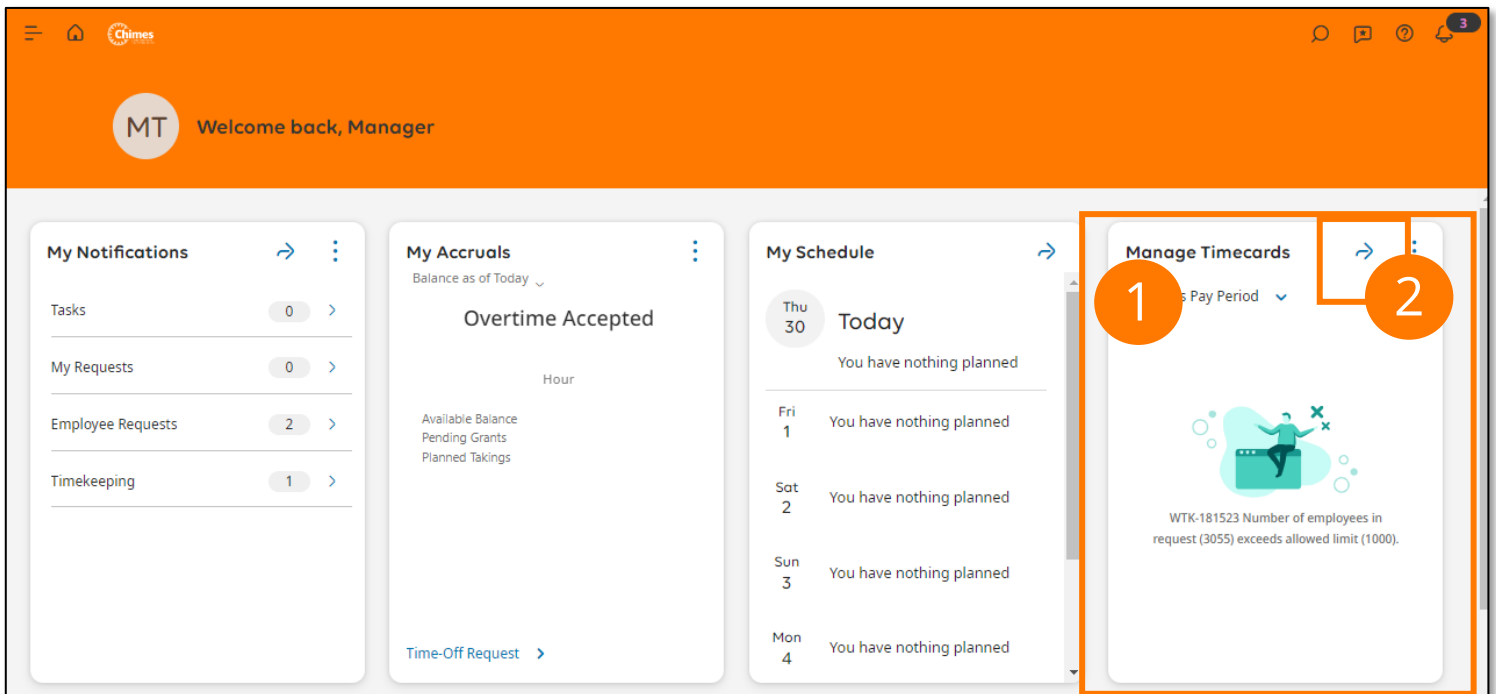
Navigation to Ulti Time & Attendance

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.

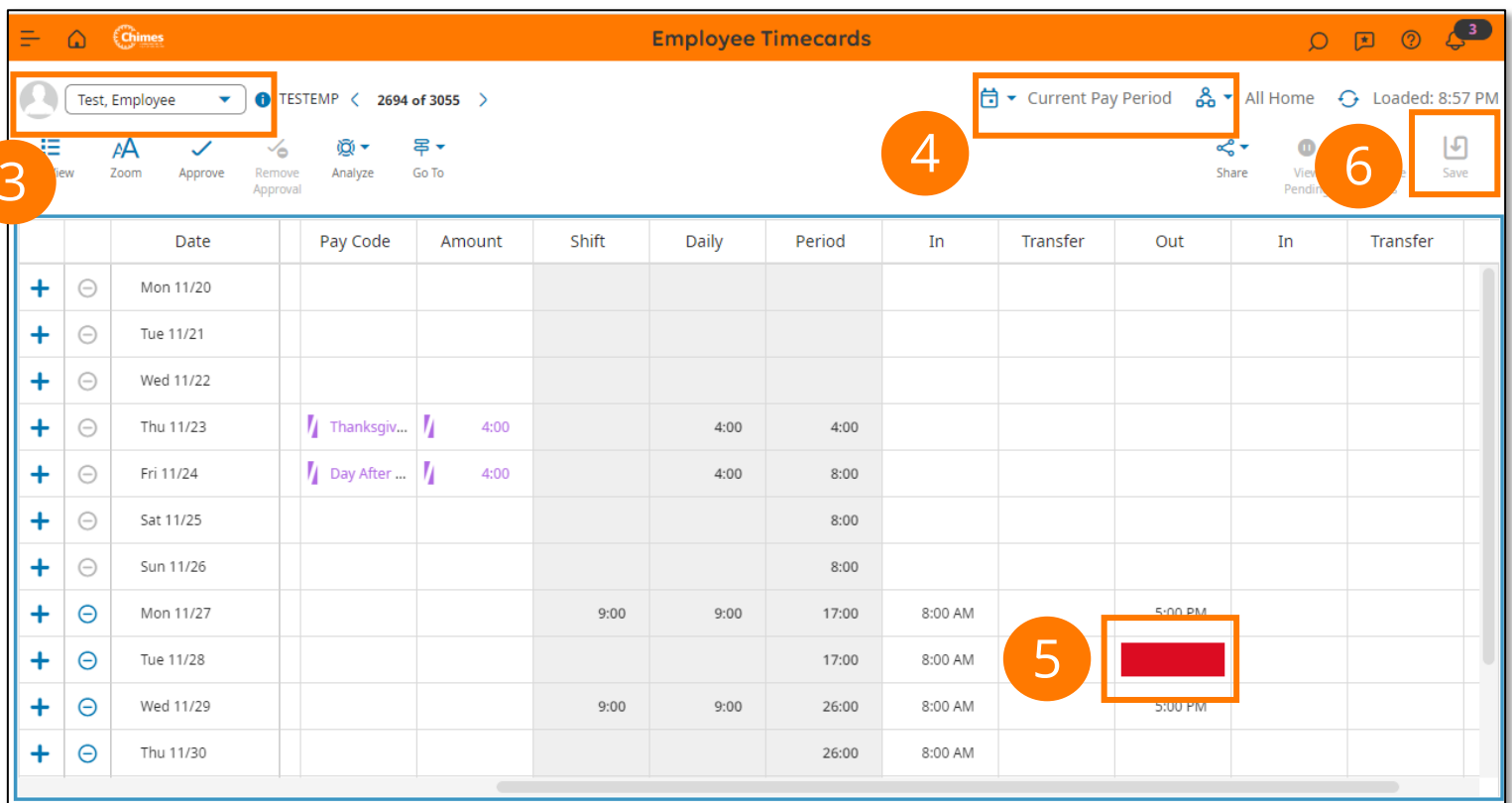
Manage Missed Punches

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)

- 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.
- Make sure the **timeframe** in the calendar is set to the Current Pay Period.
- Missed punches are indicated by a **red cell**. To edit the missed punch, click into the cell and enter the punch.
- Select **Save** in the upper right corner.



The screenshot displays the 'Employee Timecards' interface. At the top, there is a navigation bar with the Chimes logo and the title 'Employee Timecards'. Below the navigation bar, there is a search bar containing 'Test, Employee' and a dropdown menu. To the right of the search bar, there is a 'Current Pay Period' selector and a 'Save' button. The main area of the interface is a calendar grid with columns for Date, Pay Code, Amount, Shift, Daily, Period, In, Transfer, and Out. The grid shows data for dates from Mon 11/20 to Thu 11/30. A red cell is visible in the grid for Tue 11/28, indicating a missed punch. Numbered callouts are placed over the interface: 3 is over the employee dropdown, 4 is over the 'Current Pay Period' selector, 5 is over the red cell, and 6 is over the 'Save' button.

	Date	Pay Code	Amount	Shift	Daily	Period	In	Transfer	Out	In	Transfer
+ -	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			9:00	9:00	17:00	8:00 AM		5:00 PM		
+ -	Tue 11/28					17:00	8:00 AM				
+ -	Wed 11/29			9:00	9:00	26:00	8:00 AM		5:00 PM		
+ -	Thu 11/30					26:00	8:00 AM				