

View My Attendance Calendar

EMPLOYEE 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.

Navigation to My Calendar

- From the Ulti Time and Attendance homepage, select the Menu icon in the upper left corner to open the menu.
- 2. Select the My Information drop-down.
- 3. Select My Calendar. The My Calendar screen is displayed.





My Calendar

The calendar allows you to easily view critical, up-to-date information, such as your shifts, requests, and attendance events. Note the following:

- A. Use the Month View to quickly access a date.
- B. Use the Agenda View to view shifts, requests, and attendance events in a list.
- C. Use the Filters icon to narrow down the attendance events.

😑 🛆 🎯 🚥 My Calendar		⊙	
My Schedule		Request • 🚎 👼 🗙 Filters	Reset Apply
July 2024 Sun Mon Tue Wed Thu Fri Sat	▲ Load more	Attendance × Event Type	^
30 1 2 3 4 5 6 7 8 9 10 11 12 13	Mon 22 🛱 NCNS Balance Change: 1 Balance Name: Occurrences	Who's working this week?	
14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3	 Second Warning Balance Name: Occurrences Balance Trigger Amount: 6 Initiated Date: 7/29/2024 	Find your colleagues in the Location Paid leave Schedule Attendame	e time ce
	Total hours worked: 8.00 Tue 23 I NCNS Balance Change: 1 Balance Name: Occurrences Total hours worked: 8.00	Accruals Balances as of today PTO Expired -1,13 Hours Request Type Time-off Request Statu In progre	us ^
	Wed 24 I NCNS Balance Change: 1 Balance Name: Occurrences	PTOF Approved Not appro 114.00 Hours Cancelled	i oved i
	△ Termination Initiated Date: 7/29/2024	(Request time off	

Attendance Events 🛅

- Late In (1 Point)
- PTO Unexcused (1 Point)
- No Call No Show (NCNS, 1 Point)
- 3 Consecutive NCNS (Termination)
- Leave Unexcused (1 Point)
- Vacation Unexcused (1 Point)
- Unexcused Absence (1 Point)

Attendance Actions

- First Warning
- Second Warning
- Final Warning
- Termination

Annual Rolloff

Attendance Events are added to the team member's Attendance Balance in the form of Attendance Points. Those events remain on the team member's record for historical purposes, but the corresponding Attendance Points will expire after one year and no longer affect the Attendance Balance.