

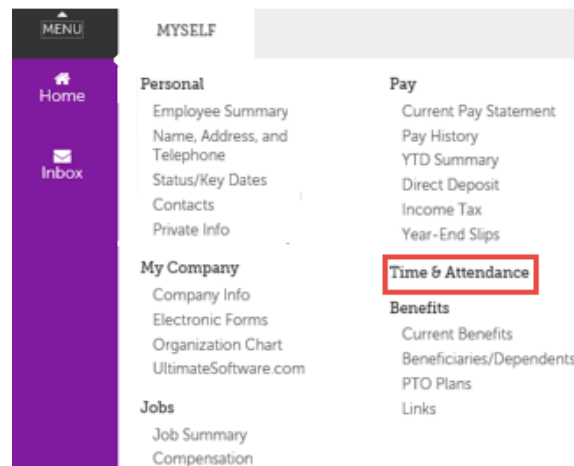
## Requesting Time Off in UltiPro

The **Time and Attendance** section is used by employees to schedule and request paid time off.

Click **Menu** to display the entire list of information tabs and pages available to you.

Click **Time and Attendance**.

### Main Menu



### Time and Attendance Tab

This is the **Launch Pad Homepage** of the **UltiPro Time and Attendance** section.

**NOTE:** If this page does not appear, it is likely because your browser is blocking pop-ups. Refer to **Job Aid: How to turn off Pop-up blockers** at <http://salvationist.ca/projectultipro/resources>.

Launch Pad Homepage Messages (0)

#### Quick Links

[Request Time Off](#)

#### My Alerts

Alerts
<div> <div>Del</div> <div>Subject</div> <div>Date ▼</div> </div>
No data exists at this time.

#### EMPLOYEE BALANCES

Balance	Current	End of Year
Vacation	128.00 hours	136.00 hours
Sick	308.00 hours	308.00 hours
Banked lieu/ot	100.00 hours	100.00 hours
Banked stat holiday	0.00 hours	0.00 hours
Medical/personal	14.00 hours	14.00 hours

1. **Launch Pad Homepage** returns to this main screen.
2. **Messages** is a quick link to your InBox. Click to view your requests and manager responses (e.g. time off requests/responses).
3. **Request Time Off** is a quick link to display the calendar where you create and submit your time off requests.
4. **My Alerts** displays any system generated warnings.
5. **Employee Balances** displays your paid time off balances.

## Messages InBox

Click **Messages** to display your inbox.

Launch Pad Homepage Messages (1)

### INBOX

Inbox-1 Unread Messages

Move Checked Items To [Folder] Go

2 Del 3 All

From

☐ MBABCOCK  
☐ MBABCOCK

Browse Folder INBOX 1

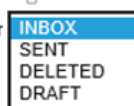
Subject

Your Time Off Request was Approved.

Your Time Off Request was Approved.

1. **Browse Folder** – select an item from the droplist to filter your InBox message display.

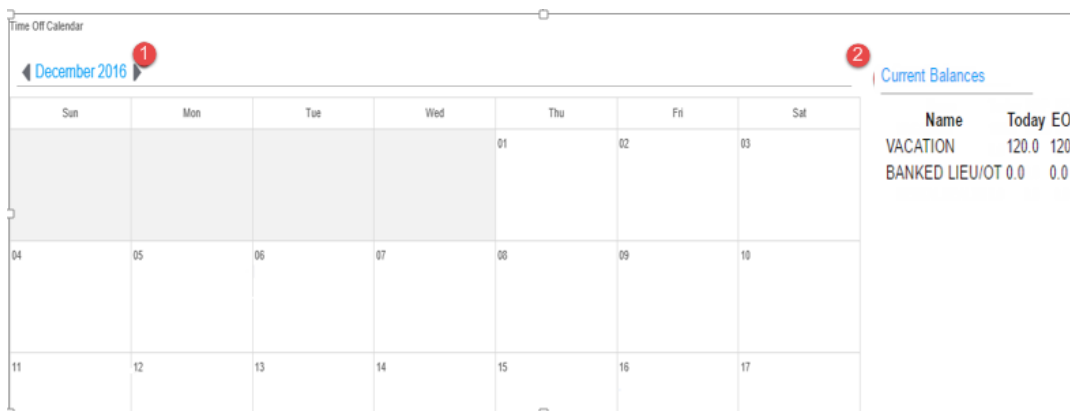
Browse Folder



2. **Del** - To delete a message, click the checkbox beside the message, then click **Del**.
3. **All** – Click **All** to mark all messages for deletion. Click **Del**.

## Request Time Off

Click **Request Time Off** from the Landing Page to access the **Time Off calendar**.



Time Off Calendar

December 2016 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17

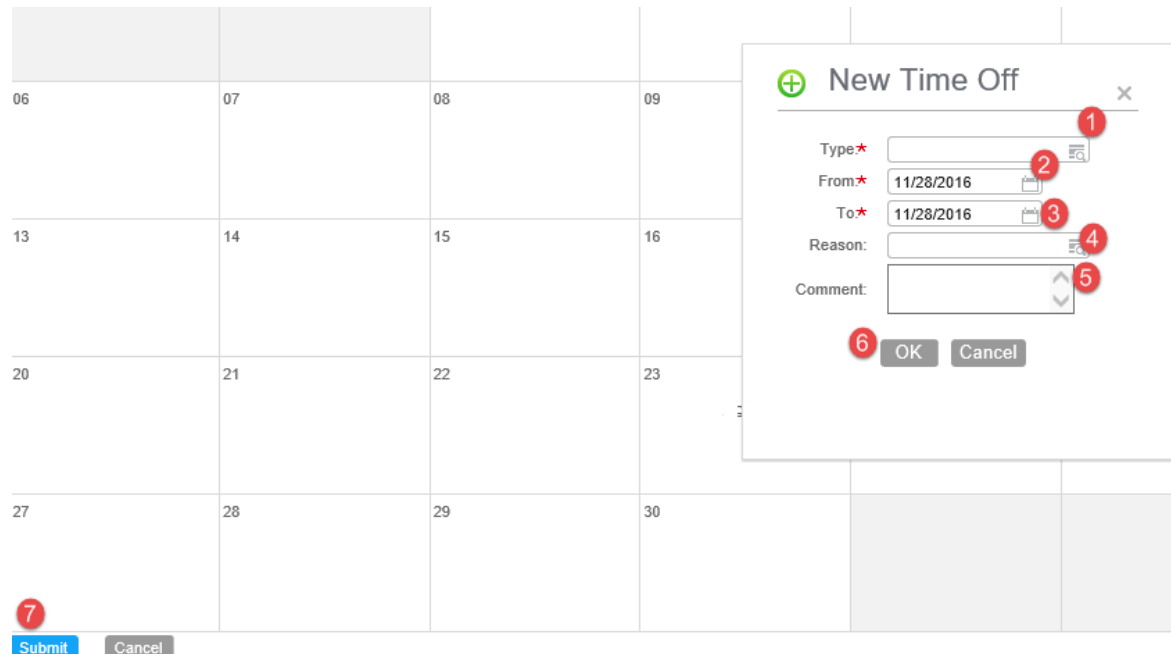
2 Current Balances

Name	Today	EOP	EOY
VACATION	120.0	120.0	120.0
BANKED LIEU/OT	0.0	0.0	0.0

1. Click the left and right arrows to scroll through the months.
2. **Current Balances** displays the hours you have available for paid time off. The hours will change as you create time off requests.

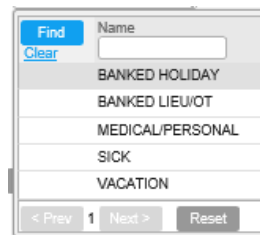
## How to Create a Time Off Request

Click the desired date on the calendar and the **New Time Off** box displays.



The asterisked fields are required fields.

1. Click in the **Type** field to view time off types. Click one to select.

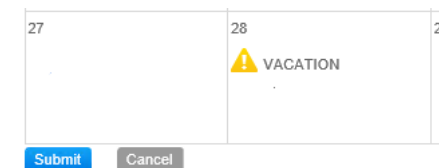


2. Click in the **From** field to view a calendar. Select start date.
  3. Click in the **To** field to view a calendar. Select end date.
- NOTE:** do not select date ranges that include weekends or holidays.

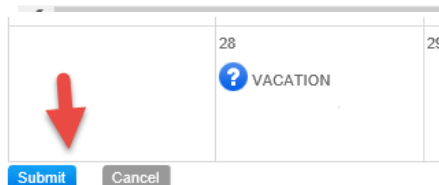
4. (optional) Click in the **Reason** field to view a list. Select a reason.

5. (optional) Add a comment if an explanation is needed.

6. Click **OK** to accept. The calendar date displays an **exclamation mark** – showing it is saved but has not yet been submitted for approval.



7. To send for approval, click **Submit**. The **exclamation mark** turns into a **question mark** to show the request has been sent to your manager's inbox.

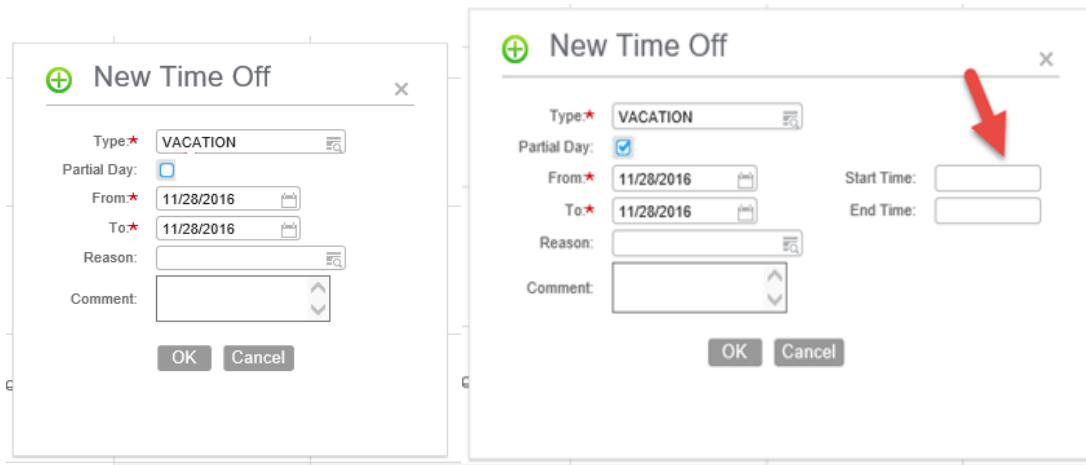


Once your manager has approved the request:

- a. You will get a notice of approval in your inbox.
- b. The requested time off entry in the calendar will change from a question mark to a **check mark**.



## How to Request Partial Time Off



1. Click on a day in the calendar to display the **New Time Off** box.
2. Click in the **Type** field to display types. Click the desired type.
3. Click partial day field. The **Start time** and **End time** fields display.
4. Type in **Start** time and **End** time. **NOTE:** the time clock used is in 24 hour format. To ensure it recognizes p.m. hours, enter a 'p' beside it. See sample below.

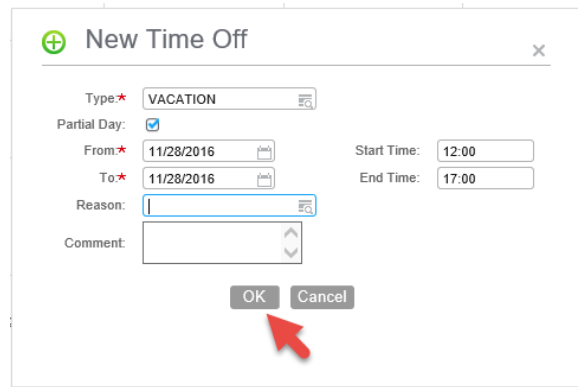
Start Time:

End Time:

Start Time:

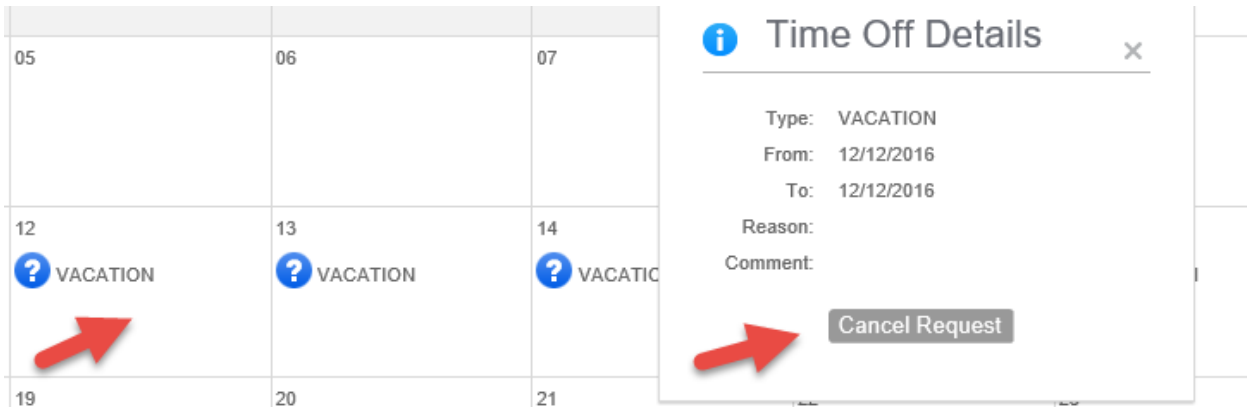
End Time:

5. Note the final display is in 24 hour format.
6. (optional) Enter a reason and/or comment.
7. Click **OK** to accept time off entry.
8. The time requested shows on the calendar with an **exclamation mark**. Click **Submit** to send for manager review.



## How to Cancel a Time Off Request

Click an entry to view the **Time Off Details**.



Click **Cancel Request**. Click **Submit** to complete the cancellation.

- If original request was not submitted for approval (displays with **exclamation mark**) it is simply deleted.
- If original request has been submitted for approval (displays with **question mark**) the entry is deleted and a notice of cancellation shows in your manager's inbox as cancelled.
- If original request has been approved (displays with **check mark**) the entry is crossed out until manager accepts request for cancellation, then it is deleted.



**NOTE:** When you cancel a request it is based on the duration of the original request. For example if you booked a week off as one request, you can't cancel a day of that week. Your cancel action would cancel the whole week because your initial request was for a week block of time. If you have a variety of time off requests – e.g. Dec 12 -medical appointment, Dec 13-Holiday – consider submitting as separate requests to make it easier to edit and for your manager to accept/deny the requests.