## 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.
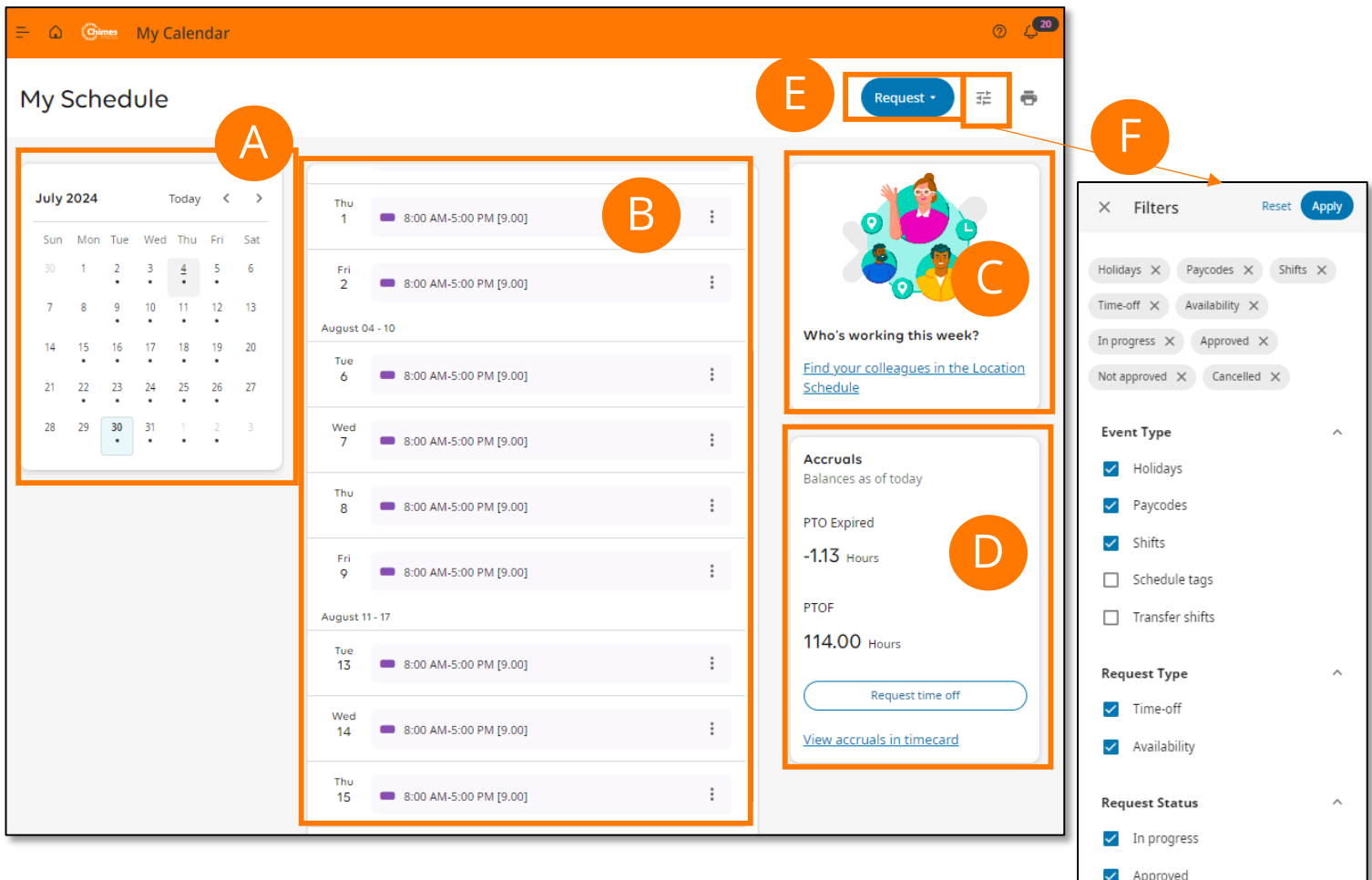
View Schedule

1. From the Ulti Time and Attendance homepage, locate the **My Schedule tile**.

2. Select the **arrow** in the upper right corner. The My Calendar screen is displayed.
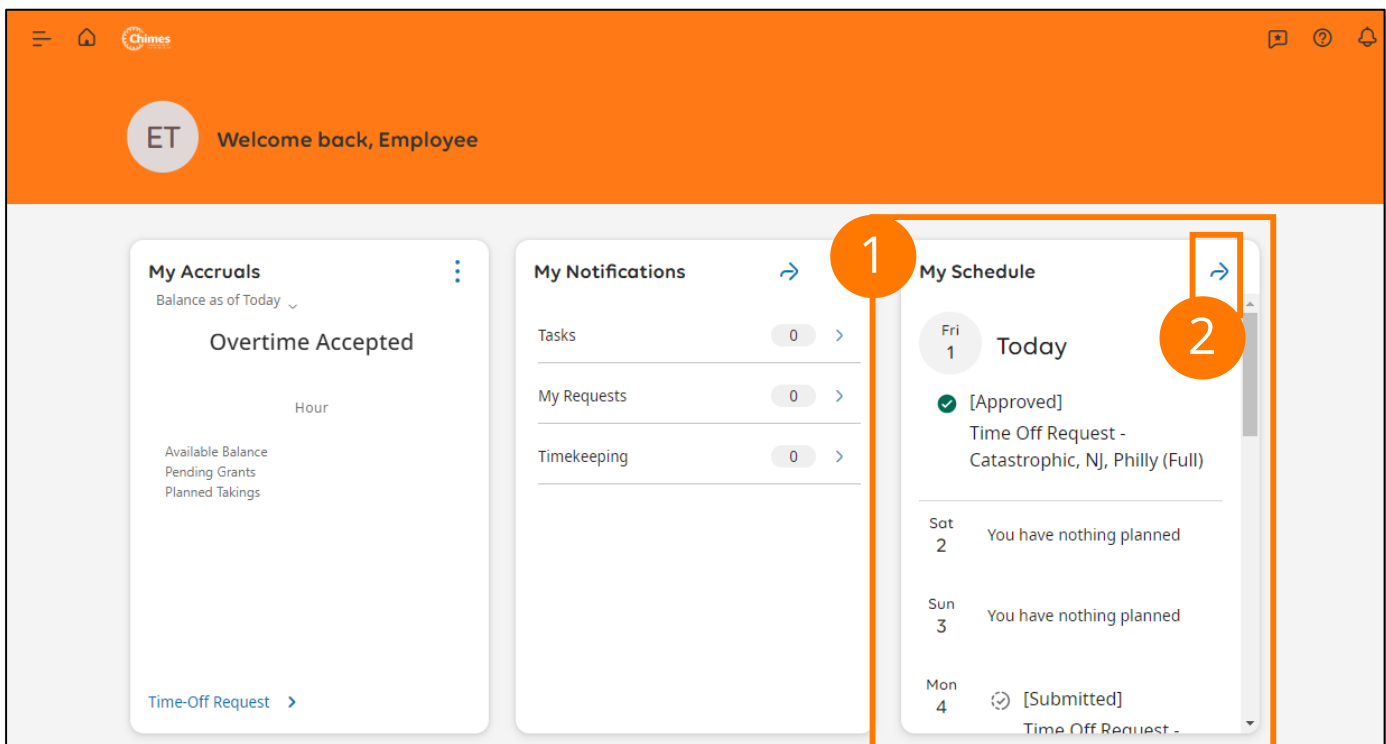
View Schedule (continued)

The schedule allows you to easily view critical, up-to-date information, such as your shifts and scheduled time off. Note the following:

A. Use the **Month View** to quickly access a date in the future.

B. Use the **Agenda View** to view upcoming shifts, requests, and events in a list.

C. Select **Location Schedule** to view those working at a particular location.

D. Use the **Accruals tile** to view your accruals at a glance, submit a time off request, or view your accruals in your timecard.

E. Use the **Request button** as another way to submit a Time Off request.

F. Use the **Filters** to narrow down the shifts, requests, and events that are shown.