

# View, Print Monthly Schedule

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID



#### **Navigation to Ulti Time & Attendance**

Upon logging into Ulti, the dashboard will appear.

- 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.

#### **View Monthly Employee Schedule**

- From the Ulti Time and Attendance homepage, select the Menu icon in the upper left corner to open the menu.
- 2. Select the Dataviews & Reports drop-down.
- 3. Select **Report Library.** The Report Library screen is displayed.



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| Edit Profile 🔗 Sign C | Dut 🔶 |
| Search                | Q     |
| Home                  |       |
| Time                  | ~     |
| Schedule              | 2     |
| Dataviews & Reports   | ^     |
| Dataview Library      |       |
| Group Edit Results    |       |
| Report Library        |       |



## View Monthly Employee Schedule (continued)

4. From the Report Library page, select Run Report in the top menu. The Select Report panel opens on the right side of the screen.



- 5. Select the Scheduler drop-down.
- 6. Locate and select Employee Schedule Monthly.
- 7. Click Select in the bottom right corner.

| Select Report X   |  |
|---|--|
| > Attendance  |  |
| > Healthcare Productivity   |  |
| ~ Scheduler 5   |  |
| Coverage Detail - Weekly  |  |
| Coverage Variance by Zone   |  |
| Daily Headcount   |  |
| Daily Staffing – Condensed  |  |
| Employee Schedule - Monthly   |  |
| This is an employee based report<br>shows schedules for employees whose<br>primary location is in one of the selected<br>locations. It displays up to 28 days on a<br>page. |  |
| Employee Schedule - Weekly  |  |
| Hours Per Volume By Job   |  |
| Location Schedule - Monthly   |  |
| Location Schedule - Weekly  |  |
| On Call   |  |
| Open Shifts   |  |
| Staffing Sheet - Daily  |  |
| Staffing Sheet - Weekly   |  |
| Cancel Select   |  |



#### View Monthly Employee Schedule (continued)

- 8. Select the desired timeframe.
- 9. Use the Hyperfind drop-down to select the appropriate location.

Note: Only locations to which you have access to will be shown.

- 10. Select the desired Output Format.
- 11. Select Run Report in the bottom right corner. You will be directed back to the Report Library screen.

| Employee Schedule - Mo 🛛 🗙  |
|---|
| Description<br>This is an employee based report that<br>shows schedules for employees whose<br>primary location is in one of the selected<br>locations. It displays up to 28 days on a<br>page. |
| Timeframe *   |
| 🛱 🕶 Today < 🔸 🛛 😣   |
| Hyperfind *   |
| Sa ▼ All Home   |
| Output Format *   |
| xlsx 10   |
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|   |
| 11  |
| Cancel Run Report   |



## View Monthly Employee Schedule (continued)

- 12. When the report has finished running, a success message is displayed, and the report begins to download to your computer.
- 13. The report can now be found in the **Completed** section on the Report Library screen.



