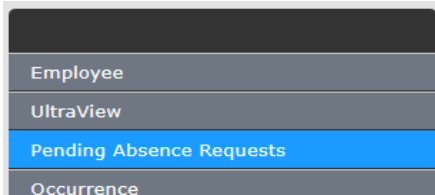


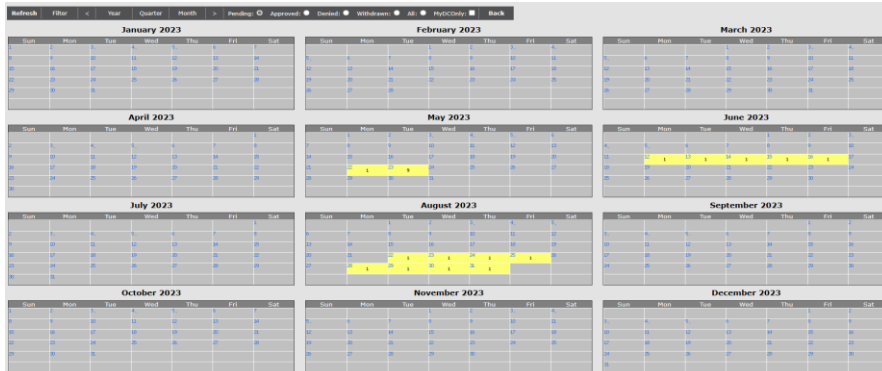
UltraTime: Approving Absences with the Pending Absence Requests

If you have several employees to approve on a single day, or an employee with multiple days of absences, this can be a faster way to approve the time.

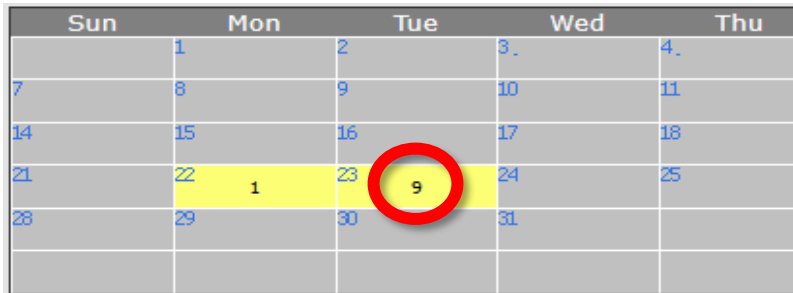
- When you first log into UltraTime, select **Pending Absence Requests** from the main menu.



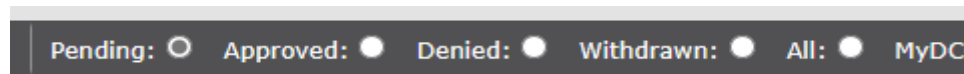
- This takes you to a page with a full-year calendar with any pending absences highlighted in yellow.



- If more than one employee has a pending absence on the same day, the number of employees will be listed on the date.



You can use the radio buttons on the top menu to toggle between **Pending**, **Approved**, **Withdrawn**, or **All** absences.



- Click on a yellow date to open the approval window with all absences for that date. Yellow is Pending, Green is Approved, and Orange are *Withdrawn absences*.

P	A	W	Name	Code	Hours	Balance
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name One	Incidental Hours	2.00	62.75
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Two	VACATION Regular	8.00	100.01
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Three	Out Office Paid	4.00	0
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Four	VACATION Regular	8.00	180.70
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Five	Incidental Hours	3.00	59.50
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Six	STIR Short Term IR	8.00	0
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Seven	VACATION Regular	6.00	128.43
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Eight	VACATION Regular	8.00	59.08
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Name Nine	VACATION Regular	8.00	97.41
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Name Ten	Personal Day	4.00	52.75
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Name Eleven	Out Office Paid	4.00	0
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Name Twelve	VACATION Regular	8.00	14.84

- Click the "A" radio button for one of the yellow pending absences and then Apply. **NOTE:** You need to click Apply inbetween each approval in order for the leave balances to be confirmed. You do **not** need to close the window between each approval, though.

- When all the approvals are complete, click Close. This will take you back to the calendar page and if all of the pending absences are either approved or withdrawn, the date will turn grey.