

UltraTime: Employee Time Off

Recording, Editing & Deleting Absences

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.

Day	Date	Delete	s/v	Start	Stop	Lunch	Paid	Position	Comment	Delete	s/v	Absence	Hours	Position
Sat	Jul 6													
Sun	Jul 7													
Mon	Jul 8	+									P	INH	8.00	S965660i
Tue	Jul 9	+									P	VAC	8.00	S965660i
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. **NOTE:** You may need to use the arrow button on the bottom of the drop down menu to find the appropriate code. If you only have 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.

SEEK:	s/v	Absence	Hours	Position
STH STIR Short Term IR				
TRN Training				
UNM Unpaid Manual				
VAC VACATION Regular			8.00	
WCH Worker's Comp				

2. Once the code is selected and your time is entered, click **Apply**.

Delete	s/v	Start	Stop	Lunch	Paid	Position	Comment	Delete	s/v	Absence	Hours	Position
										VAC	8.00	

Editing or Deleting an Absence

Delete	s/v	Absence	Hours	Position
+		P VAC	8.00	S965660i
+	✓	VAC	8.00	S965660i

1. You may **edit** or **delete** your time off as long as it is still **Pending**. You can tell the status from the **s/v** column. **P** = Pending and **✓** = Approved. If it is approved, then your **supervisor** is the only one that can change it. **NOTE:** **Pending** absence will not be included in **Total Hours** until approved.
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**.
4. 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.

Date	Delete	s/v	Start	Stop	Lunch	Paid	Position	Comment	Delete	s/v	Absence	Hours	Position
Jul 6	+		08:00 AM	12:00 PM		4.00	S965660i	doctor's appt	+		P INH	4.00	S965660i

Accrual Totals	
VAC Used:	42.00 Available: 13.44 Date: 03/01/2019
INC Used:	46.00 Available: 34.00 Date: 01/04/2019

➔ For additional information, see [UltraTime: Requesting Future Time Off](#)