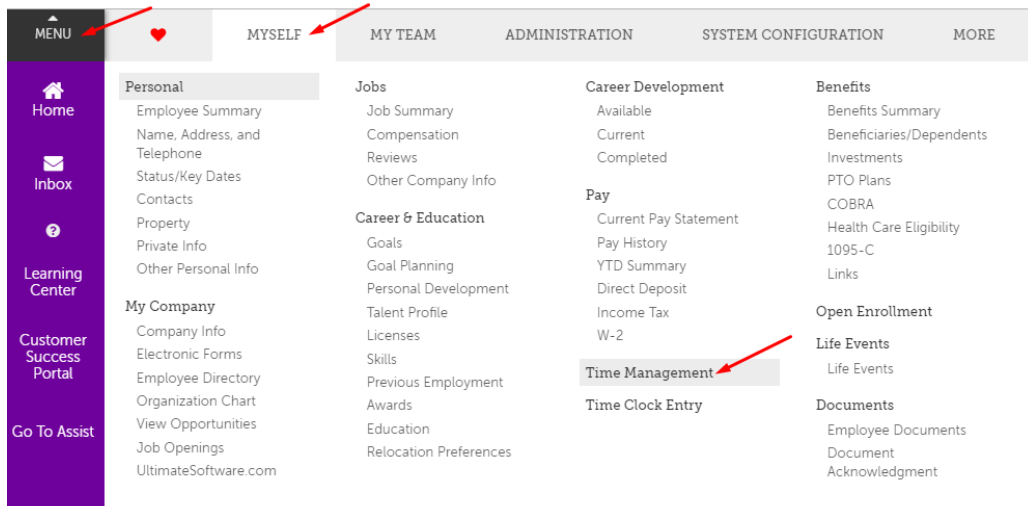
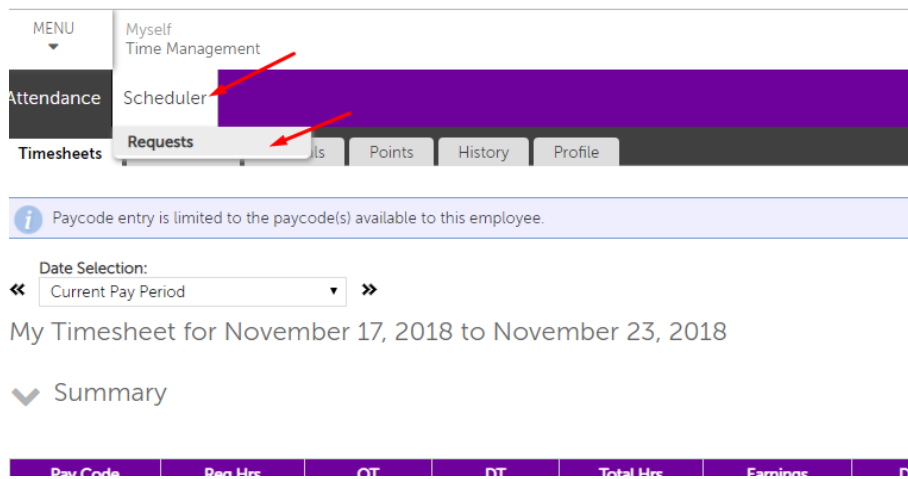


Entering Time Off Request in UltiPro

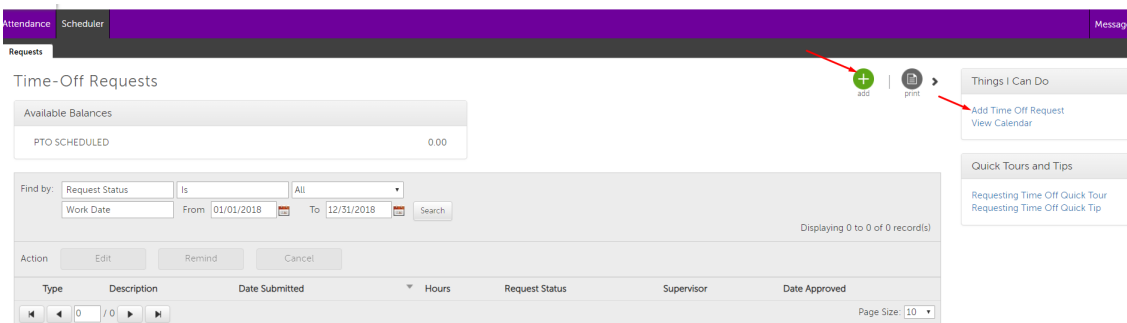
1. Log into UltiPro and select Menu -> Myself -> Time Management.



2. Once in Time Management, select Scheduler -> Requests.



3. You can either select the green Add button at the top of the screen or the Add Time Off Request button under "Things I Can Do."



4. You will need to enter the type of leave using the dropdown menu along with the dates being requested. Select the green Save button when complete.

Time-Off Requests

Available Balances

No accrual balances available.

New Request

Description: Enter Optional Description

Type: PTO SCHEDULED

From: 01/05/2017

To: 01/06/2017

Total: 16

Notes:

Save

5. You will receive a Success message when this has been submitted.

Success

Your new request was successfully saved and submitted. Click the + button to add additional requests.

Time-Off Requests

Available Balances

No accrual balances available.

Find by: Request Status Is All

Work Date From 01/01/2017 To 12/31/2017 Search

Action: Edit Remind Cancel

Type	Description	Date Submitted	Hours	Request Status
○ PTO SCHEDULED	01/05/2017 to 01/06/2017:	01/04/2017 02:12 PM	16.00	Pending

1 / 1

6. An automated email will be sent to your supervisor asking for approval. Once approved, this pending time will be moved to your timecard and will then transmit to payroll.