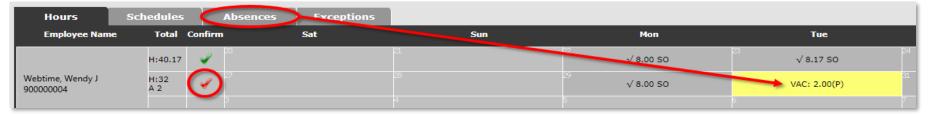


UltraTime: Absences Tab in UltraView



(for PC users)

1. If an employee has a **pending absence**, you will need to go to the **Absences Tab** to take action. There are a few ways to see if there are any pending absences, but the most obvious is the **day will be highlighted yellow**. This is true even if part of the day has normal hours worked.



2. To take action on the pending absence, first click on the **Absences** Tab, then **RIGHT click** on the pending absence. A window will pop up with "P" (Pending), "A" (Approved), and "W" (Withdrawn) on the left side. To approve the absence, select the "A" button and hit **Apply**.



Once you click **Apply**, a pop up window appears with the **leave balances** for th employee. If it looks correct, click **Ok**. Then the highlight on the left will turn **green**. Click **Close** to return to the absences tab.



3. When the absence is **confirmed**, back on the **Hours** Tab, a **small check mark** will be next to the code and the cell will turn grey. If all the hours for that week have been confirmed, the **big check mark** will turn **green** and you are good to go.

| Hours | Schedules Absence | s Exceptions | | | |
|-------------------------------|-------------------|--------------|------|-----------|----------------|
| Employee Name | Total Confirm | Sat | Sun | Mon | Tue |
| Webtime, Wendy J 900000004 | 13 | 1. | 4 15 | 5 | 16 I. |
| | H:40.17 🕜 | | | √ 8.00 SO | 23 √ 8.17 SO |
| | H:32 A 2 | | 8 29 | √ 8.00 SO | 00 √ VAC: 2.00 |
| | 13 | 14 | 4 15 | 5 | 16 1. |

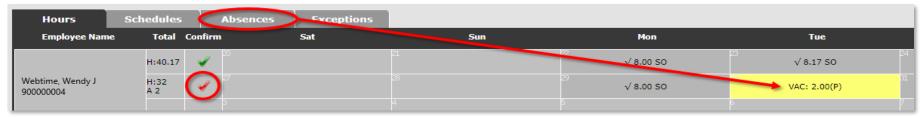


UltraTime: Absences Tab in UltraView

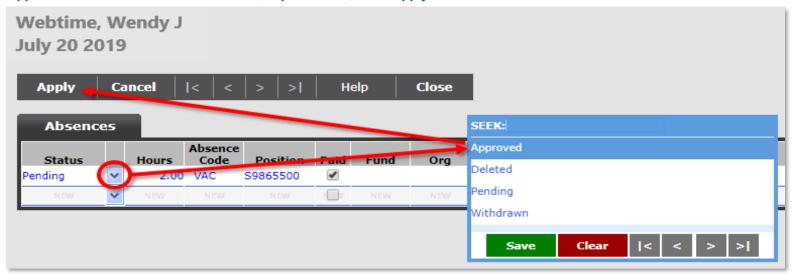


(for Mac users)

1. If an employee has a **pending absence**, you will need to go to the **Absences Tab** to take action. There are a few ways to see if there are any pending absences, but the most obvious is the **day will be highlighted yellow**. This is true even if part of the day has normal hours worked.



2. To take action on the pending absence, first click on the **Absences Tab**, then **click** on the pending absence. Choose the drop down for the **Status** and select **Approved** or **Withdrawn**. Then click **Save** (or press enter), then **Apply** and **Close** to exit.



3. When the absence is **confirmed**, back on the **Hours** Tab, a **small check mark** will be next to the code and the cell will turn grey. If all the hours for that week have been confirmed, the **big check mark** will turn **green** and you are good to go.

| | Exceptions | | | |
|------------|----------------------|-------|----------------------------------|----------------------------------------------------------------------|
| al Confirm | Sat | Sun | Mon | Tue |
| 13 | 14 | 15 | 16 | 1 |
| 17 👱 20 | | | √ 8.00 SO | √ 8.17 SO |
| | | 29 | √ 8.00 SO | √ VAC: 2.00 |
| | 13 13 20 27 27 13 13 | 13 14 | 13 14 15 15 17 20 21 22 27 28 29 | 13 14 15 16 16 16 17 17 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19 |