Chimes View, Add, Edit, Update Attendance Events

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID
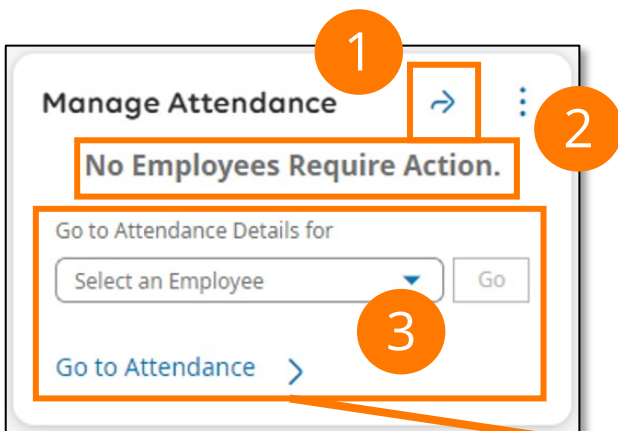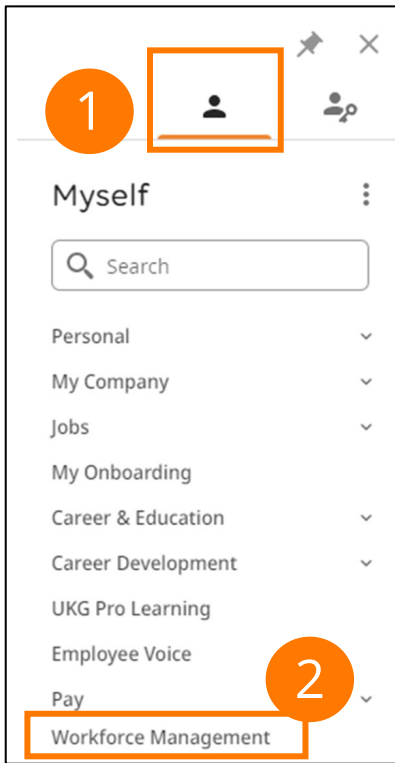

Navigation to Ulti Time & Attendance

Upon logging into Ulti, the dashboard will appear.

1. From the left-hand navigation panel, select the Myself ![icon] icon.

2. Select Workforce Management. A new tab opens, and the Ulti Time and Attendance homepage is displayed.

Viewing, Editing Attendance Events

1. Select the arrow on the Manage Attendance tile.

2. If a team member requires action, their name will populate.

3. Select a team member from the drop-down menu and click Go to Attendance. The selected team member's attendance record will appear.

Viewing, Editing Attendance Events (continued)

4. Select the edit button located on the right of the action that triggered the attendance issue.

5. Select Edit Event to make any adjustments to the event. The Edit Event panel will appear on the right.

Viewing, Editing Attendance Events (continued)

6. In the Edit Event panel, you can update the Date, Event, Amount (in hours : minutes), and Event Time.

7. Select Save and Apply Rules in the bottom right corner. The panel will disappear, and the Attendance screen will appear. The attendance event has been updated.

After Coaching a Team Member, Updating Status

After following the steps on page 1 to get to the Attendance page:

1. Select the edit button located on the right.

2. Select Update Action. The Update Action panel will appear on the right.

3. Select the Completed Date and enter Details of the conversation that you had with the team member.

4. Select Save in the bottom right corner. The action has been updated and the panel will disappear.

Adding an Attendance Event

After following the steps on page 1 to get to the Attendance page:

1. Select the Add drop-down from the top of the page.

2. Select Event. The Add Event panel will appear on the right.

3. Enter the information about the event, Date, Event, Amount, and Event Time.

4. Select Save and Apply Rules in the bottom right corner. The event has been added and will be displayed on the Attendance page.