


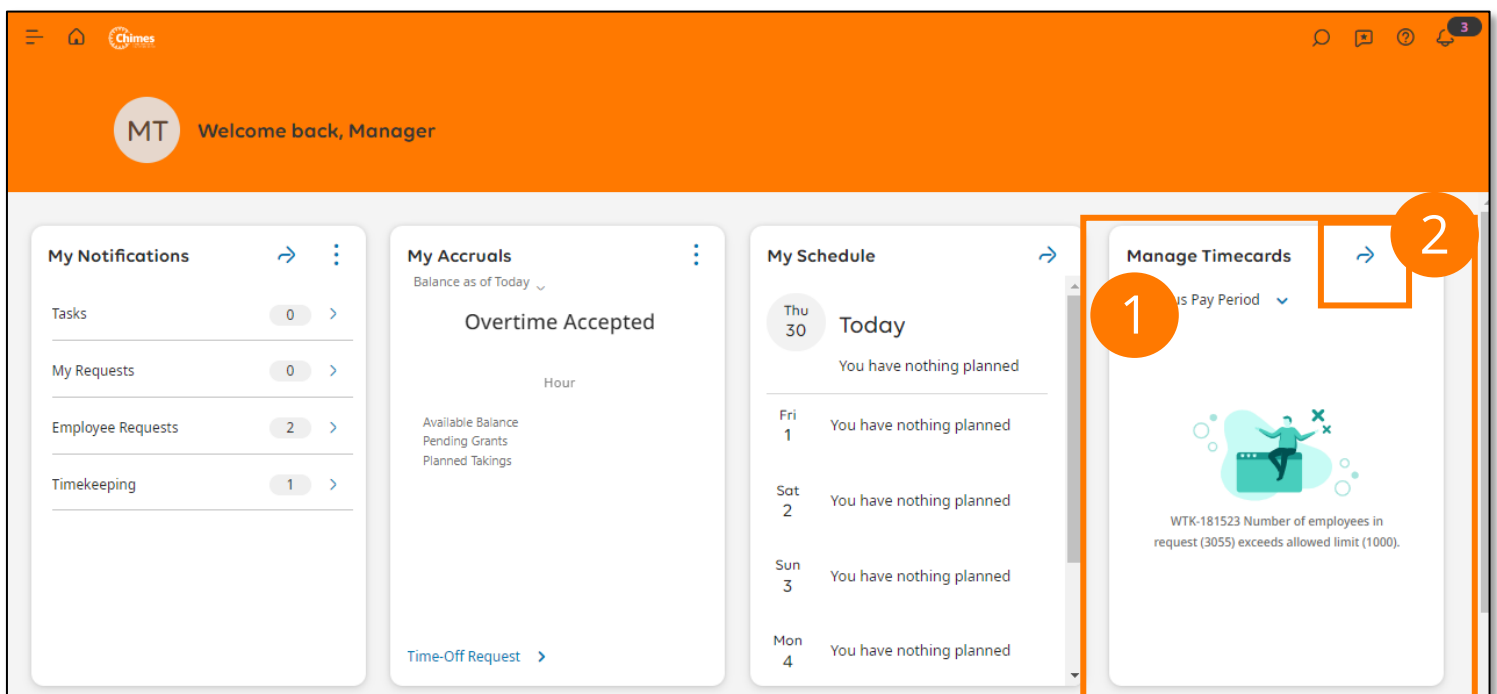
Navigation to Ultimea & Attendance

Upon logging into Ultimea, 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 Ultimea Time and Attendance homepage is displayed.

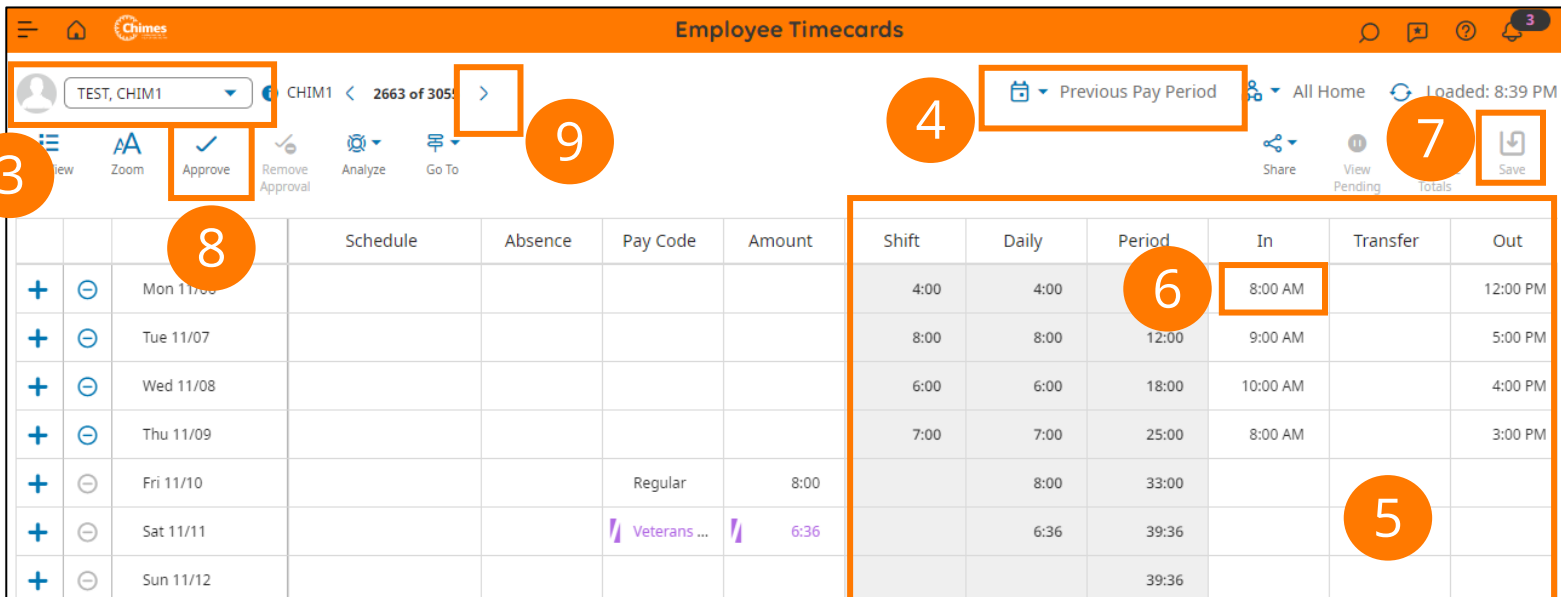
Review, Edit, Approve Timecards

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



Review, Edit, Approve Timecards (continued)

3. From the Employee Timecards screen, use the employee drop-down to **locate the team member** whose timecard you'd like to approve.
4. Use the **timeframe drop-down** and select **Previous Pay Period**.
5. Review the **timecard** for accuracy.
6. If edits are required, **click into the punch** you wish to edit and enter the correct information.
7. Select **Save** in the top right corner.
8. When satisfied, select **Approve**.
9. To approve the next timecard, select the **arrow** to access the next team member's timecard and repeat the process.



The screenshot shows the 'Employee Timecards' interface. The top navigation bar includes a home icon, the Chimes logo, and a notification bell with a '3' badge. Below the navigation bar, the employee name 'TEST, CHIM1' is displayed in a dropdown menu (callout 3). To the right, the current pay period is 'Previous Pay Period' (callout 4). The main toolbar contains several icons: 'New', 'Zoom', 'Approve' (callout 8), 'Remove Approval', 'Analyze', and 'Go To'. A right-side toolbar includes 'Share', 'View Pending', 'Totals', and 'Save' (callout 7). A navigation arrow (callout 9) is located next to the employee name. The main content area is a table with columns for 'Schedule', 'Absence', 'Pay Code', and 'Amount'. Below this is a detailed timecard grid with columns for 'Shift', 'Daily', 'Period', 'In', 'Transfer', and 'Out'. The 'In' column for the 8:00 AM shift is highlighted (callout 6). The 'Save' button in the bottom right corner is also highlighted (callout 5).

	Schedule	Absence	Pay Code	Amount	Shift	Daily	Period	In	Transfer	Out
+ ⊖	Mon 11/06				4:00	4:00	12:00	8:00 AM		12:00 PM
+ ⊖	Tue 11/07				8:00	8:00	12:00	9:00 AM		5:00 PM
+ ⊖	Wed 11/08				6:00	6:00	18:00	10:00 AM		4:00 PM
+ ⊖	Thu 11/09				7:00	7:00	25:00	8:00 AM		3:00 PM
+ ⊖	Fri 11/10		Regular	8:00		8:00	33:00			
+ ⊖	Sat 11/11		Veterans ...	6:36		6:36	39:36			
+ ⊖	Sun 11/12						39:36			