



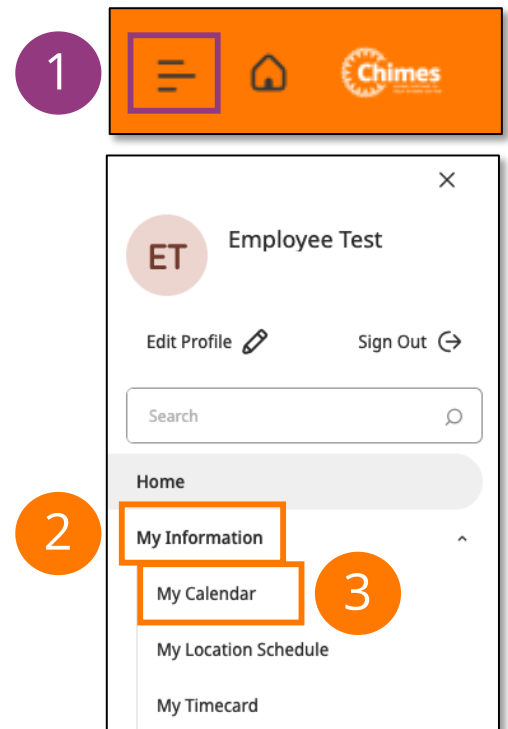
Navigation to Ulti Time & Attendance

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.


Navigation to My Calendar

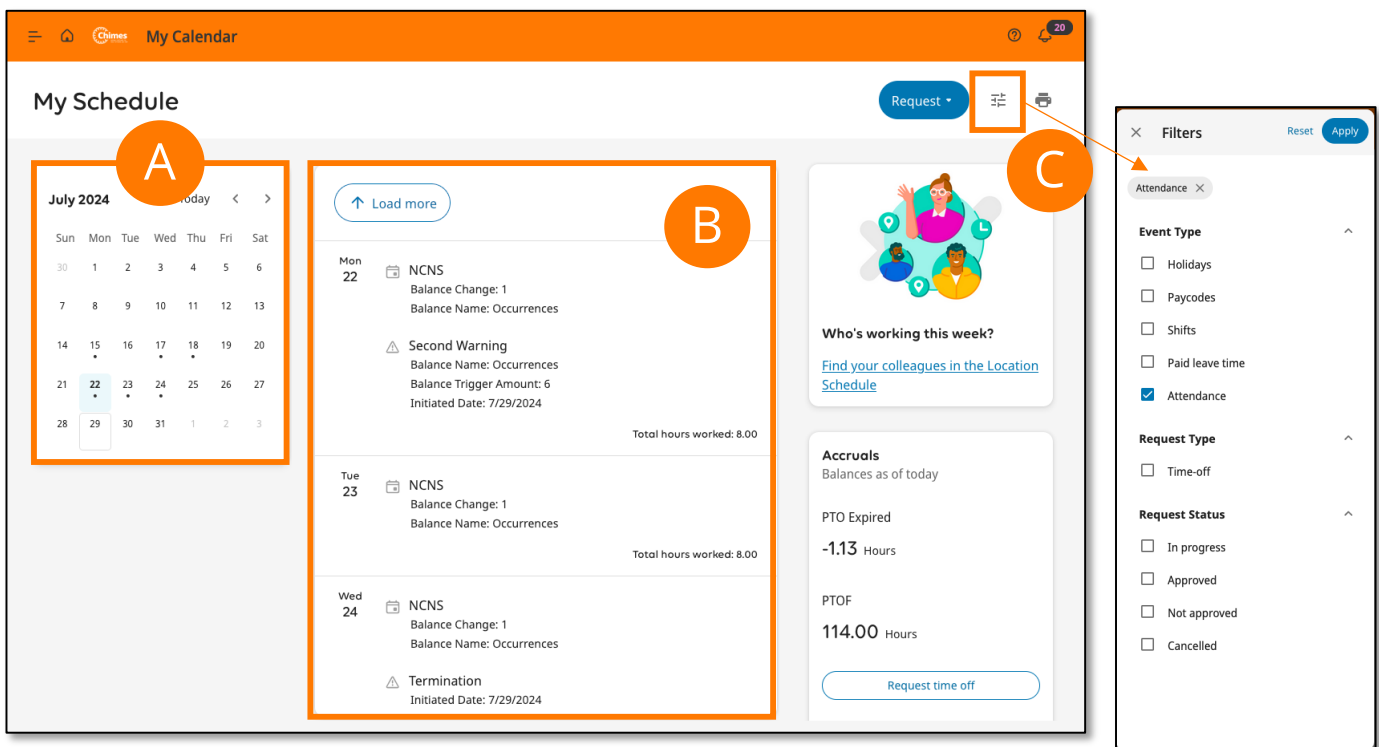
1. From the Ulti Time and Attendance homepage, select the **Menu**  icon in the upper left corner to open the menu.
2. Select the **My Information** drop-down.
3. Select **My Calendar**. The My Calendar screen is displayed.



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:

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



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.