UltraTime: Editing Time Off in Absences Tab

(for PC users)

Sometimes you may need to go in and add or edit time off for an employee. This may happen if they are out of the office and cannot access the system themself, or if it is past the point in the payroll process that employees are locked out.

Editing Employee Time Off

When you are in the **Absences** tab, **right click** on the day that you need to edit. From the pop-up window you are able to edit ① the Status of the absence, ② the absence **Code**, ③ the number of **Hours** or ④ the **Position to be charged.**

1. To change the **Status**, simply click the correct radio button and then **Apply**. **P** = Pending, **A** = Approved and **W** = Withdrawn (Use Withdrawn if the employee has changed their mind, made an error, or you are not approving that time. It is recommended that you **enter a comment** when withdrawing a request.

2. To change the number of **Hours**, highlight over the text, backspace and enter the new time, then click **Apply**.

3. To change the **Code** or **Position**, use the drop down menu to select a different option, then click **Apply**.

4. Whenever you make a change to an employee's absence, it will send an **email notification** to the employee of the change.

NOTE: It is recommended that if you are **Withdrawing** the absence, **changing the hours**, or any other edit that will **affect the pay** to the employee, that you enter a comment in the **Message** field for future reference and to notify the employee of why the change was made.