

Update a Timesheet with an Absence

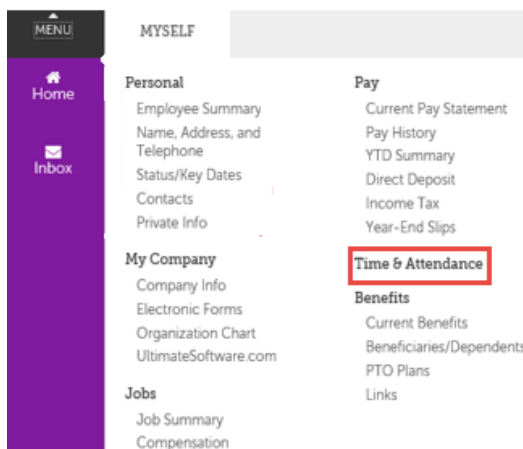
Overview: Employees can use their **Time and Attendance** to request their own sick time, medical/personal time, paid vacation time or banked overtime.

If the employee missed entering a time off request, a manager, or a designated timekeeper can update timesheets on behalf of an employee. Absences that can be entered on behalf of the employee include an employee wanting to take an unpaid vacation day, sick day(s) that were unable to enter due to illness, or to post absence for bereavement (grieving death of a family member) or jury duty. Hours can only be adjusted retroactively for 1 pay period.

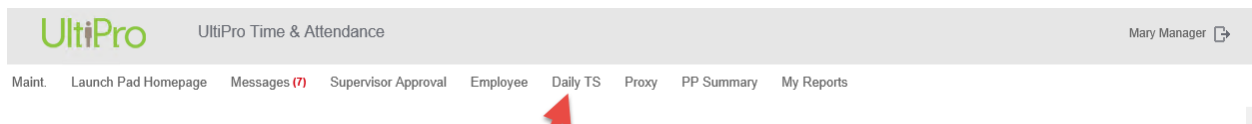
For this example on how to enter an absence, our employee left work on Jan 4, 2017 due to illness. The employee was too sick to enter their own sick day, so the Manager or Timekeeper needs to enter the absence on behalf of the employee.

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

Main Menu

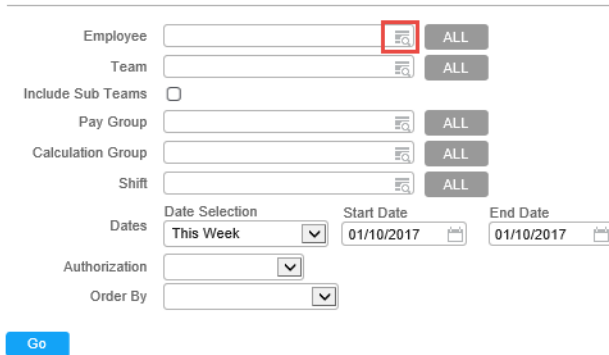


2. The **Time and Attendance Launch Pad Homepage** displays. **Note:** The options shown below are for a manager. A timekeeper, working on behalf of a manager, will not see the **Supervisor Approval** and **Employee** options. Click **Daily TS** to access employee timesheets.



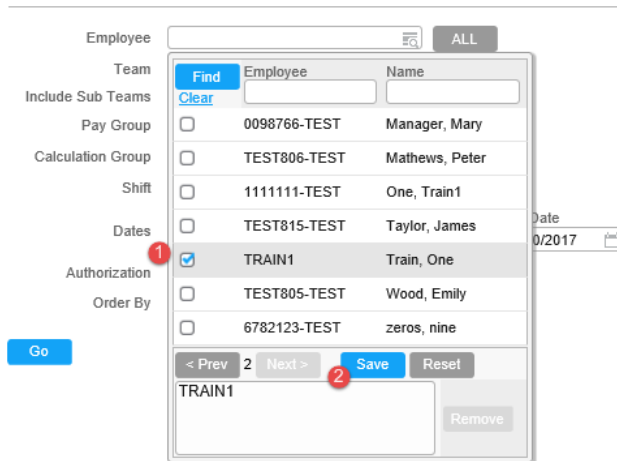
3. The **Timesheet Selection** screen displays. Click the magnify icon to see a list of employees.

Timesheet Selection



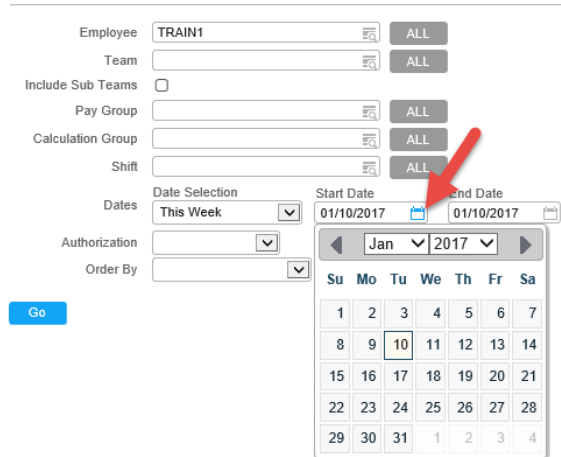
4. To select an employee, click the checkbox beside the employee's name. Click **Save**.

Timesheet Selection



5. The name will display in the **Employee** field. Select a date range from the Date Selection droplist. The default is the present week. To select a particular date, click the calendar icon in the date field and select it. Click **Go**.








Timesheet Selection



- The **employee's timesheet** for the indicated date range displays. 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, the code for booking all absences).

Employee: Train, One

	Scheduled	Auth By	Shift	Start	End	Clocks	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/04/2017 Wed	07:30	AUTO	8:30A-4:00P	08:30	16:00	+
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/05/2017 Thu	07:30	AUTO	8:30A-4:00P	08:30	16:00	+
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	01/06/2017 Fri	07:30	AUTO	8:30A-4:00P	08:30	16:00	+


Comment

LTA

Work Detail

- The **Override box** displays. Click the magnify 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

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

Time Code explanation:

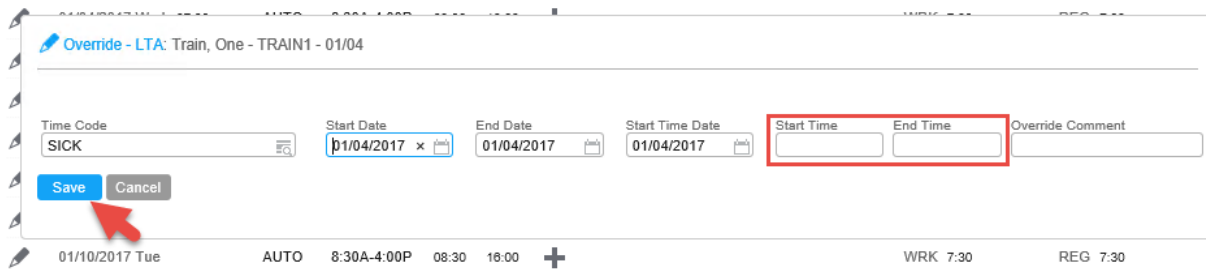
- **VAC** – use to indicate vacation days (employees can request this themselves through their **Time Off Request** screen)
- **VAC-U** - if employee had exhausted all of their paid vacation, use unpaid vacation to record requested time off.
- **SICK** – to record sick time (employees can request this themselves through their **Time Off Request** screen).
- **Stat Bank Paid** – select to record if employee worked banked stat holiday.
- **LIEUUP**– to record use of available banked overtime (employees can request this themselves through their **Time Off Request** screen).
- **BRVMT** – to record days allowed for grieving family death.
- **JURY** - to record days allowed for jury duty.
- **MEDICAL** - to record medical appointment time (employees can request this themselves through their **Time Off Request** screen).

Find	Time Code	Description
Clear	<input type="text"/>	<input type="text"/>
	VAC	Using vacation balance
	VAC-U	Unpaid vacation
	SICK	SICK
	STBKP	Stat Bank Paid
	LIEUP	Lieu Bank Paid
	BRVMT	Bereavement Pay
	JURY	Jury Duty Pay
	MEDICAL	Medical/Personal

< Prev 1 Next > Reset

Note: the time codes above follow the same entry procedure as detailed below.

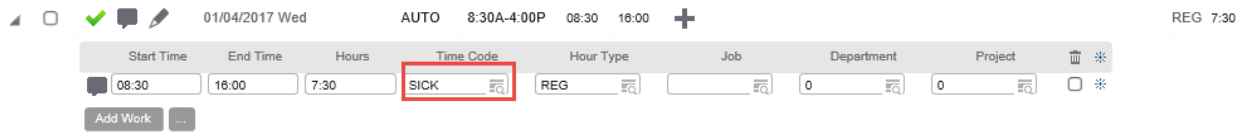
10. If the absence request is not for a full workday, enter start and end time. Add an ‘a’ for a.m. or ‘p’ for p.m. For example, 8a = 8:00, 1p= 13:00. Ensure that start and end times are within the person’s assigned working hours. Click **Save** to accept.



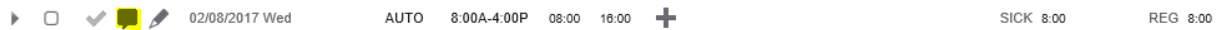
11. Once saved, the WRK code denoting a regular workday shift is now replaced by SICK code. The approval checkmark changes to an X indicating this requires manager approval. Click the arrow beside the entry to see details of the sick time code entry.

▶	□	✓	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

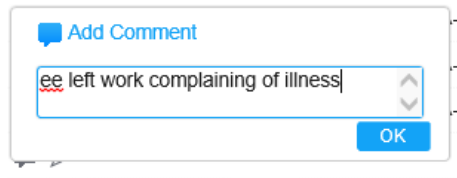
12. The entry shows the employee was absent from work on Jan 4 due to illness. Click the arrow again to close the details box.



13. It's good practice to add a comment to describe your entry. This helps when the manager is reviewing and approving edits to timesheets. Click on the comment icon of the sick day entry.



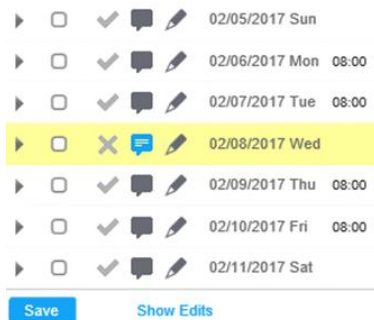
14. Type in comments and click **OK** to save.



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



16. Finally, click **Save** to save your changes to the employee timesheet.



How to Edit or Delete Comments

17. Click on Comments icon.



18. Click in the edit box. Change or delete the comment. Click **OK**.

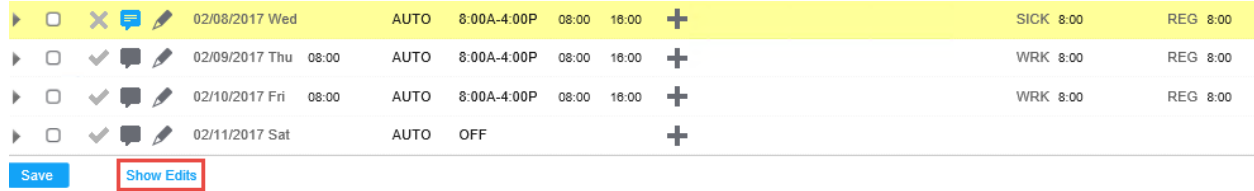


19. Click **Save** in the left bottom of the screen to save the edits to the timesheet.

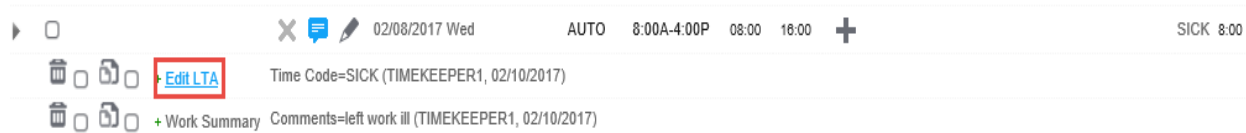


How to Edit or Delete Absence Entries

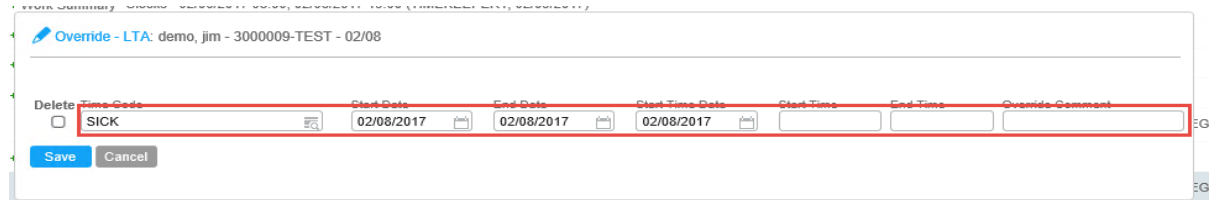
20. Click **Show Edits**.



21. Click **Edit LTA**.



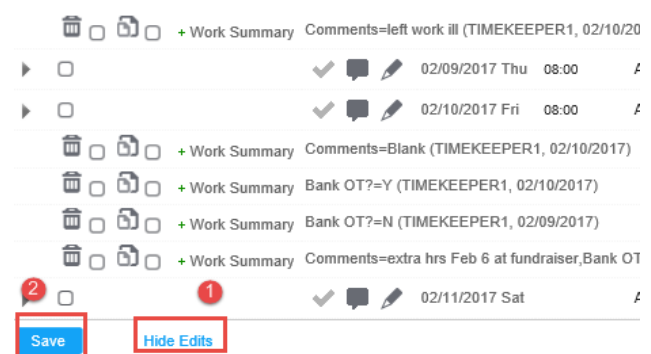
22. To edit, make changes to data fields. Click **Save**.



23. To delete, click on **Delete** box. Click **Save**.



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



25. The edits to the employee timesheet are now saved. You can make further edits to the same employee or:

1. Click the magnify icon to select a new employee.
2. Click on left-right arrows to move through dates to display.
3. Click **Load** to load newly selected timesheet. Begin entering edits to displayed timesheet.
4. When you are finished editing click the icon beside your name to log out of **Time and Attendance**.

