

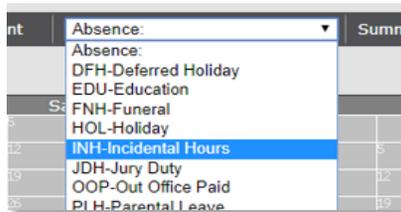
UltraTime: Requesting Future Time Off

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.



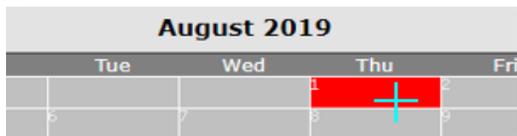
1. A yearly calendar will come up in this screen. On the top menu, use the **drop down arrow** to choose the type of **Absence** you are entering.



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 If your request has been **Withdrawn**, the date will appear **grey** and **you will receive an email** letting you know it was withdrawn.

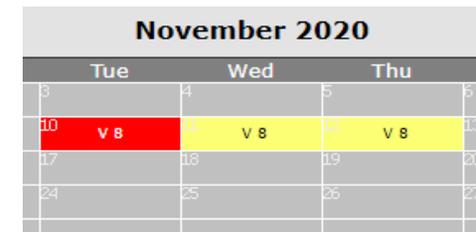


Deleting & Changing Requested Time Off

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 If it is approved or withdrawn, only your **supervisor** can change it.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
	03	04	05	06
	07	08	09	10
	11	12	13	14
	15	16	17	18
	19	20	21	22
	23	24	25	26
	27	28	29	30
	01	02	03	04

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

January	February	March	April	May	June
Calendar grid for January 2019	Calendar grid for February 2019	Calendar grid for March 2019	Calendar grid for April 2019	Calendar grid for May 2019	Calendar grid for 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.