




Chimes View, Add, Edit, Update Attendance Events

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID

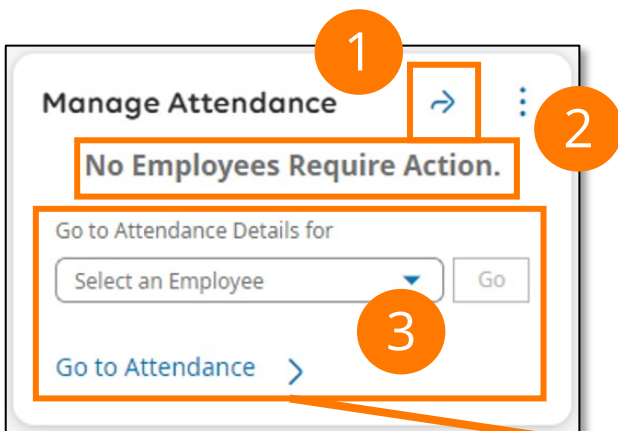
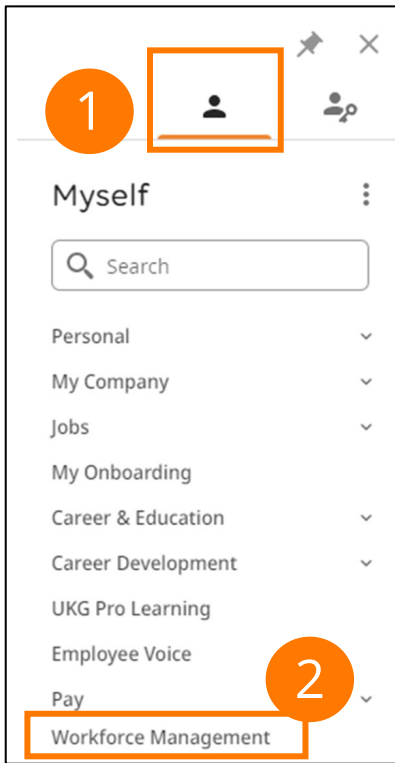
Navigation to Ulti Time & Attendance

Upon logging into Ulti, the dashboard will appear.

1. From the left-hand navigation panel, select the **Myself**  icon.
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.



Sun 12/17/2023		
Discipline Level Day Start	Level Name	
	Discipline Level 1	
Period End Balance:	Balance Amount	
Occurrences	0.00	
Mon 12/04/2023		
Discipline Level Day Start	Level Name	
	Discipline Level 1	
Period Start Balance:	Balance Amount	
Occurrences	0.00	



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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.

Attendance

Test, Employee TESTEMP < 1 of 1 > Last 90 Days Loaded 11:08 AM

View: Full Rules applied from 11/17/2022 through 12/07/2023

Thu 11/30/2023

Discipline Level Day Start	Level Name	
Chimes Perfect Attendance	Discipline Level 1	
Early Departure	Event Amount 00:15	
Bonus	Initiated Date 12/04/2023	

Tue 11/28/2023

Discipline Level Day Start	Level Name	
Late In	Event Amount 00:09	

Tue 10/31/2023

Discipline Level Day Start	Level Name	
Chimes Perfect Attendance	Discipline Level 1	
Bonus	Initiated Date 12/04/2023	

Edit Event
Delete



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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.

Edit Event 6

Date *
11/28/2023

Event*
Late In

Amount*
0:08

Event Time*
9:08 AM

Apply Rules

Use Default Start Date
 Select Start Date

Start Date *
[Empty]

End Date *
12/06/2023

7

Cancel Save and Apply Rules



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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.

The screenshot displays the Chimes Attendance interface. At the top, the page title is "Attendance". Below the header, there is a navigation bar with icons for "Landing Page", "Apply Rules", "Views", "Refine", "Calendar", "Audits", "Add", and "Go To". The main content area shows a list of attendance events for "Test, Employee TESTEMP". The current view is "Full" and the date is "Thu 11/30/2023". The events listed are "Chimes Perfect Attendance", "Early Departure", and "Bonus". The "Early Departure" event is selected, and the "Update Action" panel is open on the right. The panel contains a "Completed Date" field with a calendar icon and a "Clear" button, a "Details" text area with the placeholder "Add Details Here.", and a "Save" button at the bottom right. Numbered callouts (1-4) highlight the edit button, the "Update Action" dropdown, the "Completed Date" field, and the "Save" button respectively.

Discipline Level Day Start	Level Name	
	Discipline Level 1	
▶ Chimes Perfect Attendance		
▶ Early Departure	Event Amount 00:15	
▶ Bonus	Initiated Date 12/04/2023	

Update Action

Completed Date
Select a date Clear

Details
Add Details Here.

Save



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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.

The screenshot shows the Chimes Attendance page for employee 'Test, Employee' (TESTEMP). The 'Add' button is circled with a '1'. The 'Event' dropdown menu is open, with 'Event' selected and circled with a '2'. The page displays a table of attendance events for 'Tue 11/28/2023' and 'Tue 10/31/2023'. The table has columns for Discipline, Level, Day, Start, and Event Amount.

Discipline	Level	Day	Start	Event Amount
Late In	Discipline Level 1			00:09
Chimes Perfect Attendance				
Bonus			Initiated Date	12/04/2023

The screenshot shows the 'Add Event' panel. The 'Date' field is set to 12/04/2023. The 'Event' dropdown is set to 'Late In'. The 'Amount' field is set to 0:20. The 'Event Time' field is set to 9:20 AM. The 'Add Another Event' button is visible. The 'Apply Rules' section is expanded, showing 'Use Default Start Date' selected. The 'Start Date' field is empty, and the 'End Date' field is set to 12/07/2023. The 'Save and Apply Rules' button is circled with a '4'.