

Update a Timesheet with an Absence

Overview: Employees can enter their own time off requests – for vacation, sick and medical. If for some reason they were unable to do so a timekeeper or manager can enter it for them.

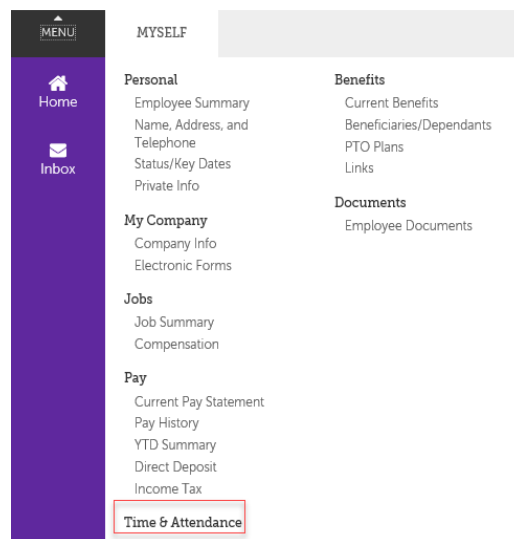
Timekeeper/manager can also enter absences for other reasons – e.g. unpaid vacation day, bereavement, jury duty, and leave of absence.

NOTE: When absences are entered by a manager or timekeeper there is no electronic communication sent to the employee and no record of the request in their inbox.

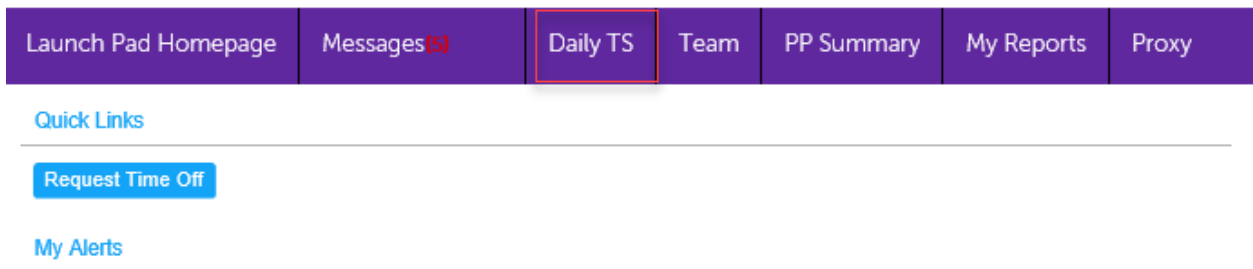
NOTE: Hours can only be adjusted retroactively for 1 pay period.

For this example, our employee left work on Jan 4, 2017 due to illness. The employee was too sick to enter their own sick day, so the Manager or Timekeeper enters the absence on behalf of the employee.

1. Click **Time and Attendance** in the **UltiPro Myself** menu.

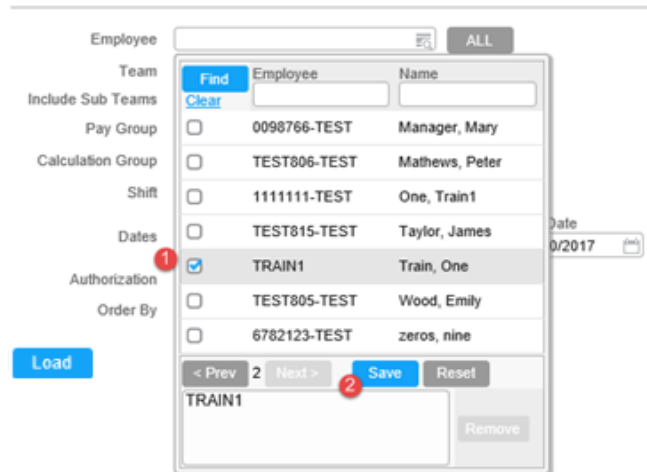


2. The **Time and Attendance Launch Pad Homepage** displays.
Note: The display below shows options available to a timekeeper, working on behalf of a manager. A Manager has more options available.
3. Click **Daily TS**.



- The **Timesheet Selection** screen displays. Click the search icon in the Employee field to see a list of employees.

Timesheet Selection



Employee: [Search] ALL

Team: [Search] ALL

Include Sub Teams:

Pay Group: [Search] ALL

Calculation Group: [Search] ALL

Shift: [Search] ALL

Dates: [Search] 01/10/2017

Authorization: [Search] ALL

Order By: [Search] ALL

Find	Employee	Name
<input type="checkbox"/>	0098766-TEST	Manager, Mary
<input type="checkbox"/>	TEST806-TEST	Mathews, Peter
<input type="checkbox"/>	1111111-TEST	One, Train1
<input type="checkbox"/>	TEST815-TEST	Taylor, James
<input checked="" type="checkbox"/>	TRAIN1	Train, One
<input type="checkbox"/>	TEST805-TEST	Wood, Emily
<input type="checkbox"/>	6782123-TEST	zeros, nine

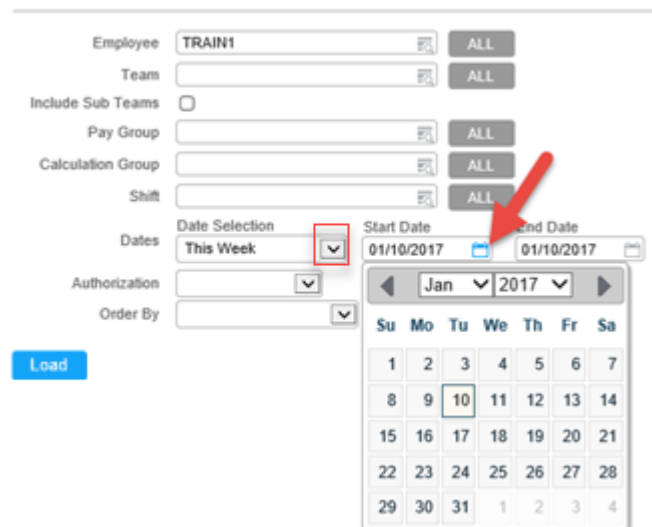
Load

< Prev 2 Next > Save Reset

TRAIN1 Remove

- Click the checkbox beside an employee's name.
- Click **Save**. The name displays in the **Employee** field.
- Select a date range that includes the day off you want to modify. The **Date Selection** default is **This Week**. To select a particular date, click the calendar icon in the date field and select it.
- Click **Load** to display the timesheet.

Timesheet Selection



Employee: TRAIN1 ALL

Team: [Search] ALL

Include Sub Teams:

Pay Group: [Search] ALL

Calculation Group: [Search] ALL

Shift: [Search] ALL

Date Selection: This Week

Start Date: 01/10/2017

End Date: 01/10/2017

Authorization: [Search] ALL

Order By: [Search] ALL

Load








Calendar: Jan 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- Click the **pencil** beside the workday that requires editing. In this example we are entering a sick day for Jan 4.




Timesheet ◀ 01/04/2017 - 01/10/2017 ▶

Employee: Train, One

	Scheduled	Auth By	Shift	Start	End	Clocks	Time Code Summary	Hour Type Summary	Calculation Group	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/04/2017 Wed	07:30	AUTO	8:30A-4:00P	08:30	16:00	+	WRK 7:30	REG 7:30	ON SALARY NON-EXEMPT
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/05/2017 Thu	07:30	AUTO	8:30A-4:00P	08:30	16:00	+	WRK 7:30	REG 7:30	ON SALARY NON-EXEMPT
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/06/2017 Fri	07:30	AUTO	8:30A-4:00P	08:30	16:00	+	WRK 7:30	REG 7:30	ON SALARY NON-EXEMPT
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/07/2017 Sat		AUTO	OFF			+			ON SALARY NON-EXEMPT
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/08/2017 Sun		AUTO	OFF			+			ON SALARY NON-EXEMPT
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/09/2017 Mon		AUTO	8:30A-4:00P	08:30	16:00	+	WRK 7:30	REG 7:30	ON SALARY NON-EXEMPT
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/10/2017 Tue		AUTO	8:30A-4:00P	08:30	16:00	+	WRK 7:30	REG 7:30	ON SALARY NON-EXEMPT

- Select **LTA** from the dropdown list. (LTA is Long Term Absence, but is used for booking all absences).

Employee: Train, One


	Scheduled	Auth By	Shift	Start	End	Clocks
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	07:30	AUTO	8:30A-4:00P	08:30	16:00	+
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	07:30	AUTO	8:30A-4:00P	08:30	16:00	+
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	07:30	AUTO	8:30A-4:00P	08:30	16:00	+


Comment

LTA

Work Detail

- The **Override box** displays. Click the search icon to display a list of LTA time codes.

 **Override - LTA: Train, One - TRAIN1 - 01/04**

Time Code 

Start Date End Date Start Time Date Start Time End Time Override Comment

01/10/2017 Tue AUTO 8:30A-4:00P 08:30 16:00 + WRK 7:30 REG 7:30 ON

12. Click the desired time code. In our example we select **Sick**.

Time Code explanation:

- **BRVMT** – to record days allowed for grieving family death
- **JURY** - to record days allowed for jury duty.
- **LIEUUP**– to record use of available banked overtime (employees can request this themselves through their **Time Off Request** screen)
- **MEDICAL** - to record medical appointment time (employees can request this themselves through their **Time Off Request** screen)
- **PDTOF** – paid time off
- **SICK** – to record sick time (employees can request this themselves through their **Time Off Request** screen).
- **Stat Dollar** – statutory holiday pay
- **Stat Bank Paid** – select to record if employee worked banked stat holiday
- **UNPAID LEAVE** – unpaid leave
- **VAC** – indicates vacation days (employees can request this themselves through their **Time Off Request** screen). These may be split into separate categories such as VAC_NEWHIRE or VAC_POSTNEWHIRE depending on the plans assigned to the employee).

Find	Name	Description
Clear	<input type="text"/>	<input type="text"/>
	BRVMT	Bereavement Pay
	JURY	Jury Duty Pay
	LIEUP	Lieu Bank Paid
	MEDICAL	Medical/Personal
	PDTOF	Paid Time Off
	SICK	SICK
	STAT DOLLAR	Stat Dollar
	STBKP	Stat Bank Paid
	UNPAID LEAVE	Unpaid Leave
	VAC	Using vacation balance

< Prev 1 Next > Reset

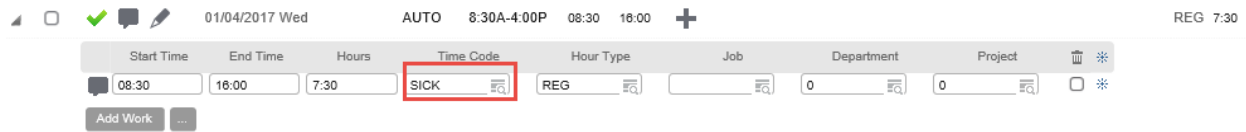
13. If the absence request is not for a full workday, enter **Start and End Time**. Add an 'a' for a.m. or 'p' for p.m. For example, 8a = 8:00, 1p= 13:00. Ensure that start and end times are within the person's assigned working hours.


14. Click **Save**.

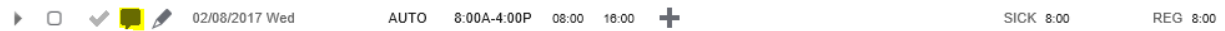
15. The WRK code denoting a regular workday shift is now replaced by SICK. The approval checkmark changes to an X indicating this requires manager approval. Click the arrow beside the entry to see details of the sick time code entry.

▶	02/07/2017 Tue 08:00	AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00	REG 8:00
▶	02/08/2017 Wed	AUTO	8:00A-4:00P	08:00	16:00	+	SICK 8:00	REG 8:00
▶	02/09/2017 Thu 08:00	AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00	REG 8:00

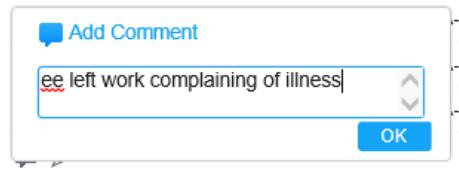
16. The entry shows the employee was absent from work on Jan 4 due to illness. Click the arrow again to close the details box.



17. Add a comment to describe your entry. This helps the manager when reviewing and approving changes. Click the comment icon  for the sick day entry.



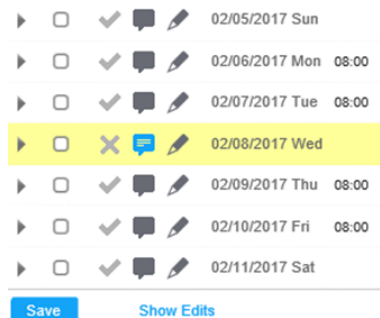
18. Type in comments and click **OK** to save.



19. The comment icon is now blue, indicating a comment has been entered.



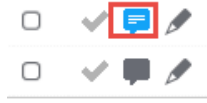
20. Click **Save**.




How to Edit or Delete Comments

If you need to change or remove a comment on a timesheet.

1. Click the **Comments** icon.



2. Click in the Edit Comment text box. Change or delete the comment.



3. Click **OK**.

4. Click **Save** in the bottom left of the screen.

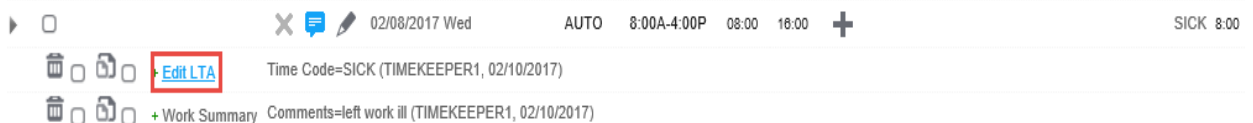


How to Edit or Delete Absence Entries

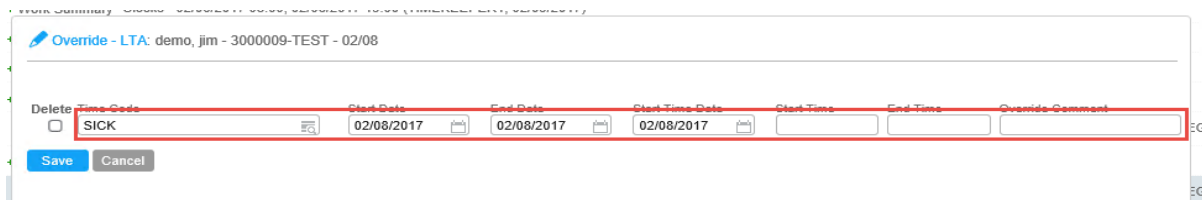
1. Open the timesheet.
2. Click **Show Edits**.

Date	Day	Time Code	Start Time	End Time	Start Date	End Date	Start Time	End Time	Time Code	Start Date	End Date	Start Time	End Time	
02/08/2017	Wed	AUTO	8:00A-4:00P	08:00	16:00				SICK	8:00			REG	8:00
02/09/2017	Thu	08:00	AUTO	8:00A-4:00P	08:00	16:00			WRK	8:00			REG	8:00
02/10/2017	Fri	08:00	AUTO	8:00A-4:00P	08:00	16:00			WRK	8:00			REG	8:00
02/11/2017	Sat		AUTO	OFF										

3. Click **Edit LTA**.



4. Make changes to data fields.
5. Click **Save**.



Delete	Time Code	Start Date	End Date	Start Time Date	Start Time	End Time	Override Comment
<input type="checkbox"/>	SICK	02/08/2017	02/08/2017	02/08/2017			

6. To delete, click the **Delete** box.
7. Click **Save**.

Override - LTA: demo, jim - 3000009-TEST - 02/08

Delete	Time Code	Start Date	End
<input checked="" type="checkbox"/>	SICK	02/08/2017	02/08/2017

Save **Cancel**

8. Click **Hide Edits**. Click **Save** to save Timesheet changes.

			+ Work Summary	Comments=left work ill (TIMEKEEPER1, 02/10/2017)	
					02/09/2017 Thu 08:00 /
					02/10/2017 Fri 08:00 /
			+ Work Summary	Comments=Blank (TIMEKEEPER1, 02/10/2017)	
			+ Work Summary	Bank OT?=Y (TIMEKEEPER1, 02/10/2017)	
			+ Work Summary	Bank OT?=N (TIMEKEEPER1, 02/09/2017)	
			+ Work Summary	Comments=extra hrs Feb 6 at fundraiser,Bank OT	
					02/11/2017 Sat /

Save **Hide Edits**