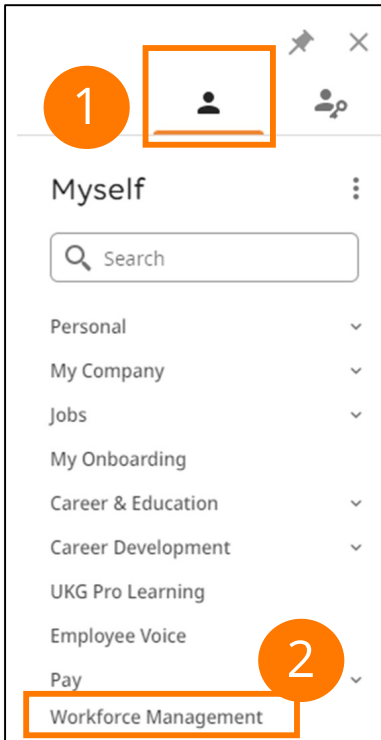## Navigation to Ulti Time & Attendance

Upon logging into Ulti, the dashboard will appear.

1. From the left-hand navigation panel, select the Myself [icon] icon.

2. Select Workforce Management. A new tab opens, and the Ulti Time and Attendance homepage is displayed.
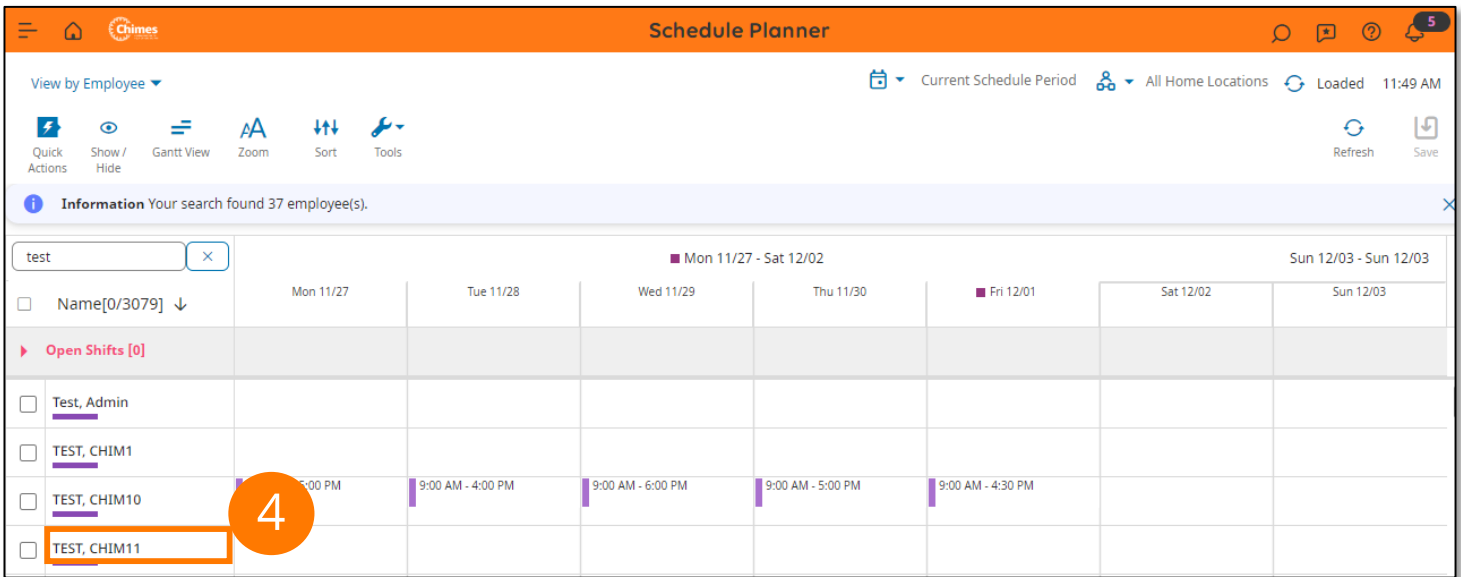
Add Shift

1. From the Ulti Time and Attendance homepage, select the Menu [icon] icon in the upper left corner to open the menu.

2. Select the Schedule drop-down.
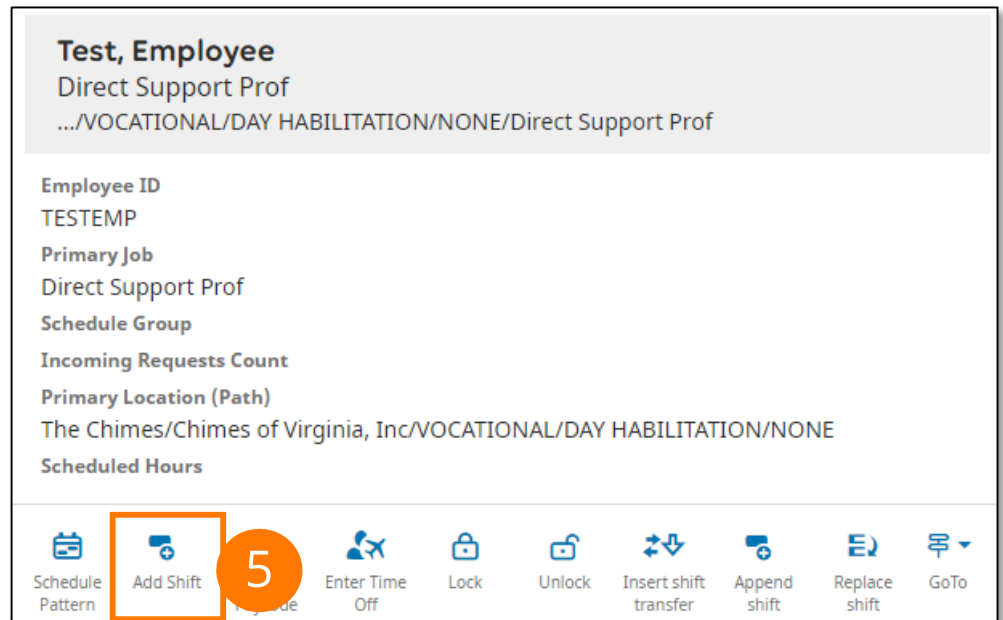
3. Select Schedule Planner.
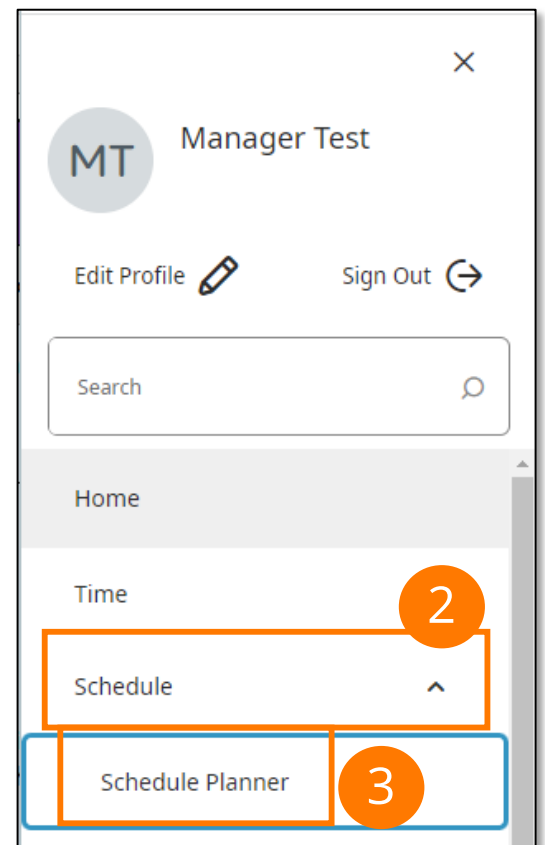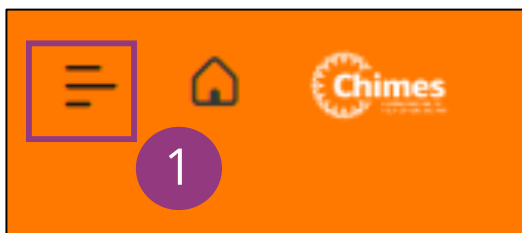
Add Shift (continued)

4. Locate the team member you wish to add a shift for and **right click their name** in the Name column. A pop-up box will appear.

5. From the pop-up box, select **Add Shift**. The Add Shift panel will open on the right side of the screen.

Add Shift (continued)

6. Define the shift Start and End Time.

7. Select the plus sign icon to add a break, if appropriate.

   A. Select "Break" from the drop-down.

   B. Enter the start and end time of the break.

   C. Select Add.

8. Select Apply in the bottom right corner. The Add Shift panel closes, and the Schedule Planner screen is displayed.

9. Select Save in the upper right corner of the screen.