

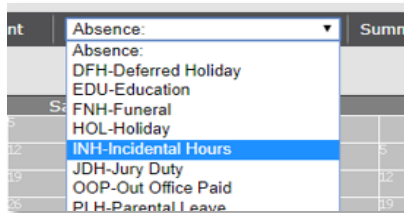
UltraTime: Requesting Future Time Off

Requesting Future Time Off

From the **Main Menu** you are able to enter time off by selecting the **Calendar** button. This is useful when entering **future time beyond** the current two week pay period.

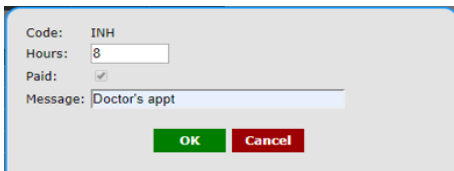


1. A yearly calendar will come up in this screen. On the top menu, use the **drop down arrow** to choose the type of **Absence** you are entering.

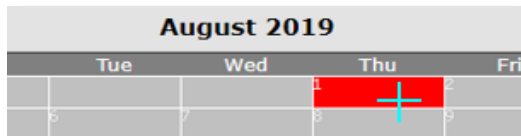


2. Enter the number of **Hours** in the new window and you may add a **Message** as a reminder to yourself and your supervisor, then click **OK**.

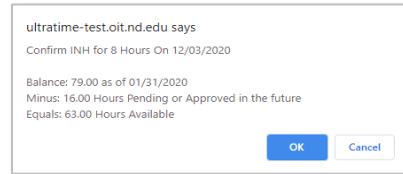
NOTE: The comment field is **optional**.



3. After you click OK, your cursor will turn into a **plus** sign and when you hover over a day, the cell is red. **Click** on the day you are requesting.

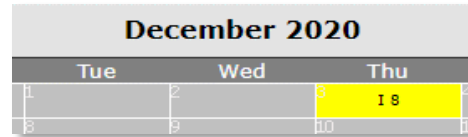


4. For vacation, incidental or personal time, another window will show your **balances available** and ask you to **confirm** your request. Click **OK**.

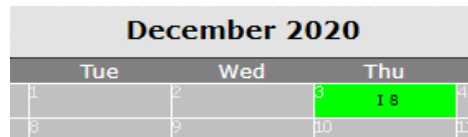


NOTE: If your request is for more time than you have available, you will receive a notification that "you do not have enough available hours".

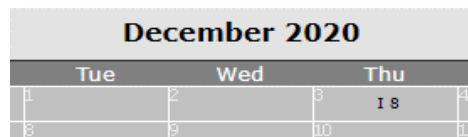
5. Now the date on the calendar is highlighted **yellow** and an **email is sent to your supervisor** for approval.



6. Once the time is **Approved** by your supervisor, the date will turn **green** and **you will receive an email** confirmation. **NOTE:** At this point only your supervisor will be able to make any changes or withdraw the request.



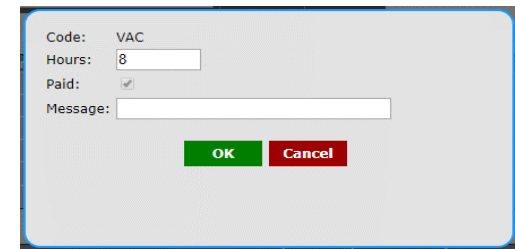
7. If your request has been **Withdrawn**, the date will appear **grey** and **you will receive an email** letting you know it was withdrawn.



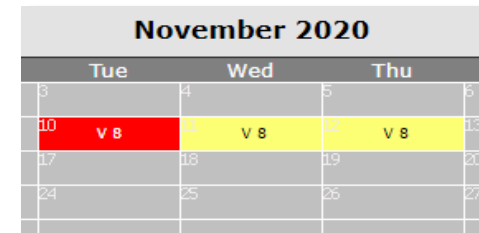
Deleting & Changing Requested Time Off

You may **edit** or **delete** your request as long as it is still **Pending (yellow)**. If it is approved or withdrawn, only your **supervisor** can change it.

1. To **Delete** a pending request, follow the instructions as if you were entering a new request. Put in the **same code and hours** as your original request.



2. When your cursor turns to the **plus** sign, **click** on date that you would like to **remove**.



3. If you want to **Change** a pending request, you first need to **delete the request**, then **enter a new request** in its place.

Requesting Multiple Days Off

- If you want to request **multiple days off** for an absence, follow the same steps to choose your **Absence**, enter the Hours, and an optional reminder **Message**. Click **OK**.

- Your cursor will turn into a **cross** and you can click on all the days you would like to request for your time off. Each time the status of your **leave balance** will pop up and click **OK** if you have the hours.

November 2020				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Reserve PLACEHOLDER Absences

- If you have **not accrued the vacation time** but would like to **reserve** the time, you may enter **RSV-PLACEHOLDER Absences**.

- IMPORTANT NOTE:** The **RSV-PLACEHOLDER Absences** code is a **non-paying** code and should only be used until you accrue the time. Your supervisor will change this to the **VAC-VACATION Regular** code before the end of the pay period so you will be paid for the time.

Yearly Attendance Calendar

You can print a calendar of all your hours and time off for the year.

Attendance Calendar		
DATE:	01/01/2020 - 12/31/2020	CODE Count Hours
NAME:	John D. Employee	HOL 4 32.00
NDID:	901234567	WORK 134 1105.11
HIRED:	08/14/2014	WTH 2 12.00
		OOP 1 3.00
		PRH 2 16.00
		VAC 1 8.00
		REG 0 1008.43
		OT 0 27.61

Month	Year
January	2019
February	2019
March	2019
April	2019
May	2019
June	2019

- You can access this from the **Time Off** screen by selecting **Print**.

- When you are in the **Time Entry** screen, you can also access this from the **Calendar** button at the **top right** of the screen.

Summary of Time Off Accruals

For a summary of your **time off accruals**, click on the **Summary** button next to the Absence drop down box.

Exit to Main Menu

To exit back to the **Main Menu**, click on the **Back** button next to the Summary.