



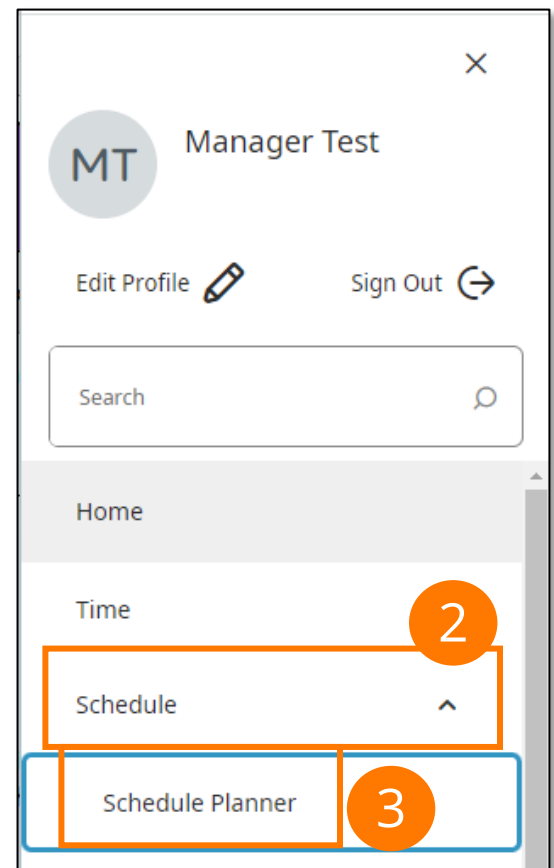
Navigation to Ultime & Attendance

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

Add Paycode

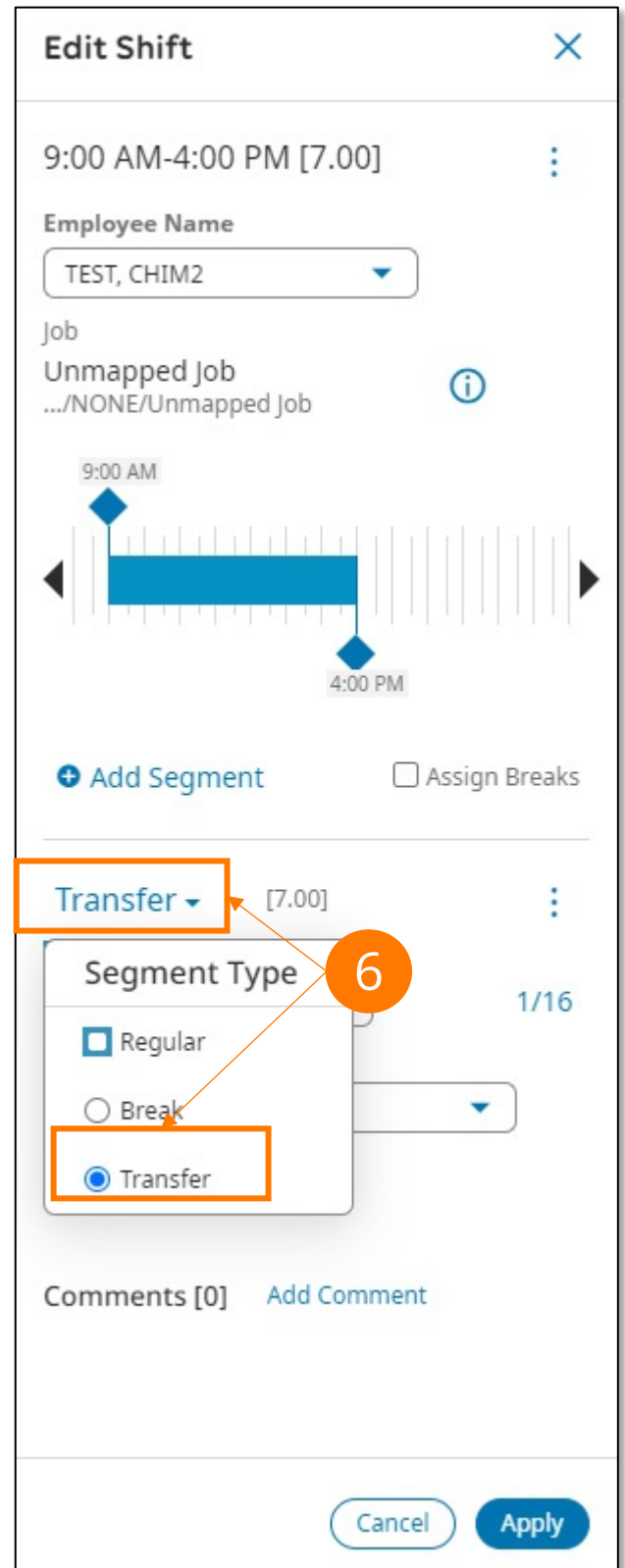
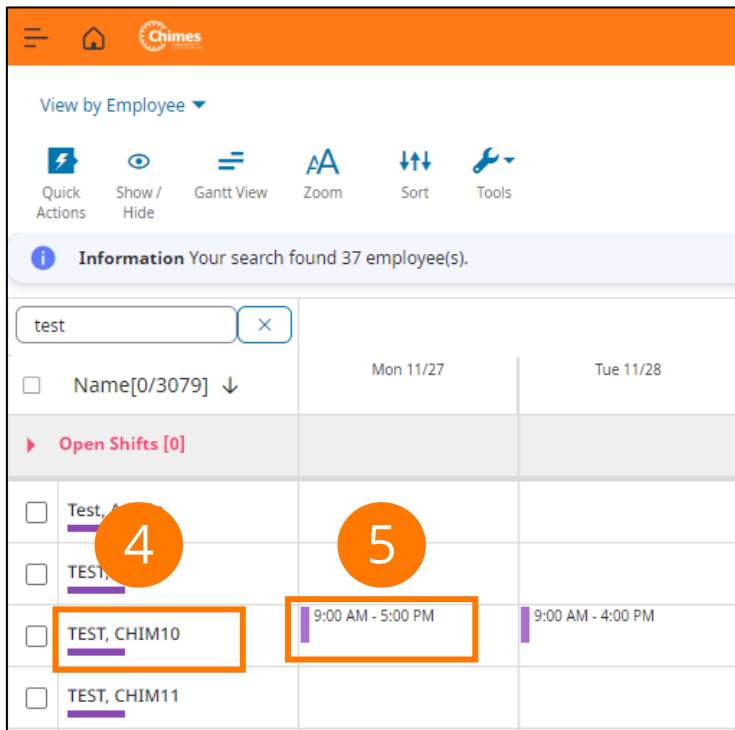
1. From the Ultime Time and Attendance homepage, select the **Menu**  icon in the upper left corner to open the menu.
2. Select the **Schedule** drop-down.
3. Select **Schedule Planner**. The Schedule Planner screen is displayed.



Add Transfer (continued)

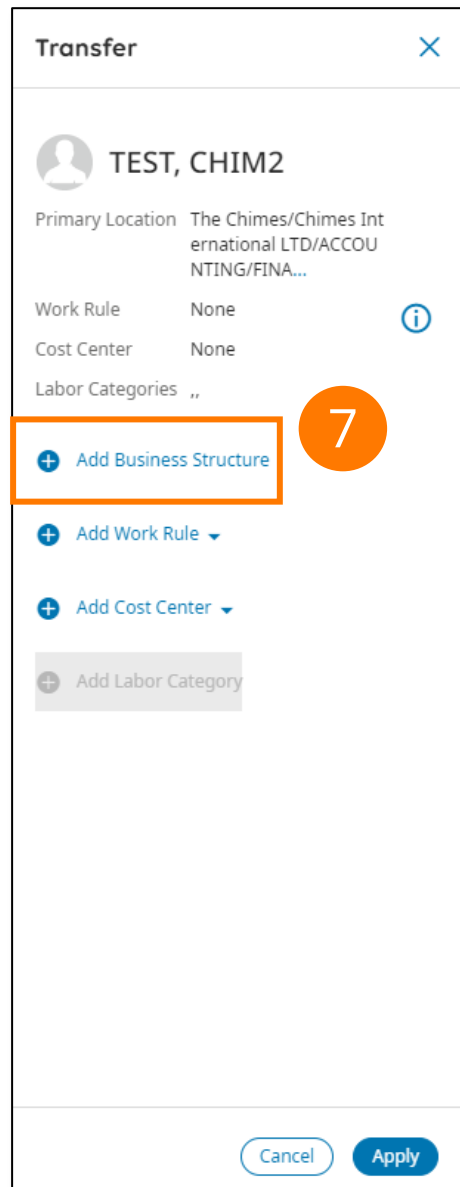
- From the Schedule Planner screen, **locate the desired team member**.
- Select the shift** to which you wish to add the transfer. The Edit Shift panel opens on the right side of the screen.
- In the Edit Shift panel, click the drop-down and select **Transfer**.

The Transfer panel will open.



Add Transfer (continued)

7. In the pop-up box, select **Add Business Structure**.
8. Use the search boxes to search for the **Location** and **Job** you want to transfer the employee into. As you type, the results below will update accordingly.
9. From the results below, select the desired **job and location**.
10. Once you have made your selection, select **Ok** in the bottom right corner to be taken back to the transfer screen.



Transfer [Close]

TEST, CHIM2

Primary Location The Chimes/Chimes International LTD/ACCOUNTING/FINA...

Work Rule None [Info]

Cost Center None

Labor Categories ..

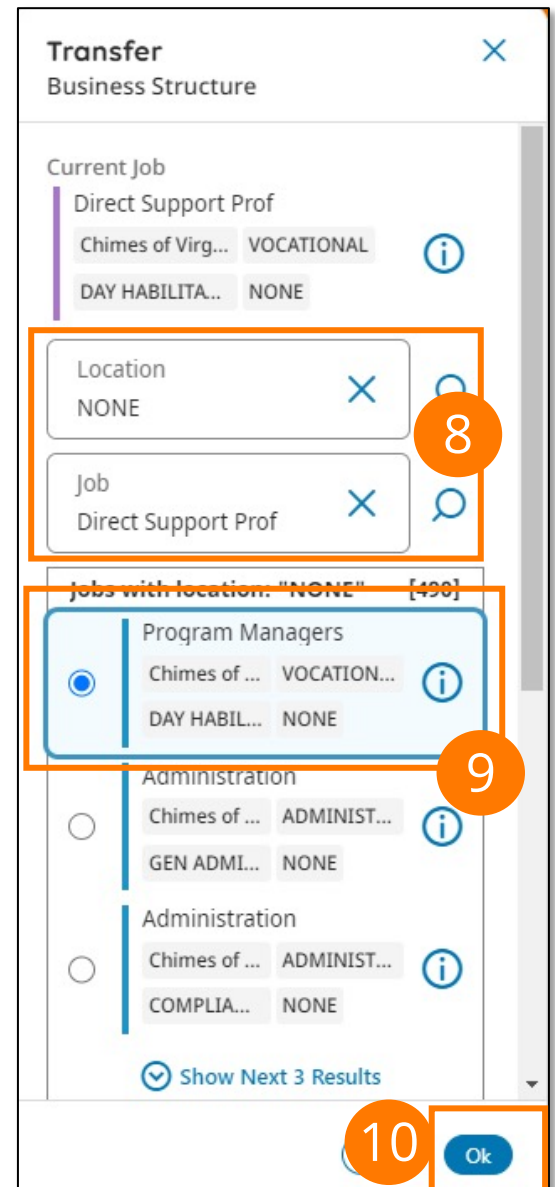
+ Add Business Structure 7

+ Add Work Rule ▾

+ Add Cost Center ▾

+ Add Labor Category

Cancel Apply



Transfer Business Structure [Close]

Current Job

Direct Support Prof

Chimes of Virg... VOCATIONAL [Info]

DAY HABILITA... NONE

Location NONE [X] [Info] 8

Job Direct Support Prof [X] [Search]

Jobs with location: "NONE" [490]

Program Managers 9

Chimes of ... VOCATION... [Info]

DAY HABIL... NONE

Administration

Chimes of ... ADMINIST... [Info]

GEN ADMI... NONE

Administration

Chimes of ... ADMINIST... [Info]

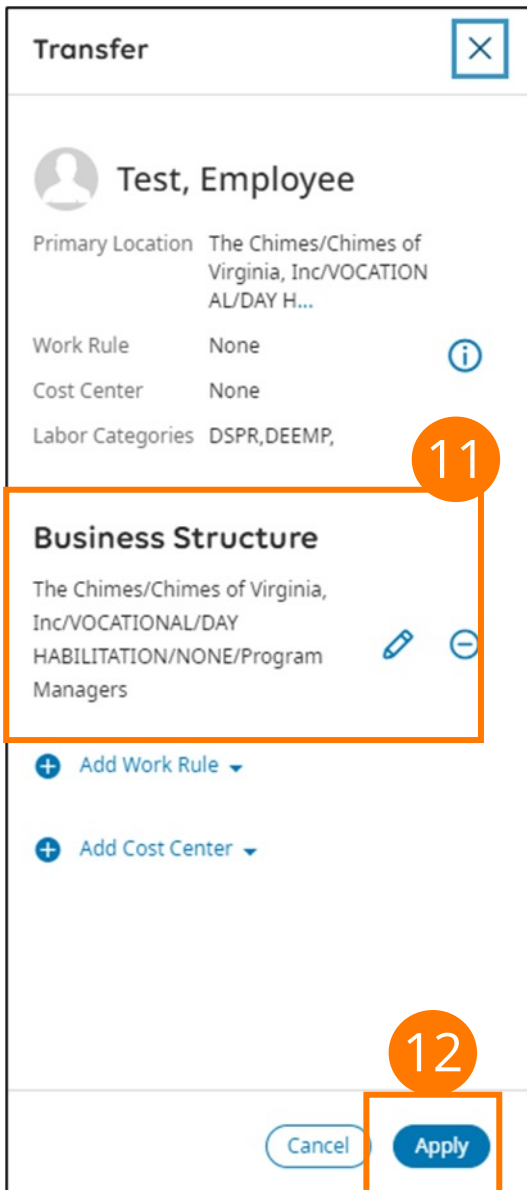
COMPLIA... NONE

Show Next 3 Results

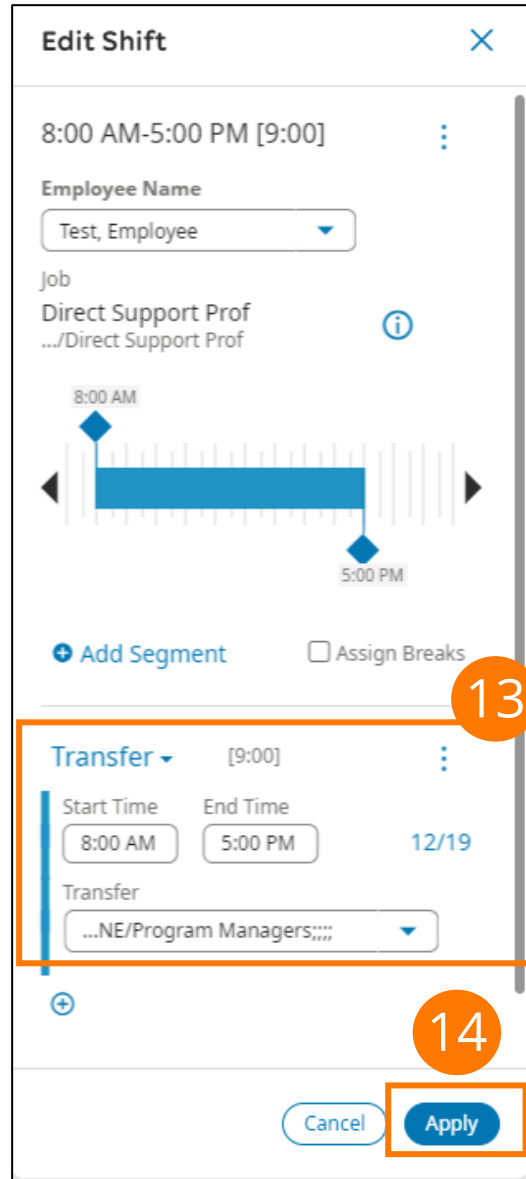
10 Ok

Add Transfer (continued)

11. The **summary** of your **transfer** is shown under the Business Structure.
12. Select **Apply** in the bottom right corner. The Transfer panel closes, and the Edit Shift panel is displayed.
13. On the Edit Shift panel, the **summary** of the **transfer** is shown again.
14. Select **Apply** in the bottom right corner. The Schedule Planner screen is displayed.



The screenshot shows the 'Transfer' panel for 'Test, Employee'. It displays details for Primary Location, Work Rule, Cost Center, and Labor Categories. A 'Business Structure' section is highlighted with an orange box and labeled '11'. At the bottom right, the 'Apply' button is highlighted with an orange box and labeled '12'.



The screenshot shows the 'Edit Shift' panel for 'Test, Employee' with a shift from 8:00 AM to 5:00 PM. A 'Transfer' section is highlighted with an orange box and labeled '13'. At the bottom right, the 'Apply' button is highlighted with an orange box and labeled '14'.

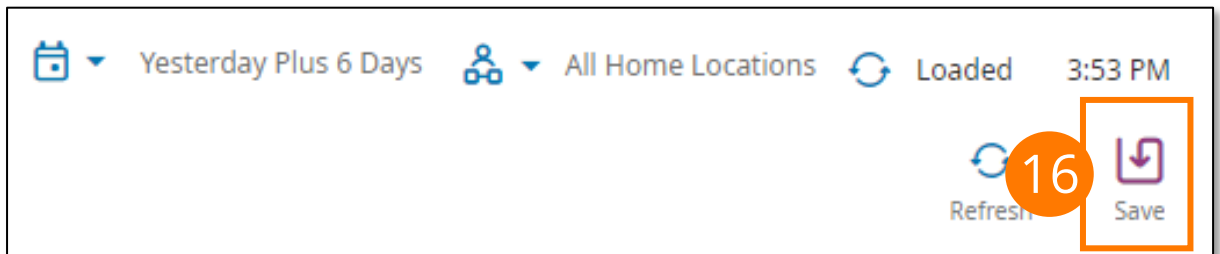
Add Transfer (continued)

15. From the Schedule Planner screen, the **shift is shown in blue**, with a **double arrow** to indicate a transfer.

<input type="checkbox"/>	Test, Em...	TESTE...	Direct...	8:00 AM... ↔	3:00 AM...	8:00 AM...	8:00 AM...
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The table shows a row of schedule items. The fourth item, 'Direct...', is highlighted with a blue background and a double arrow icon, indicating a transfer. An orange circle with the number '15' is overlaid on this item.

16. To save the transfer, select **Save** in the upper right corner.



The screenshot shows the top navigation bar of the application. It includes a calendar icon, the text 'Yesterday Plus 6 Days', a group icon, the text 'All Home Locations', a refresh icon, the text 'Loaded', and the time '3:53 PM'. In the bottom right corner, there are two icons: a refresh icon labeled 'Refresh' and a save icon labeled 'Save'. The 'Save' icon is highlighted with an orange box, and an orange circle with the number '16' is overlaid on it.