


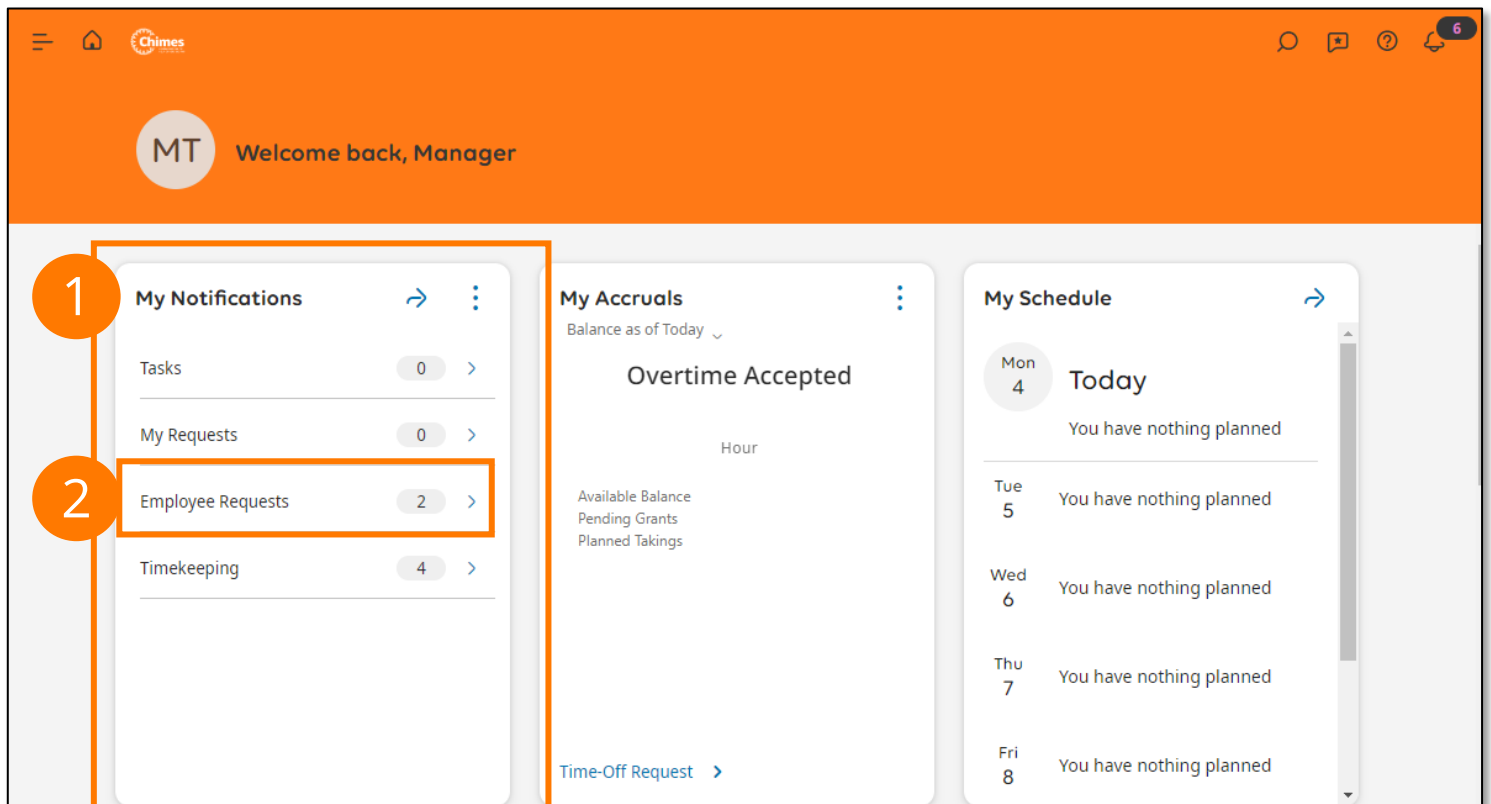
Navigation to Ulti Time & Attendance

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.

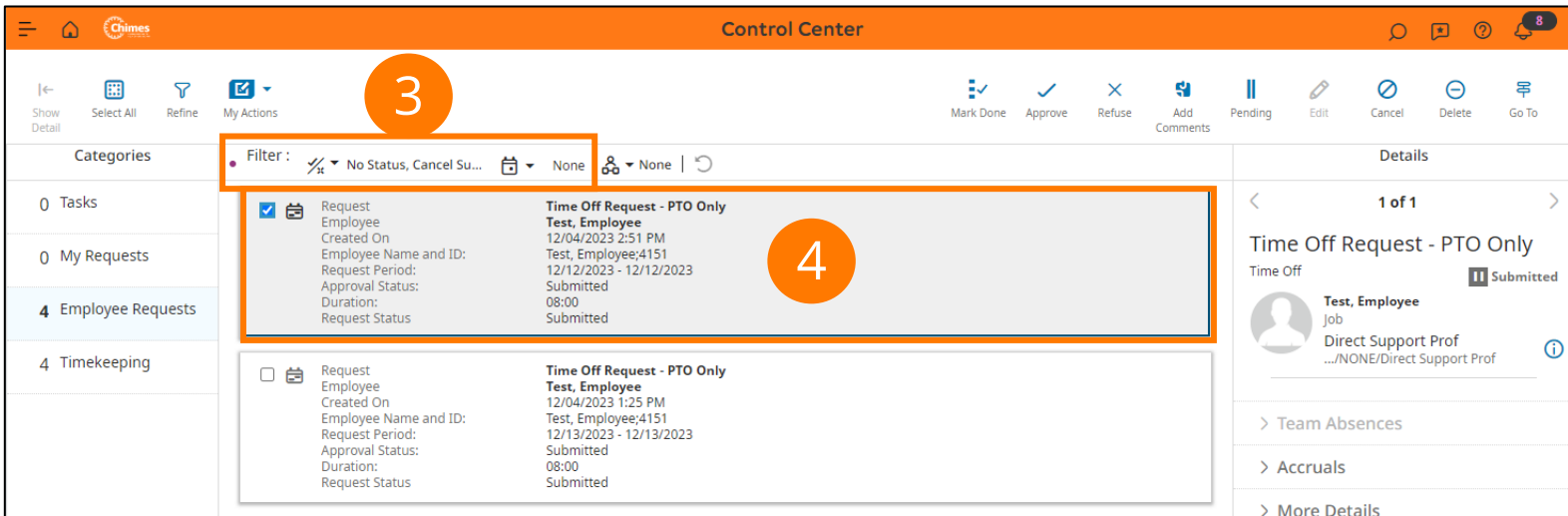


Review, Approve Schedule Changes (continued)

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.



The screenshot displays the Chimes Control Center interface. The top navigation bar includes the Chimes logo and the title "Control Center". Below the navigation bar, there are several icons for actions like "Show Detail", "Select All", "Refine", and "My Actions". A filter is applied, showing "No Status, Cancel Su..." and "None". The main content area displays a list of requests under the "Employee Requests" category. The first request is selected, and its details are shown in a side panel on the right. The details panel shows the request title "Time Off Request - PTO Only", the employee name "Test, Employee", and the request period "12/12/2023 - 12/12/2023".

Request	Employee	Request Period	Approval Status	Duration	Request Status
<input checked="" type="checkbox"/>	Test, Employee	12/12/2023 - 12/12/2023	Submitted	08:00	Submitted
<input type="checkbox"/>	Test, Employee	12/13/2023 - 12/13/2023	Submitted	08:00	Submitted

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.

