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.

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

Employee
UltraView
Pending Absence Requests
Occurrence

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

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



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 Yellow is Pending, Green is Approved, and Orange are *Withdrawn absences*.

Р	А	w	Name	Code	Hours	Balance
0	•	0	Name One	Incidental Hours	2.00	62.75
0	0	0	Name Two	VACATION Regular	8.00	100.01
0	•	0	Name Three	Out Office Paid 🗸	4.00	0
0	•	0	Name Four	VACATION Regular	8.00	180.70
0	•	0	Name Five	Incidental Hours	3.00	59.50
0	0	0	Name Six	STIR Short Term IR 🗸	8.00	0
0	0	0	Name Seven	VACATION Regular	6.00	128.43
0	•	•	Name Eight	VACATION Regular	8.00	59.08
0	•	•	Name Nine	VACATION Regular	8.00	97.41
•	۲	•	Name Ten	Personal Day 🗸	4.00	52.75
•	0	•	Name Eleven	Out Office Paid 🗸	4.00	0
•	٥	•	Name Twelve	VACATION Regular	8.00	14.84

- 5. 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.
- 6. 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 This will take you back to the calendar page and if all of the pending absences are either approved or withdrawn, the date will turn grey.

You can use the radio buttons on the top menu to toggle between **Pending**, **Approved**, **Withdrawn**, or **All** absences.

