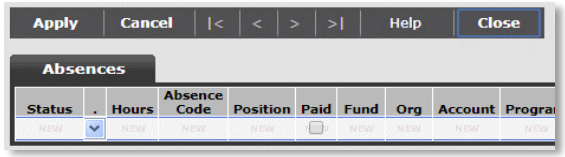
UltraTime: Adding Time Off in Absences Tab

(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, or if it is past the point in the payroll process that employees are locked out.

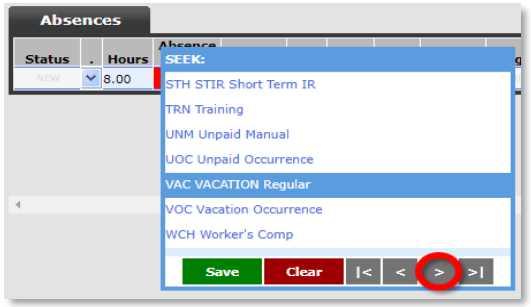
Adding Time Off

1. To **add** an absence for your employee, you need to **left click** on the day while you are in the **Absences** tab. A different window will pop up.

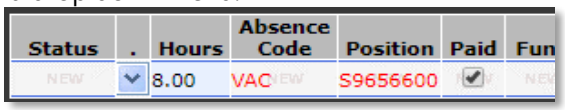


2. In the **Hours** column, enter the number of hours using a decimal point for less than an hour.

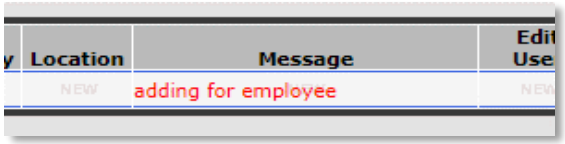
3. For the **Absence Code**, click in the space and hit **Tab**. A pop up window will come up for you to select the code. ***NOTE:*** there are two pages to the absence codes, so use the **arrow** on the bottom right if you need to toggle.



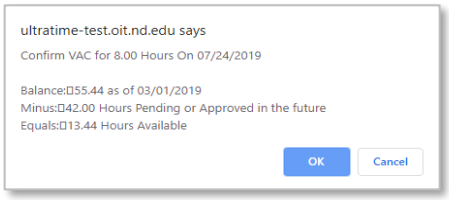
4. In the **Position** space, hit **Tab** and the position number will fill in. If the employee has more than one position, it will allow you to select from a drop down menu.



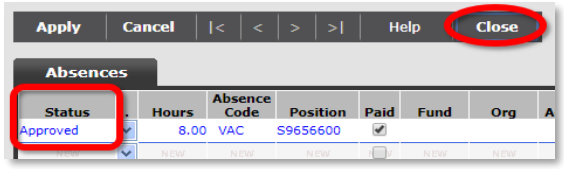
5. If you want to add a **Message**, you can enter it to the right. Then click **Apply** and **Close**.



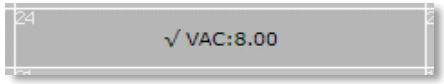
6. When you are finished entering the **Hours**, **Absence Code** and **Position**, click **Apply**. If you are entering INC or VAC time a pop up window will come up with the employee's leave balance and will ask you to confirm the the time.



7. Once you click **OK**, you will see the **Status** on the left will show **Approved** and you can click **Close** to exit.

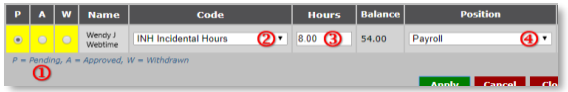


8. Now the absence is entered and Approved.



Editing Time Off

1. 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.



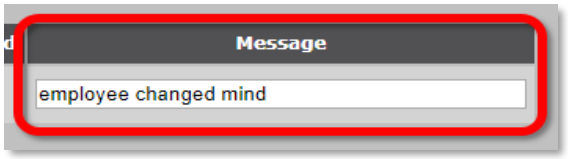
2. To change the **Code** or **Position**, use the drop down menu to select a different option, then click **Apply**.

3. To change the **Status**, simply click the correct radio button and then **Apply**.

4. To change the number of **Hours**, highlight over the text, backspace and enter the correct number, then click **Apply**.

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

6. If you are **Withdrawing** the absence, you may want to write a comment in the **Message** field for future reference and to notify the employee of the change.



UltraTime: Adding Time Off in Absences Tab

(for Mac users)

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Adding Time Off

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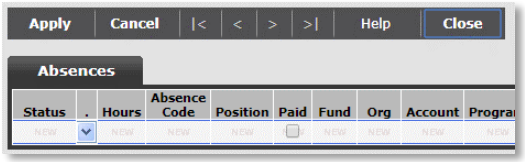
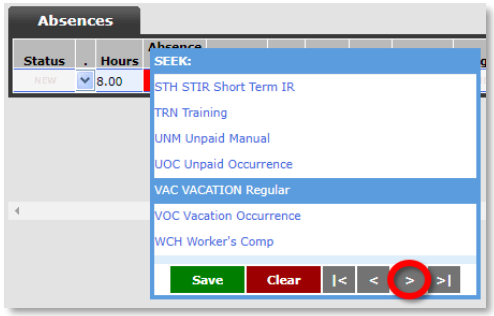


2. In the **Hours** column, enter the number of hours using a decimal point for less than an hour.

3. For the **Absence Code**, click in the space and hit **Tab**. A pop up window will come up for you to select the code. ***NOTE:*** there are two pages to the absence codes, so use the **arrow** on the bottom right if you need to toggle.



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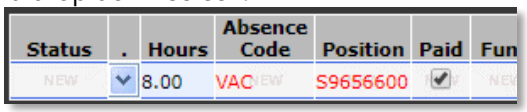

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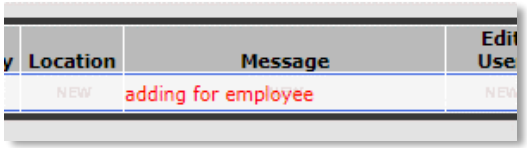
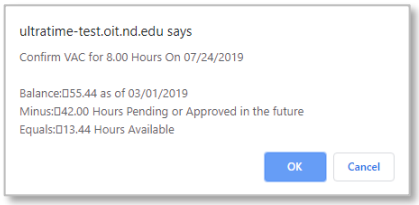


6. When you are finished entering the **Hours**, **Absence Code** and **Position**, click **Apply**. If you are entering INC or VAC time a pop up window will come up with the employee's leave balance and will ask you to confirm the the time.



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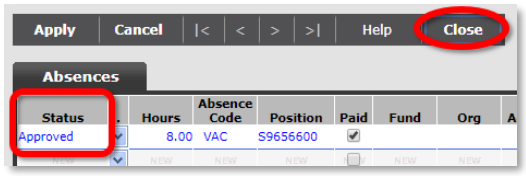

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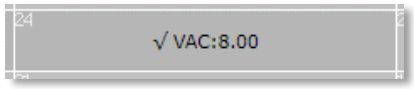

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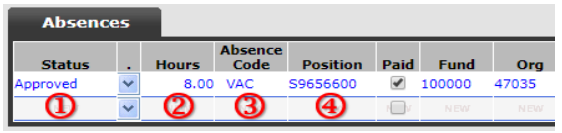
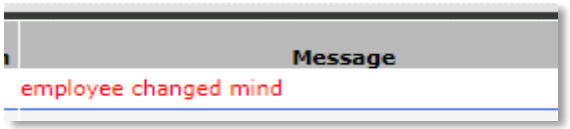


2. To change the **Status**, use the drop down arrow to select the new status. ***NOTE:*** You are not able to **Delete** an absence that was entered by the employee. You may only **Withdraw** it.

3. To change the number of **Hours**, highlight over the text and re-enter the correct time.

4. To change the **Absence Code** or **Position**, highlight over the text, backspace and then hit **Tab** to bring up the drop down menu.

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

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