
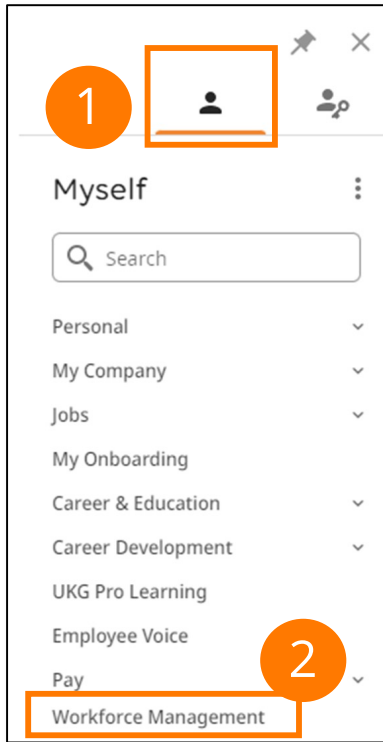


### Navigation to Ulti Time & Attendance

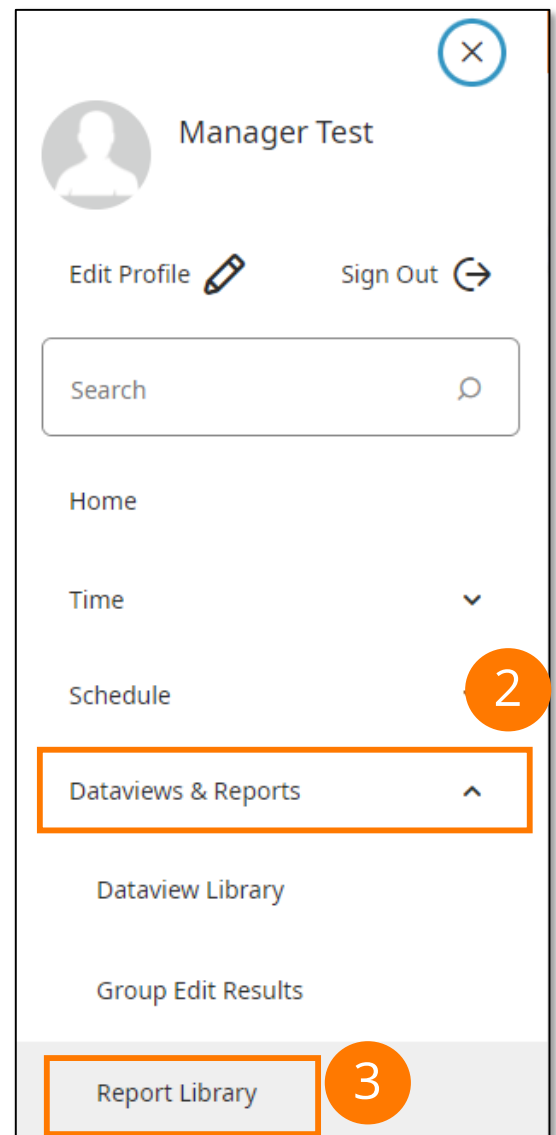
Upon logging into Ulti, the dashboard will appear.

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.



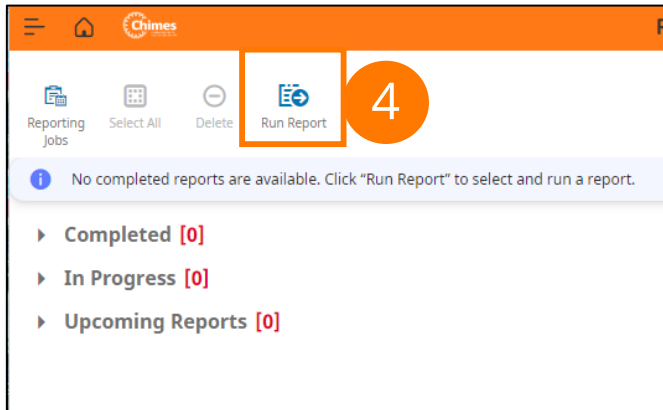
### View Monthly Employee Schedule

1. From the Ulti Time and Attendance homepage, select the **Menu**  icon in the upper left corner to open the menu.
2. Select the **Dataviews & Reports** drop-down.
3. Select **Report Library**. The Report Library screen is displayed.

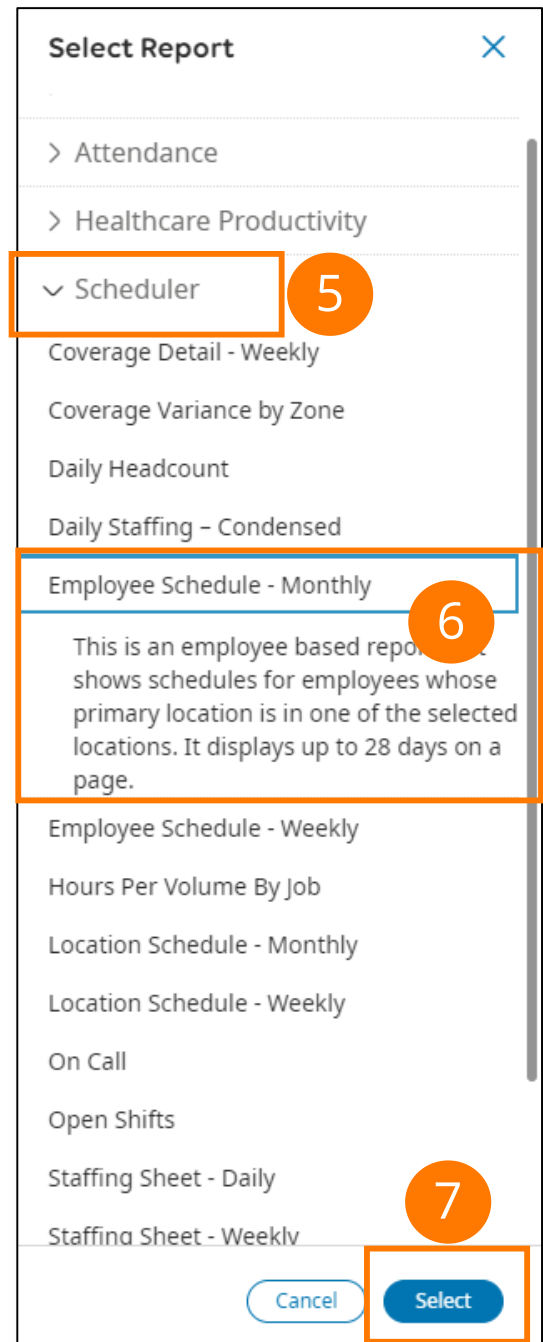


### View Monthly Employee Schedule (continued)

- From the Report Library page, select **Run Report** in the top menu. The Select Report panel opens on the right side of the screen.



- Select the **Scheduler** drop-down.
- Locate and select **Employee Schedule - Monthly**.
- Click **Select** in the bottom right corner.





# View, Print Monthly Schedule

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID

## View Monthly Employee Schedule (continued)

8. Select the desired **timeframe**.
9. Use the **Hyperfind** drop-down to select the appropriate location.

**Note:** *Only locations to which you have access to will be shown.*

10. Select the desired **Output Format**.
11. Select **Run Report** in the bottom right corner. You will be directed back to the Report Library screen.

**Employee Schedule - Mo...** ✕

Description

This is an employee based report that shows schedules for employees whose primary location is in one of the selected locations. It displays up to 28 days on a page.

Timeframe \*  
📅 Today < > **8**

Hyperfind \*  
🏠 All Home **9**

Output Format \*  
XLSX **10**

**11**

Cancel Run Report

## View Monthly Employee Schedule (continued)

- When the report has finished running, a **success message** is displayed, and the report begins to download to your computer.
- The report can now be found in the **Completed** section on the Report Library screen.

