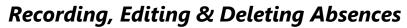


UltraTime: Employee Time Off



Recording an Absence

From the **Time Entry** screen you may record time **within** the current two week pay period. This time is recorded on the right side of the screen.

ıe															r Summar
Day	Date	Delete	5√ :	Start	Sto	op Lunc	h Paid	Position	Comment		Delete	s√	Absence	Hours	Position
Sat	Jul 6		:		:			*					*		*
Sun	Jul 7		:		:			*					8	•	×
Mon	Jul 8		;		;			*		+		Ρ	INH ≈	8.00	S965660(¥
Tue	Jul 9		;					*		+		Ρ	VAC 🛛 🕅	8.00	S965660(¥
Wed	Jul 10		:		:			*					\$		×
Thu	Jul 11		:					*					~		~

1. Enter the **Hours** for the time off and then use the **drop down arrows** to select the **Code** for the time off and your **Position** number.



- a. There are **two pages** of absence codes, so use the arrow at the bottom of the menu to access additional codes.
- b. If you have only one position on campus, the **Position** number will automatically populate when you click Apply. If you have more than one Position, use the **drop down arrows** to select the correct position.
- 2. Once the code is selected and your time is entered, click Apply.

Apply	Cancel	Ŧ	B:07/06/2019-07/1	9/2019 🔻	Help	Back			
							Pr	int Calenda	Summar
Delete	s√ Start	Stop	Lunch Poid	Position	Comment	Delete	s√ Abs	ence Hours	Position
	:	:		×				*	*
	;	:		*				*	¥
	;	:		*			VAC	♦ 8.00) *
	:	:		*			-	*	*

Editing or Deleting an Absence

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- You may edit or delete your time off as long as it is still Pending. You can tell the status from the s√ column. P = Pending and √ = Approved. If it is approved, then your supervisor is the only one that can change it.
- 2. If you need to change the type of **Absence** or the **Position**, simply use the **drop down arrows** to change the **Code** and then click **Apply**.
- 3. To change the amount of time, **highlight** the number of **Hours**, enter the new time and click **Apply**.
- If you need to enter more than one type of absence for a single day, click the green plus sign + to add another row for that day. Enter your Hours and Code for the second absence the same as the first.
- 5. To delete an absence that is still pending, check the **Delete** box and then click **Apply**.
- 6. You may also enter both hours worked and time off for the same day.



7. For a summary of your **time off accruals**, click on the **Summary** button on the upper right corner of the page.

Close	1-1					
Name Doe						
Start 06/2	25/2010	<u> </u>				
Accrual T	otals					
		Available:	13.44	Date:	03/01/2	019