
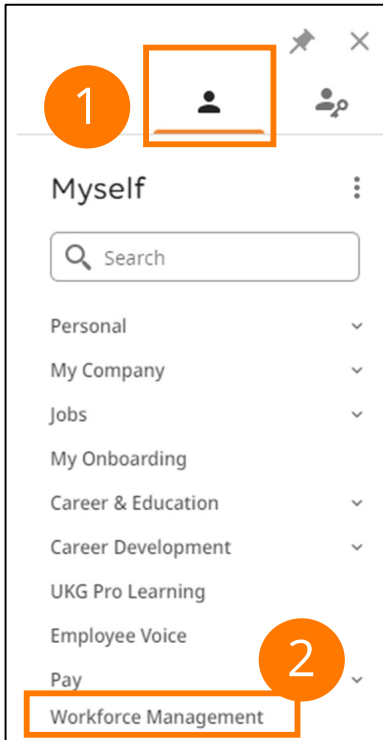


### Navigation to Ulti Time & Attendance

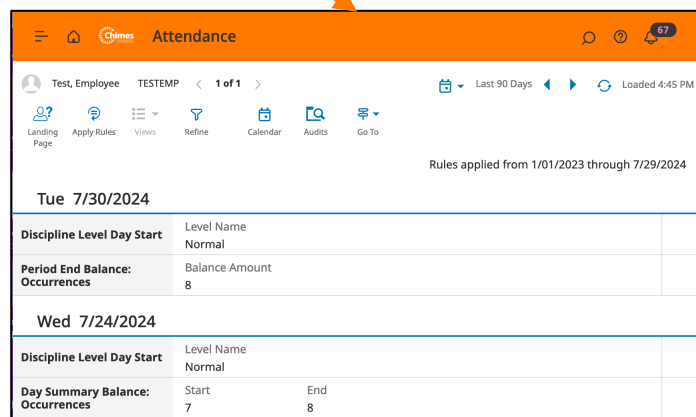
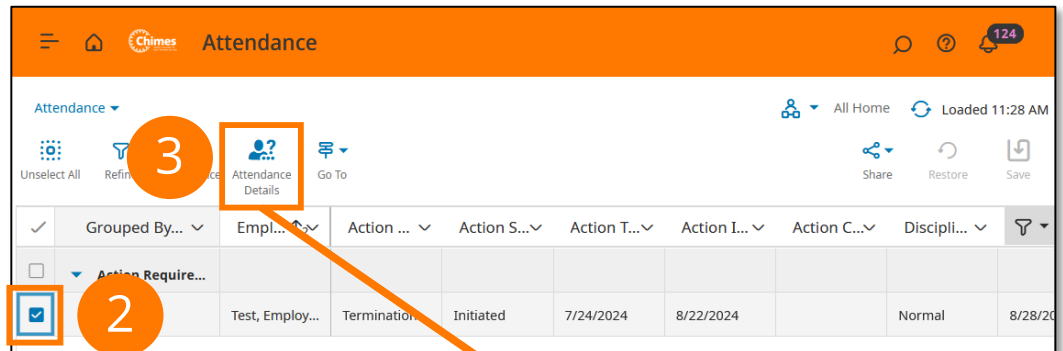
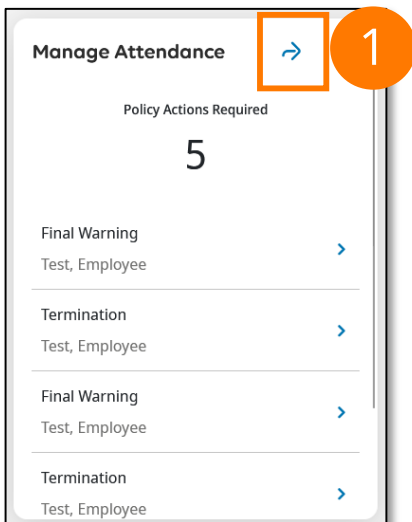
Upon logging into Ulti, the dashboard will appear.

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, Editing Attendance Events

1. Select the **arrow** on the Manage Attendance tile.
2. Select the **checkbox** next to the team member you wish to view the attendance.
3. Select **Attendance Details**. The selected team member's attendance record will appear.




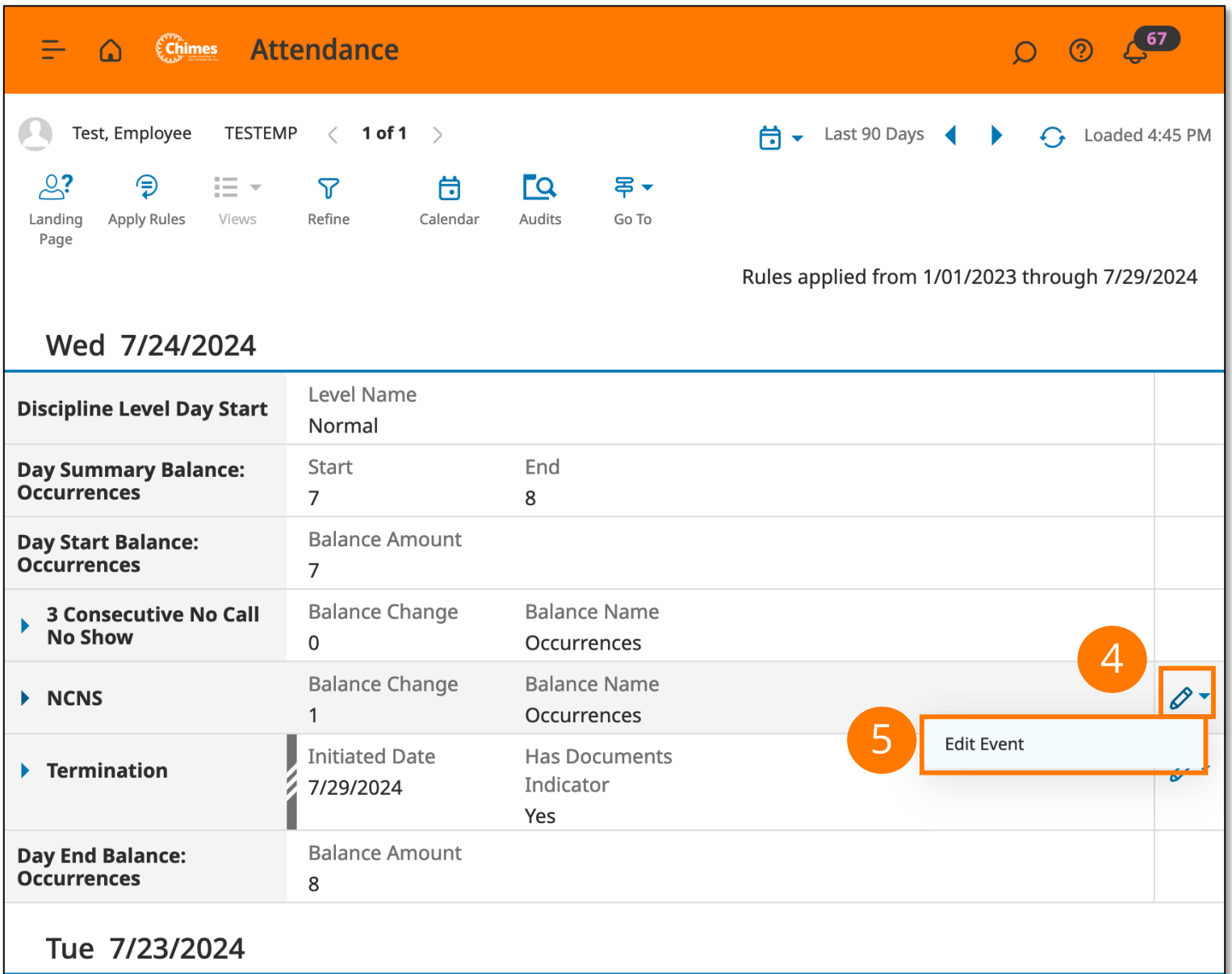


# View, Edit, Update Attendance Events

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID

## Viewing, Editing Attendance Events (continued)

4. Select the **edit**  icon located on the right of the action that triggered the attendance issue.
5. Select **Edit Event** to make any adjustments to the event. The Edit Event panel will appear on the right.



Attendance

Test, Employee TESTEMP < 1 of 1 > Last 90 Days Loaded 4:45 PM

Landing Page Apply Rules Views Refine Calendar Audits Go To

Rules applied from 1/01/2023 through 7/29/2024

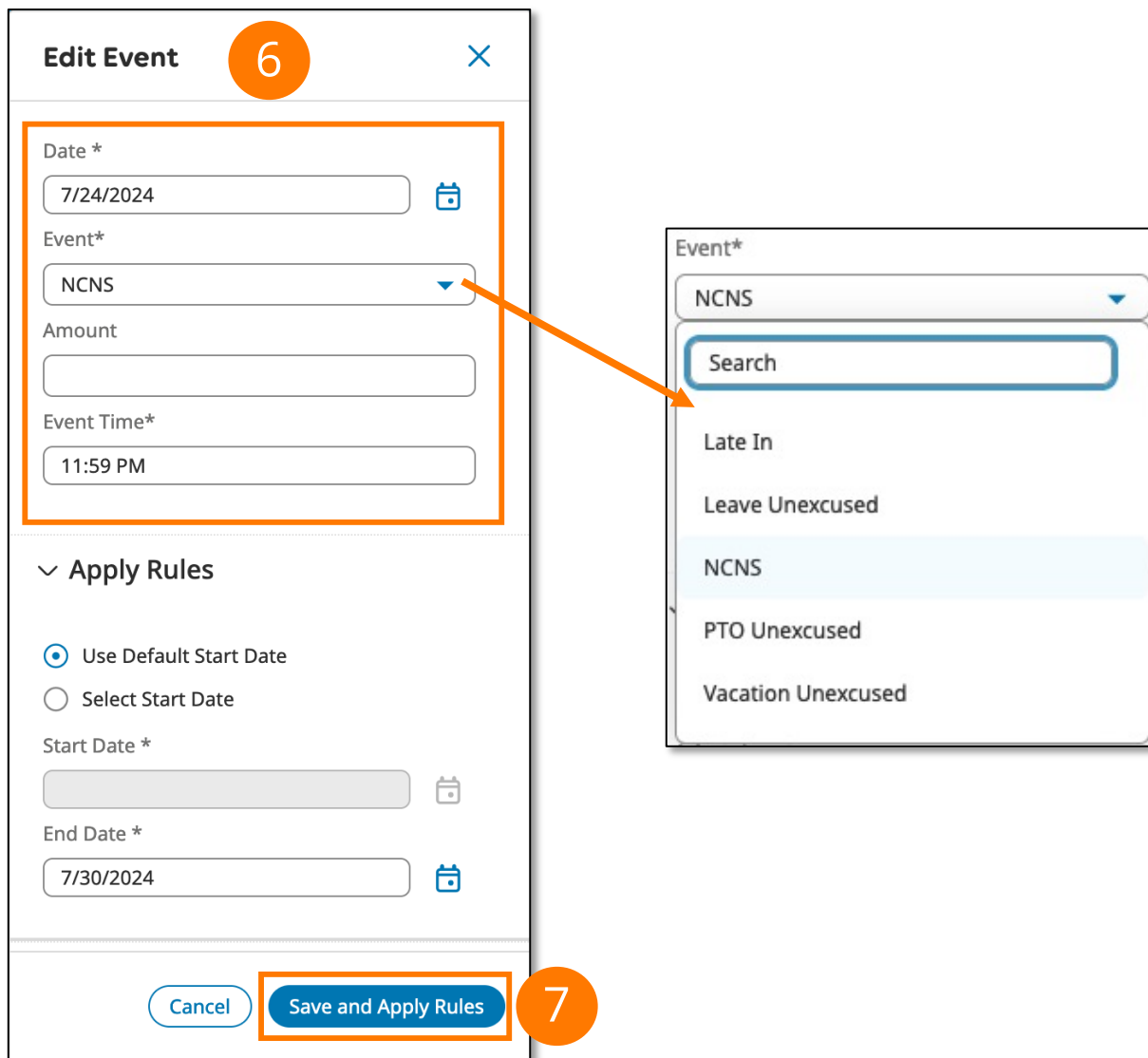
Wed 7/24/2024

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

Tue 7/23/2024

## Viewing, Editing Attendance Events (continued)

6. In the **Edit Event** panel, you can update the **Date**, **Event**, **Amount** (in hours : minutes), and **Event Time**.
7. Select **Save and Apply Rules** in the bottom right corner. The panel will disappear, and the Attendance screen will appear. The attendance event has been updated.



The screenshot shows the 'Edit Event' panel with a red circle '6' in the top right corner. The panel contains the following fields:

- Date \***: 7/24/2024
- Event\***: NCNS
- Amount**: (empty field)
- Event Time\***: 11:59 PM

Below these fields is the 'Apply Rules' section with the following options:


- Use Default Start Date
- Select Start Date
- Start Date \***: (empty field)
- End Date \***: 7/30/2024

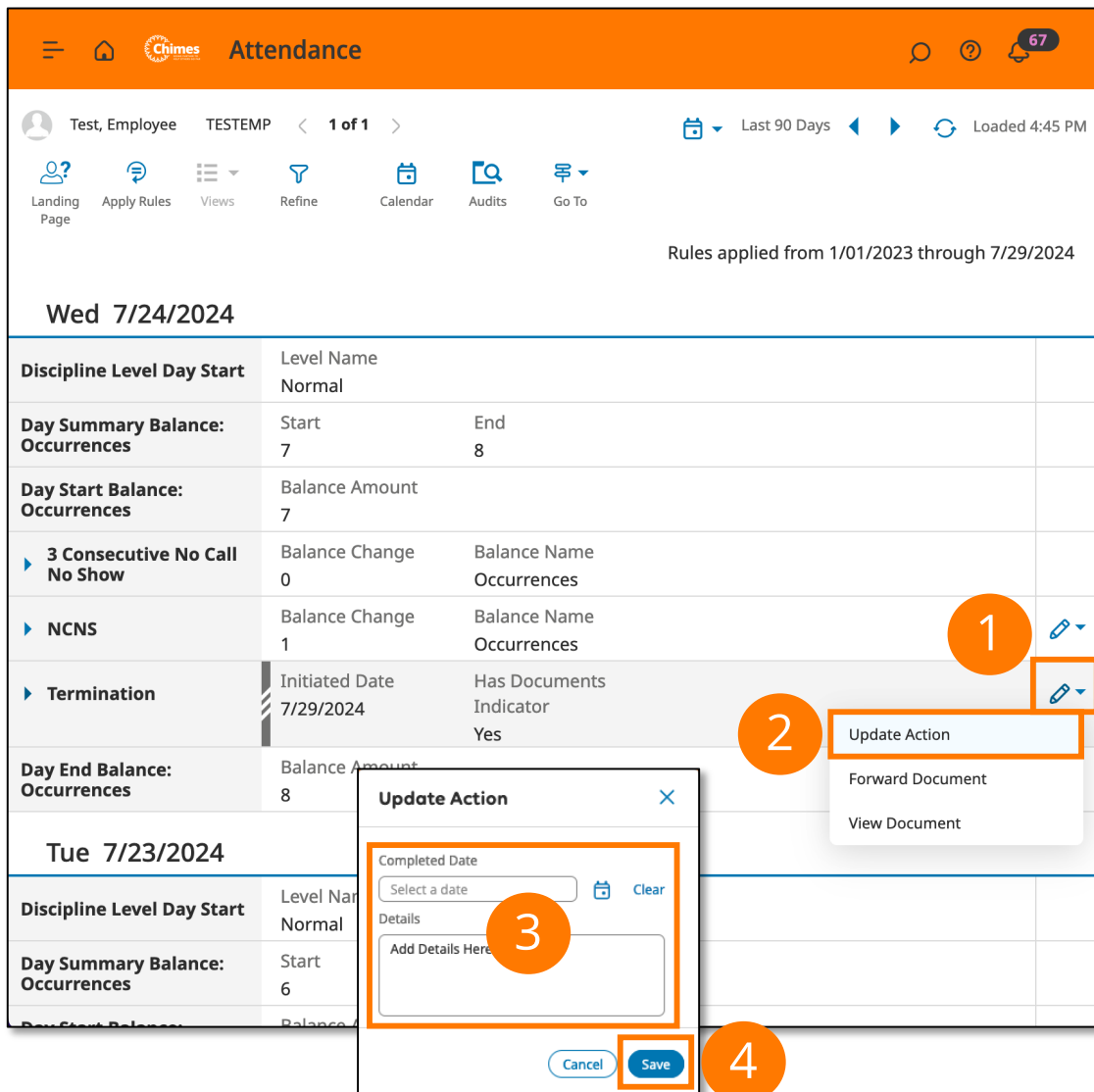
At the bottom right, there are two buttons: 'Cancel' and 'Save and Apply Rules'. A red circle '7' is next to the 'Save and Apply Rules' button. A callout box on the right shows the 'Event\*' dropdown menu with the following options:

- Search
- Late In
- Leave Unexcused
- NCNS (highlighted)
- PTO Unexcused
- Vacation Unexcused

### After Coaching a Team Member, Updating Status

After following the steps on page 1 to get to the Attendance page:

1. Select the **edit**  icon located on the right.
2. Select **Update Action**. The Update Action panel will appear on the right.
3. Select the **Completed Date** and enter **Details** of the conversation that you had with the team member.
4. Select **Save** in the bottom right corner. The action has been updated and the panel will disappear.



The screenshot displays the Chimes Attendance interface for a user named 'Test, Employee' (TESTEMP). The page shows attendance data for Wednesday, 7/24/2024, and Tuesday, 7/23/2024. A modal window titled 'Update Action' is open, allowing the user to update the status of a specific event. The modal includes a 'Completed Date' field with a calendar icon and a 'Clear' button, a 'Details' section with a text area for 'Add Details Here', and 'Cancel' and 'Save' buttons at the bottom. A dropdown menu is also visible, showing options: 'Update Action', 'Forward Document', and 'View Document'. Red circles and boxes highlight the key elements: 1. The edit icon on the right of the '3 Consecutive No Call No Show' event. 2. The 'Update Action' dropdown menu. 3. The 'Completed Date' field and 'Details' text area in the modal. 4. The 'Save' button in the modal.

Discipline Level Day Start	Level Name	Start	End
	Normal	7	8
Day Summary Balance: Occurrences			
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		

Discipline Level Day Start	Level Name	Start	End
	Normal		
Day Summary Balance: Occurrences			
Day Start Balance: Occurrences	Balance Amount		
	6		