


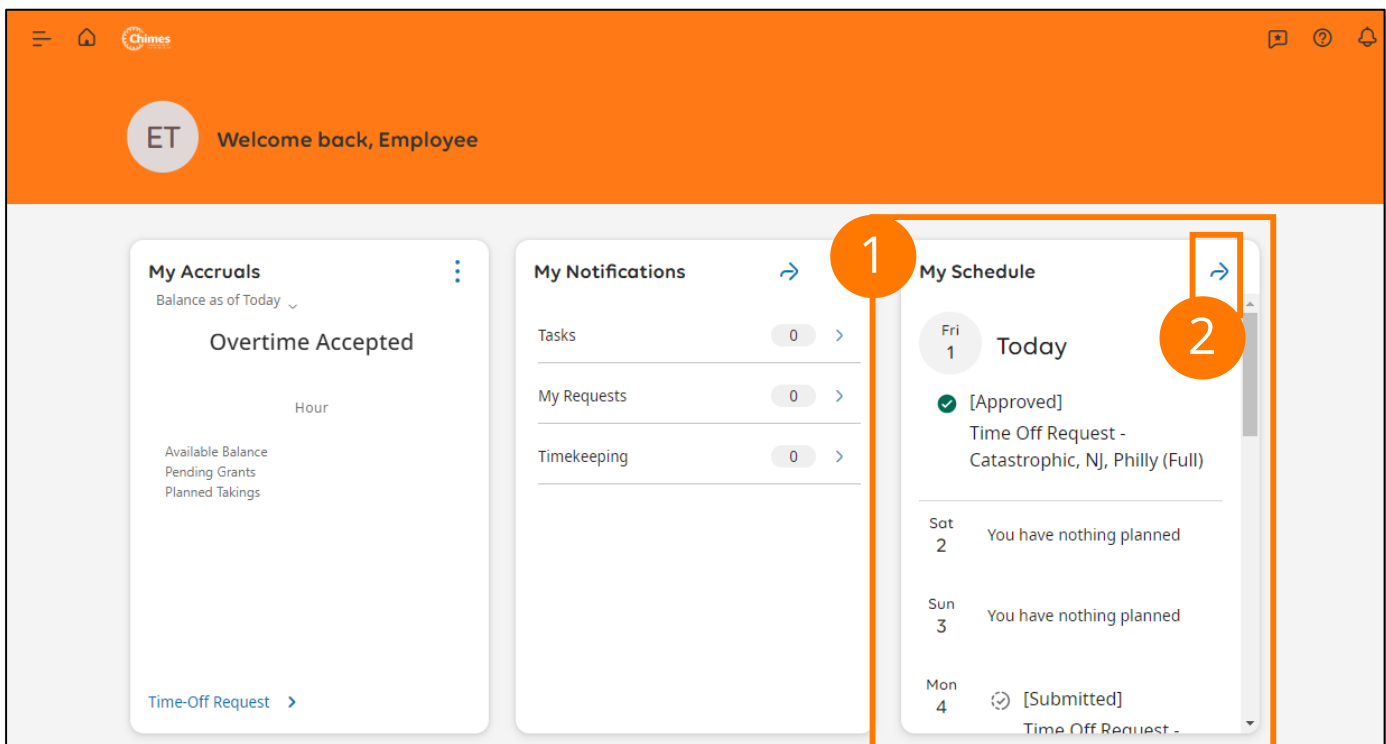
Navigation to Ulti Time & Attendance

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

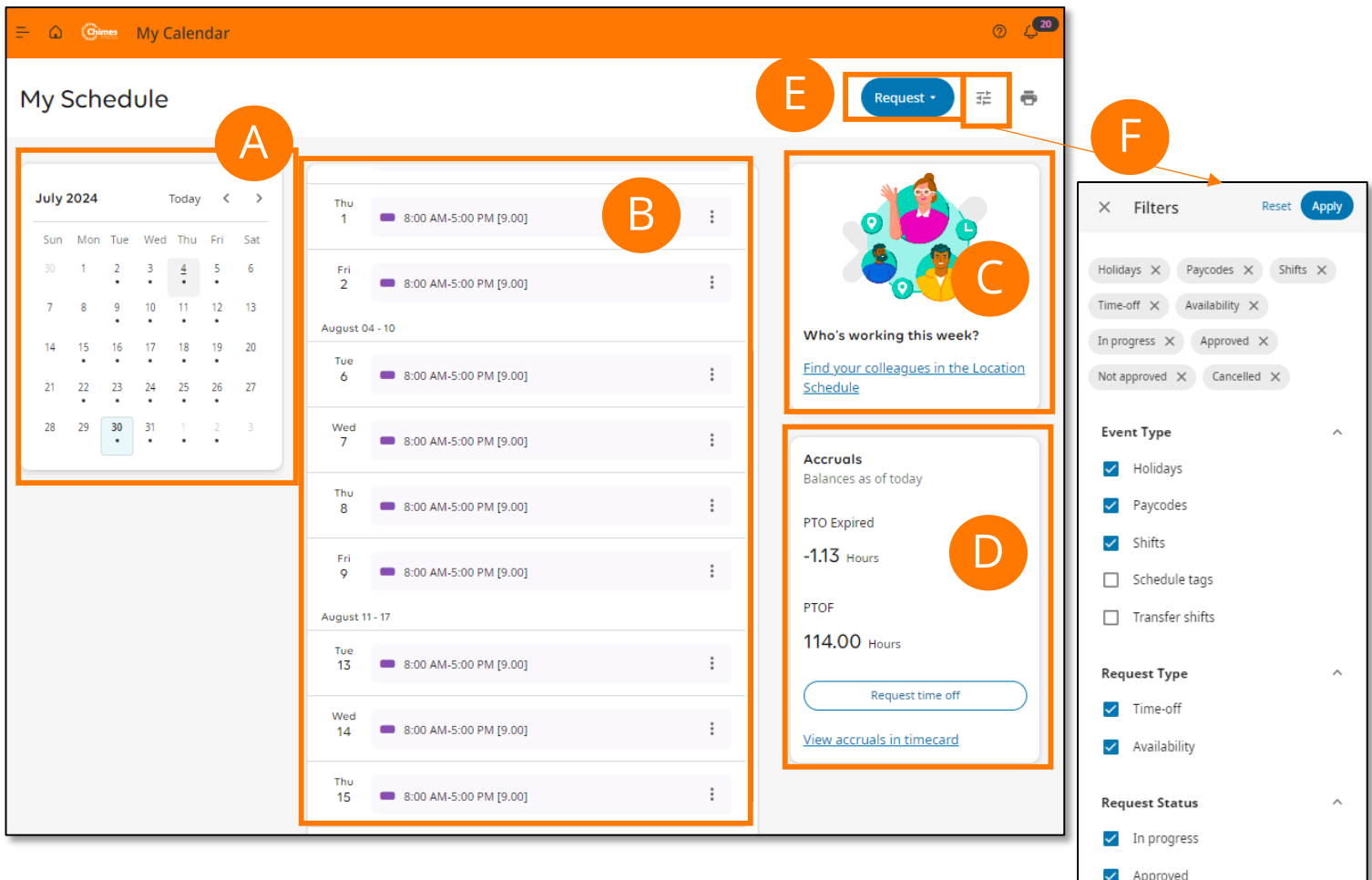
1. From the Ulti Time and Attendance homepage, locate the **My Schedule** tile.
2. Select the **arrow** in the upper right corner. The My Calendar screen is displayed.



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.



The screenshot shows the 'My Schedule' interface with the following callouts:

- A:** Points to the 'Month View' calendar for July 2024.
- B:** Points to the 'Agenda View' showing a list of shifts for the week of August 04-10.
- C:** Points to the 'Who's working this week?' tile, which includes a link to 'Find your colleagues in the Location Schedule'.
- D:** Points to the 'Accruals' tile, showing 'Balances as of today' with 'PTO Expired -1.13 Hours' and 'PTOF 114.00 Hours', and a 'Request time off' button.
- E:** Points to the 'Request' button in the top right corner.
- F:** Points to the 'Filters' panel on the right, which includes filters for Holidays, Paycodes, Shifts, Time-off, Availability, In progress, Approved, Not approved, and Cancelled.