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View your Pay Statement in UltiPro

1. Log into MyArmy:
myarmy.can.salvationarmy.org
2. Click UltiPro
3. Click "View Pay Statement" on the home page or click Menu > Myself > Current Pay Statement

Over to request paid time off →



Giving Hope Today

Request Paid Time Off (Sick, Medical, Vacation or Time in Lieu)

1. Click Menu > Myself > Time & Attendance.
2. Click **Request Time Off**.
3. Click on the first day of the time you want off.
4. Select time off **Type** (Vacation, Lieu Time, etc.).
5. Enter start and end dates (Do not include days you do not normally work).
6. If request is part of a single day select partial and enter start and end time.
7. Click OK.
8. Click **Submit** (button at bottom of calendar).
9. Check UltiPro Time and Attendance inbox later for Manager response.

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