![Chimes logo]

View, Edit, Update Attendance Events
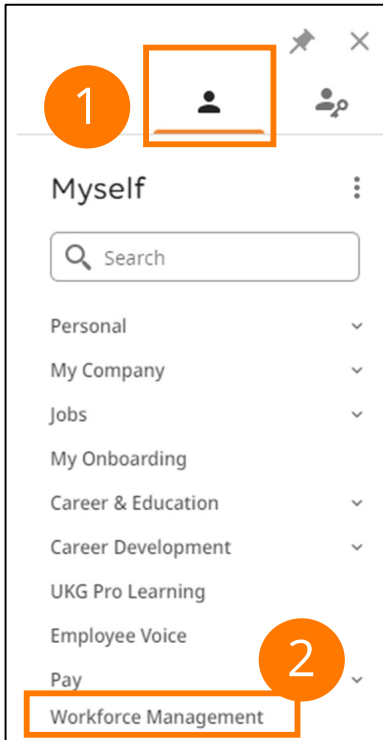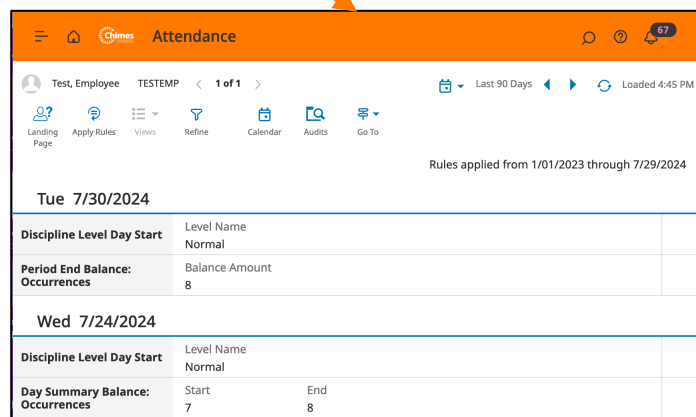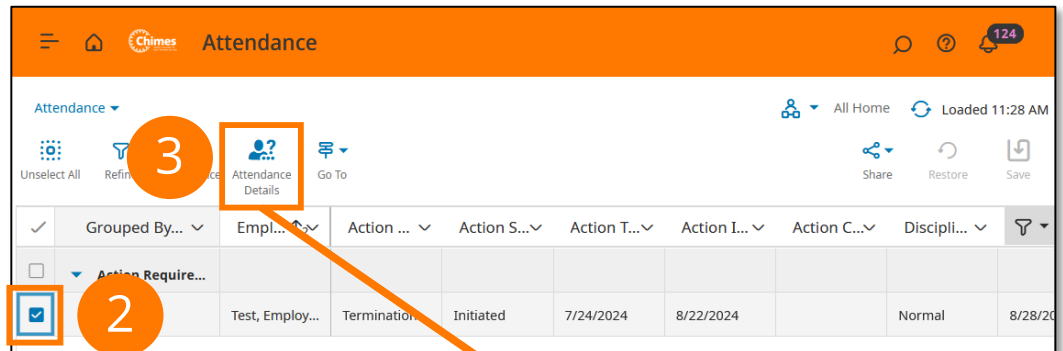## MANAGER ULTI TIME AND ATTENDANCE TRAINING AID
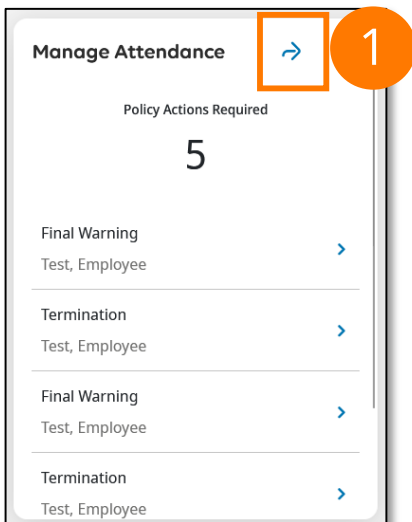
Navigation to Ulti Time & Attendance

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.

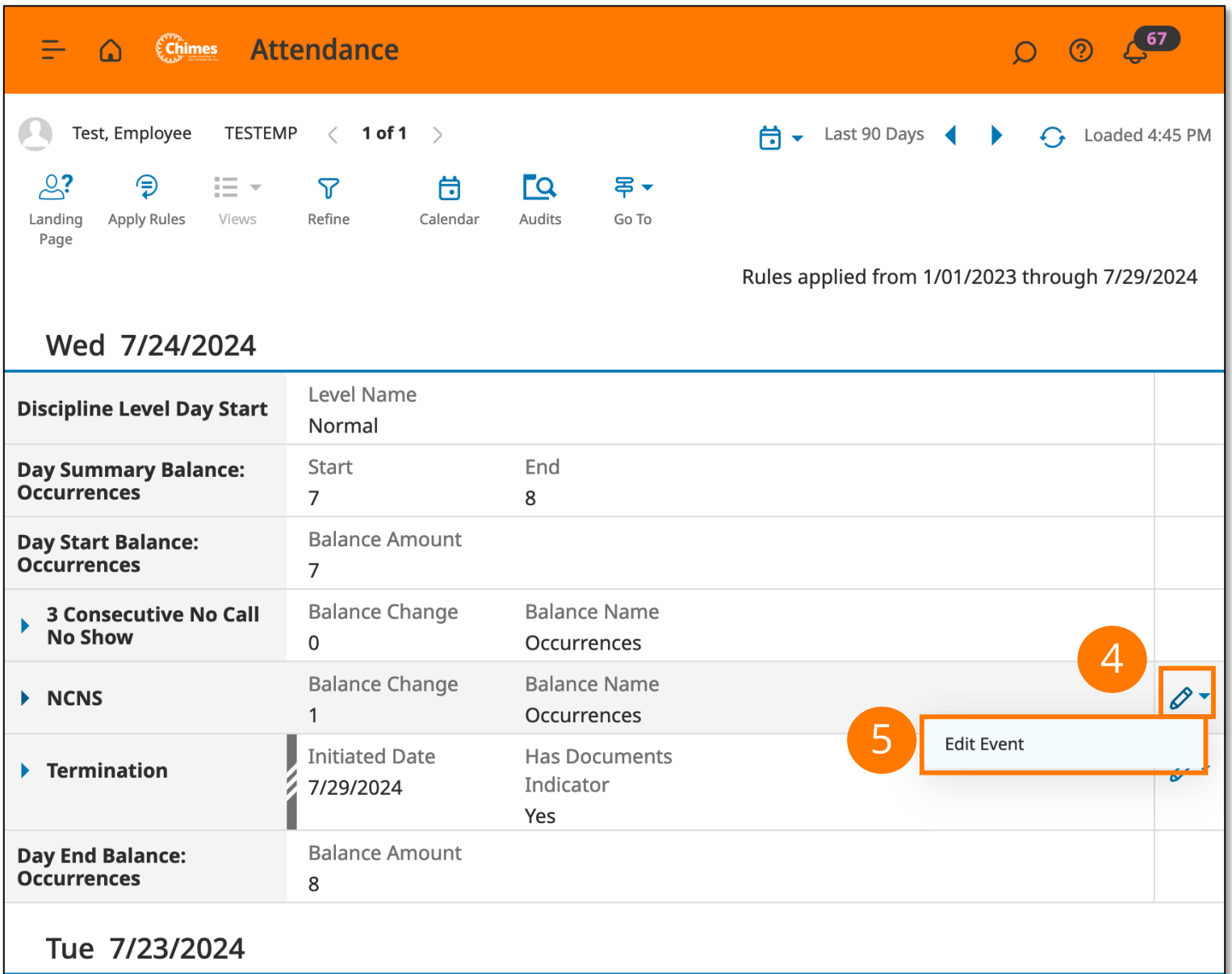3. Select Attendance Details. The selected team member's attendance record will appear.

Chimes

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.

☰ ⌂ Chimes **Attendance**   🔍 ⓘ 🔔 67

| Test, Employee TESTEMP ‹ **1 of 1** › | | 📅▾ Last 90 Days ◀ ▶ 🔄 Loaded 4:45 PM |

Landing Page | Apply Rules | Views | Refine | Calendar | Audits | Go To
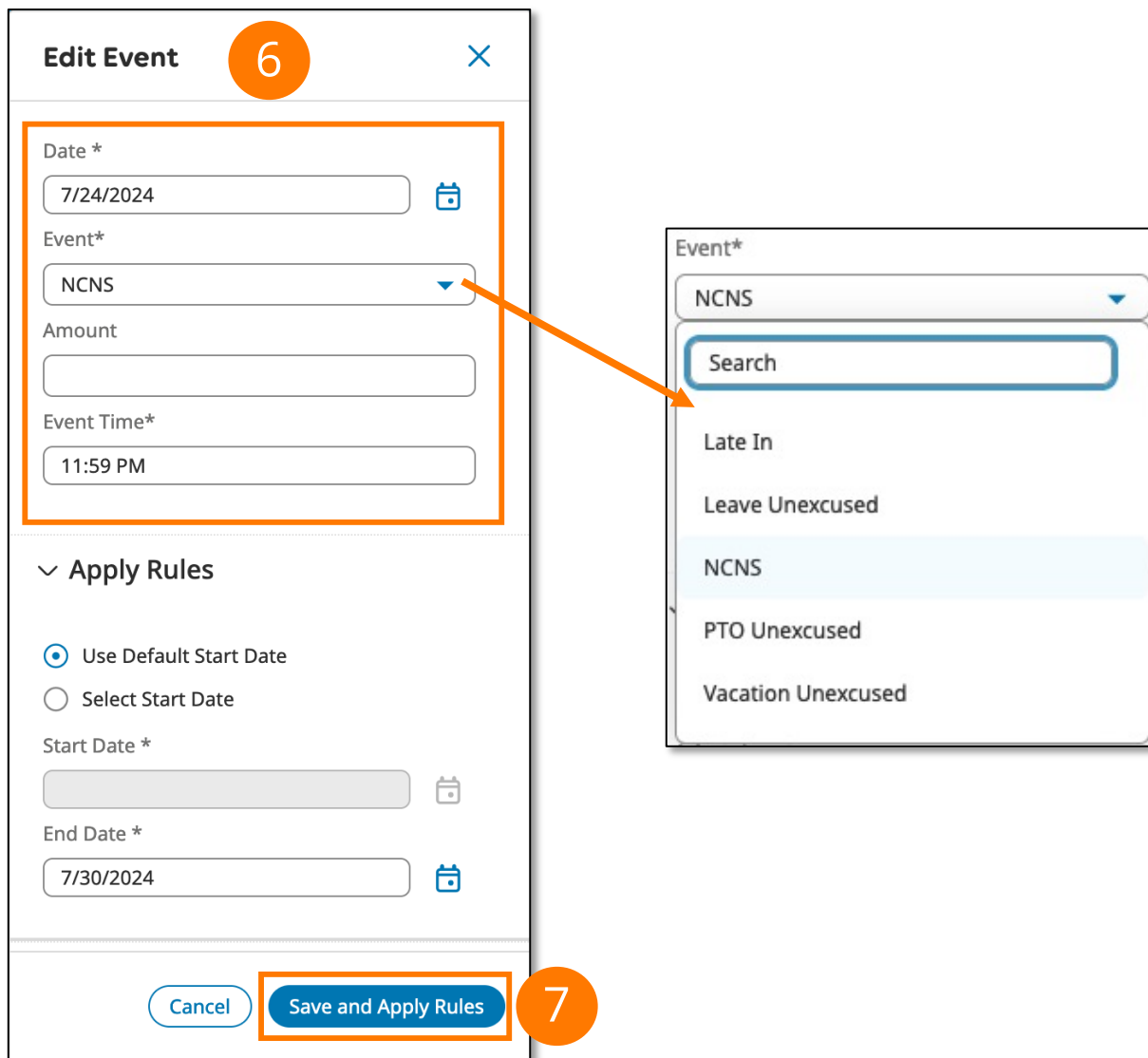
Rules applied from 1/01/2023 through 7/29/2024

Wed 7/24/2024

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

④ **⑤**

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.
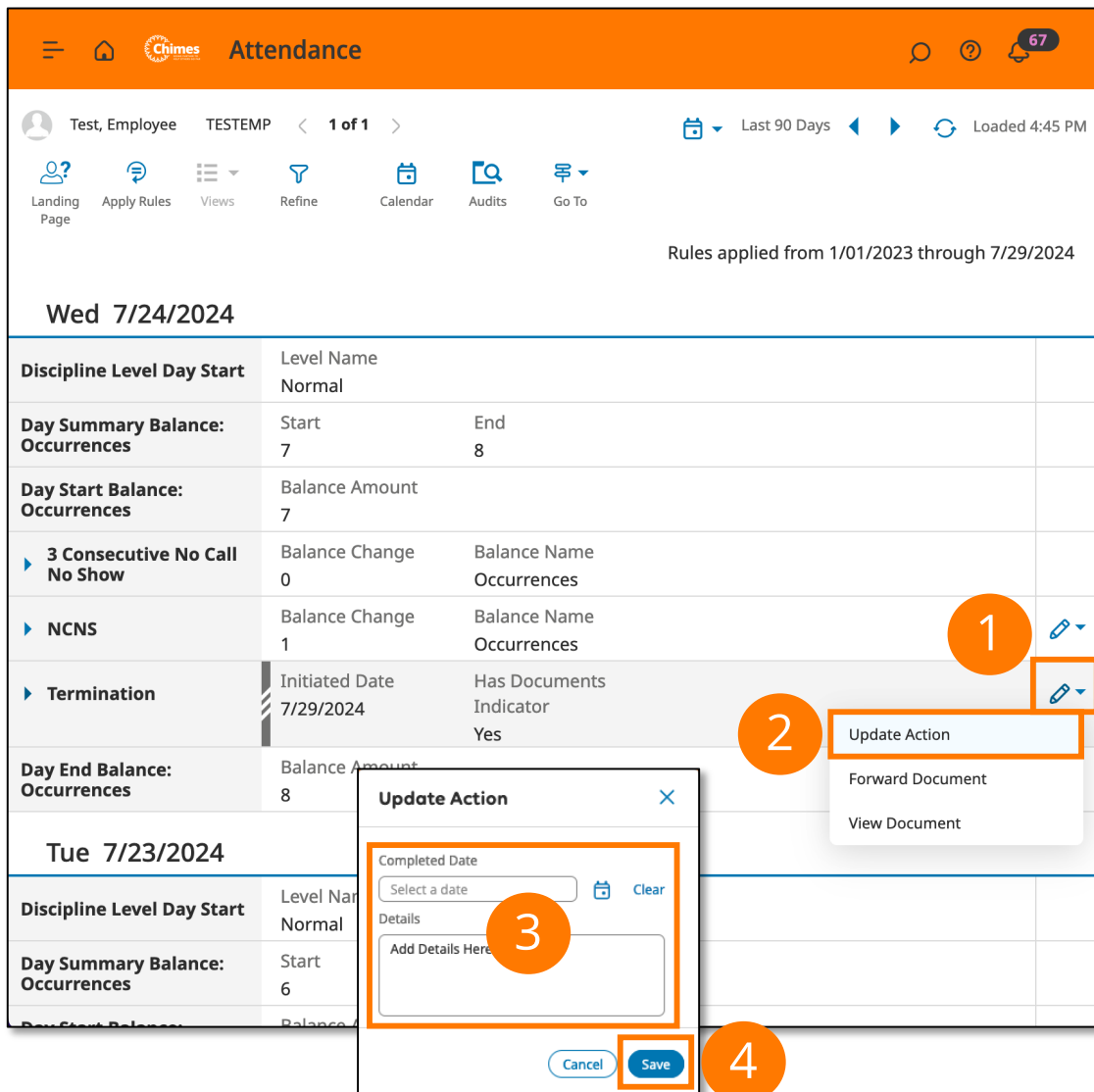
After Coaching a Team Member, Updating Status

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.