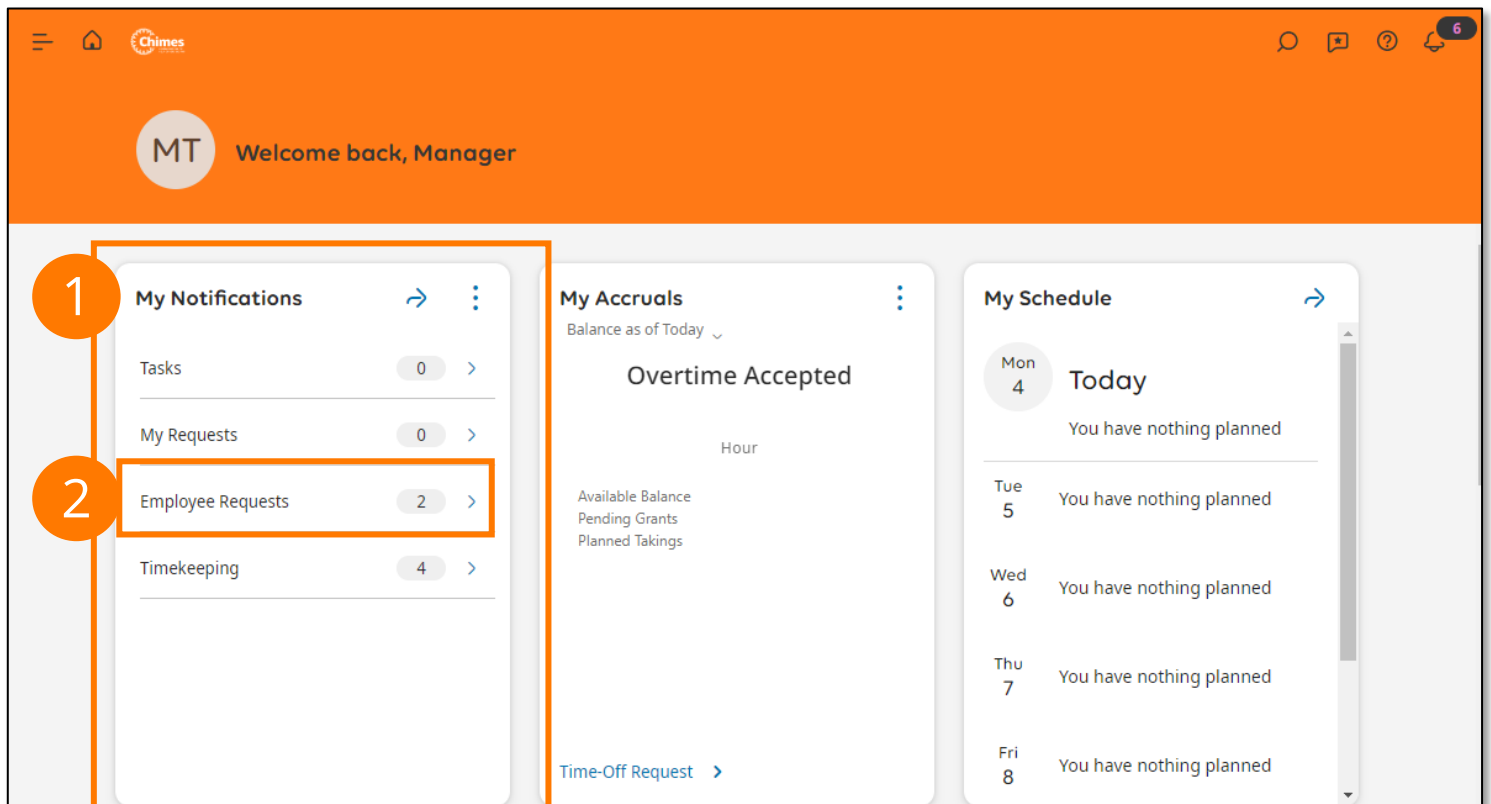# Review, Approve Schedule Changes

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.

Review, Approve Schedule Changes

1. From the Ulti Time and Attendance homepage, locate the My Notifications tile.

2. Select Employee Requests. The Control Center is displayed.
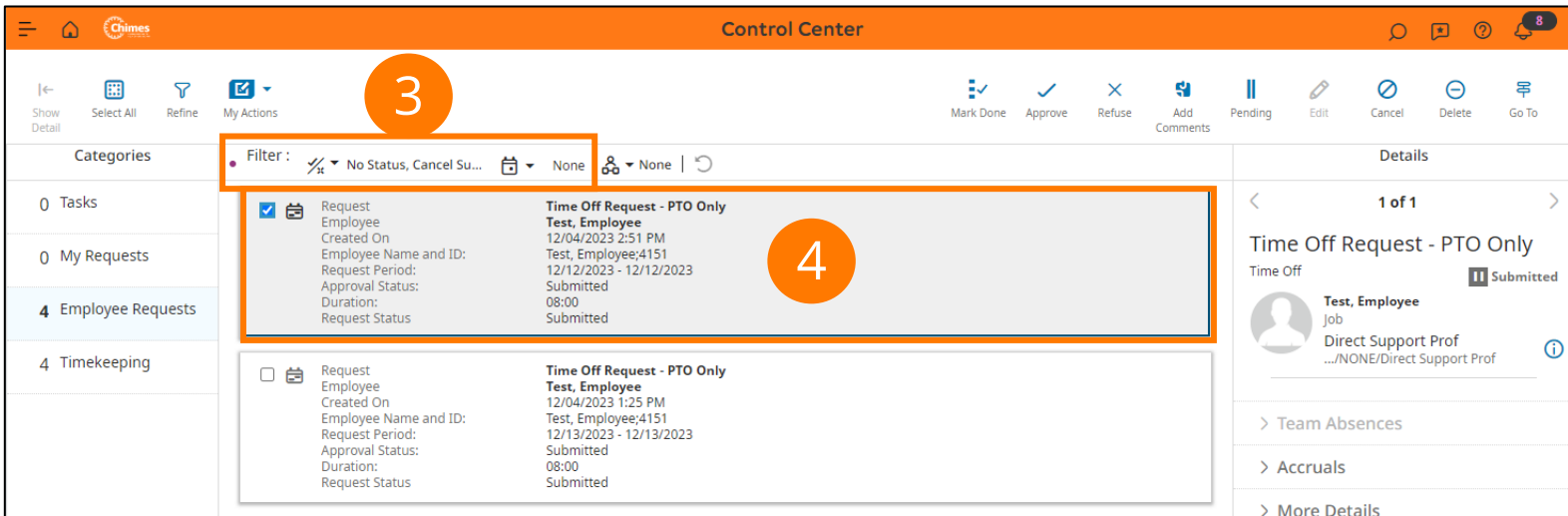
Review, Approve Schedule Changes (continued)

3. In the Control Center, requests submitted by team members are displayed. If necessary, filter requests by using the Status and/or Calendar drop-downs.

   Note: *When filtering by date, the date applies to when the request was submitted, not the date(s) of the request.*

4. Locate the desired request and select the checkbox. The Details panel on the right side of the screen updates with the details of the selected request.

Review, Approve Schedule Changes (continued)

5. Review the details of the request. Select the arrow ⟩ icon to open each section:

- Accruals
- More Details
- Modified Dates
- Requested Dates
- Comments & Status History

6. After reviewing, click Approve at the top of the page.