


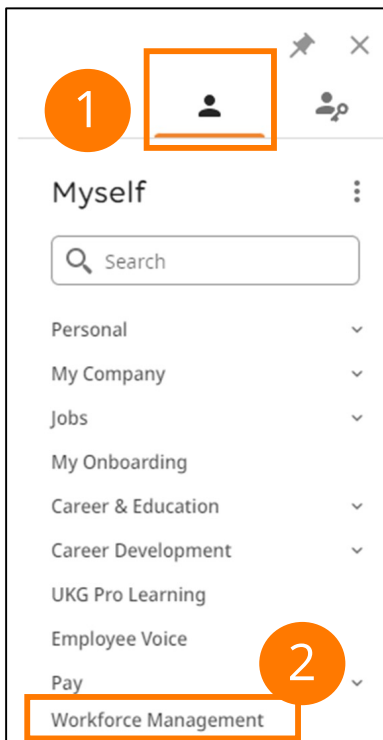
Attendance policies are documented rules that are enforced to track team member attendance and decide disciplinary action. An attendance “event” is a team member behavior that has a tracked consequence as defined in the attendance policy. An attendance “action” is the specific discipline that should result when a team member has one or more attendance events. Refer to the Chimes Attendance Policy for specific details.

The schedule informs an attendance event; therefore, it is critical the correct schedule is reflected in Ulti Time and Attendance.

Navigation to Ulti Time & Attendance

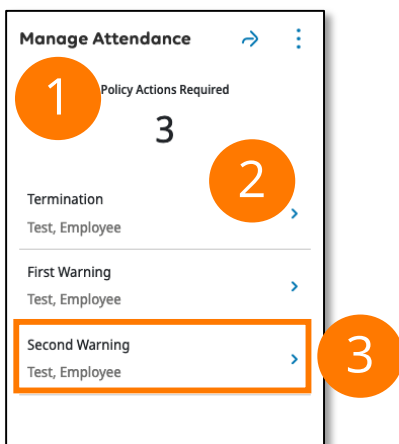
Upon logging into Ulti, the dashboard will appear.

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.



Viewing Attendance


1. Locate the **Manage Attendance** tile on the landing page.
2. If an employee requires an action, it will show here.
3. Click the **employee** you wish to view. A Details panel will appear on the right side of the screen.



Viewing Attendance (continued)

4. Select the **See Full Attendance Details** link at the bottom of the Details panel.
5. The selected employee's attendance record will then appear.

Details
✕


Test, Employee

⚠ **Warning Action required**
✕

Action
Second Warning

Policy
Chimes Attendance Balance

Document
[Test 1](#)

Completed Date*

📅

Details

Incidents

Date	Description
7/22	NCNS
7/18	PTO Unexcused
7/17	Late In
7/15	Late In
12/04	Late In
11/28	Late In

See Full Attendance Details
↗

4

Cancel
Apply



Test, Employee TESTEMP < 1 of 1 >
📅 Last 90 Days 🔍 Loaded 12:00 PM

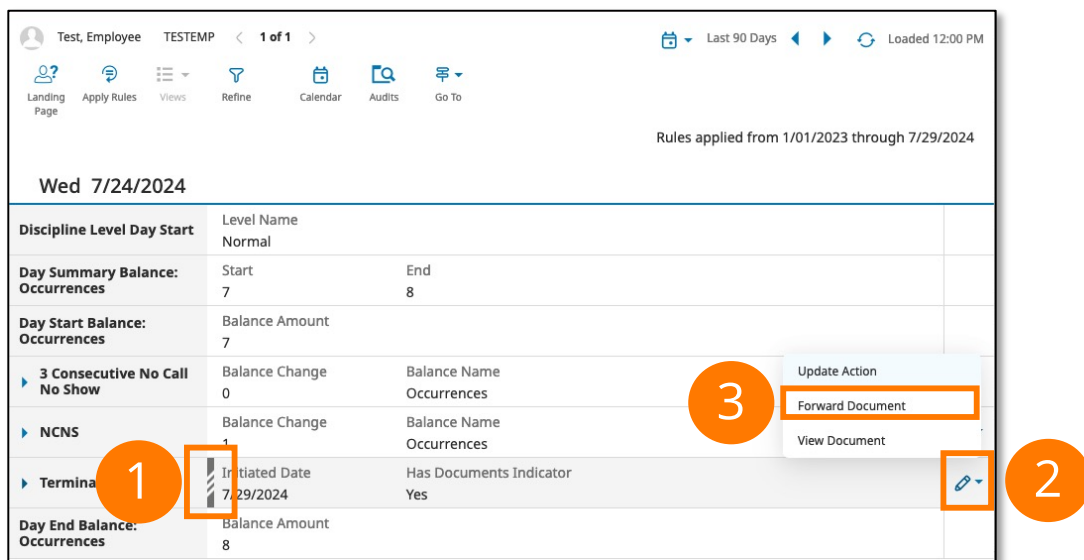
[Landing Page](#)
[Apply Rules](#)
[Views](#)
[Refine](#)
[Calendar](#)
[Audits](#)
[Go To](#)
5
Rules applied from 1/01/2023 through 7/29/2024

Tue 7/30/2024		
Discipline Level Day Start	Level Name	Normal
Period End Balance: Occurrences	Balance Amount	8
Wed 7/24/2024		
Discipline Level Day Start	Level Name	Normal
Day Summary Balance: Occurrences	Start	End
	7	8
Day Start Balance: Occurrences	Balance Amount	
	7	
▶ 3 Consecutive No Call No Show	Balance Change	Balance Name
	0	Occurrences
▶ NCNS	Balance Change	Balance Name
	1	Occurrences ↗
▶ Termination	Initiated Date	Has Documents Indicator
	7/29/2024	Yes ↗
Day End Balance: Occurrences	Balance Amount	
	8	

Coaching Forms are automatically sent (administered) to the involved parties. However, there may be instances when you need to resend the document and/or send to someone new manually.

Administration of Coaching Forms

1. Locate the event that **Has Document Indicator** as indicated by the  icon.
2. Select the **edit**  icon located on the right side of the event.
3. Select **Forward Document**. The Forward screen will appear.

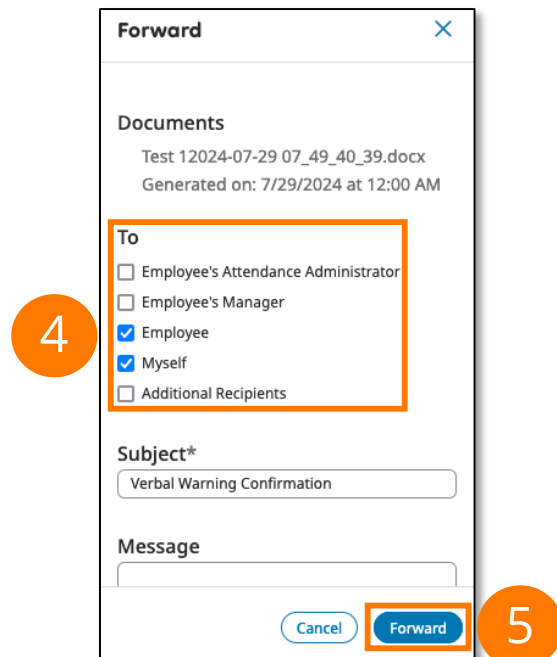


Discipline Level Day Start	Level Name		
	Normal		
Day Summary Balance: Occurrences	Start	End	
	7	8	
Day Start Balance: Occurrences	Balance Amount		
	7		
3 Consecutive No Call No Show	Balance Change	Balance Name	
	0	Occurrences	
NCNS	Balance Change	Balance Name	
	1	Occurrences	
Termination	Initiated Date	Has Documents Indicator	
	7/29/2024	Yes	
Day End Balance: Occurrences	Balance Amount		
	8		

4. Check the box next to all **people** you wish to send the document to.
5. Select **Forward** on the bottom right.

A team member's attendance is measured over a rolling calendar year starting from the date of the first occurrence. Number of occurrences in a 12-month period:

3 Occurrences	First Notice
6 Occurrences	Second Notice
9 Occurrences	Final Notice
10 Occurrences	Termination



Forward

Documents
Test 12024-07-29 07_49_40_39.docx
Generated on: 7/29/2024 at 12:00 AM

To

- Employee's Attendance Administrator
- Employee's Manager
- Employee
- Myself
- Additional Recipients

Subject*
Verbal Warning Confirmation

Message

Cancel Forward