

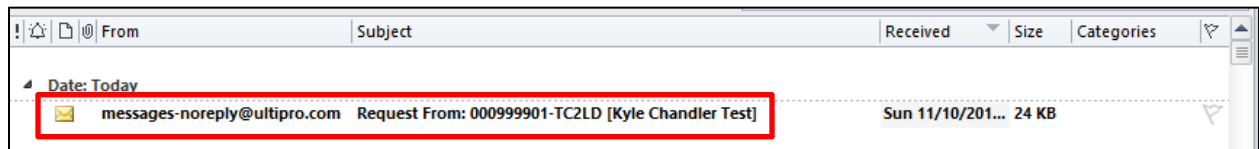
## UltiPro Job Aid – Paid Leave Time/Call Time Management

Supervisors and their designees log into UltiPro to review, modify, and approve Paid Leave Time (PLT)/Call Time for direct reports.

### Access Time-Off Request Management

Time-off request approvers receive an e-mail in their NCHC mailbox when a direct report submits, cancels, or modifies a time off request.

1. Double-click to open time off request notification e-mail.

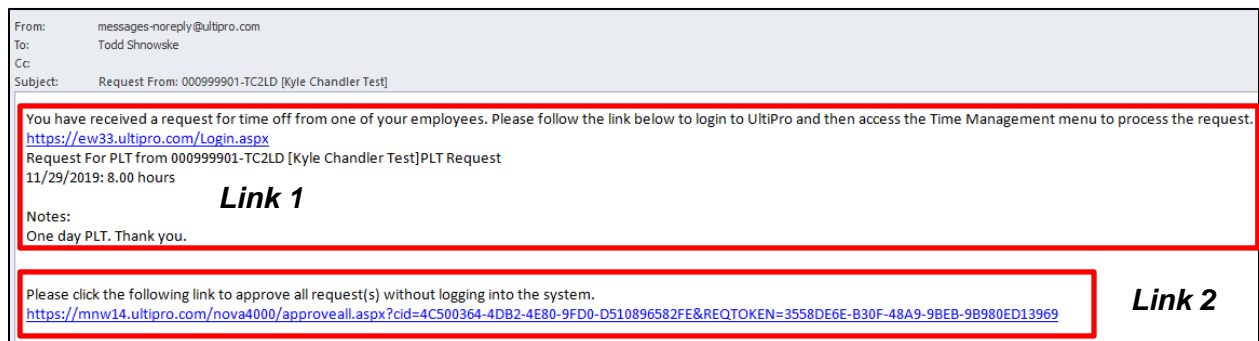


There are TWO Time-Off Approval options from within the e-mail notification:

- Click the **first link**, login to UltiPro, and access Time Management menu to process the request.

OR

- Click the **second link** to approve request(s) without logging into UltiPro.

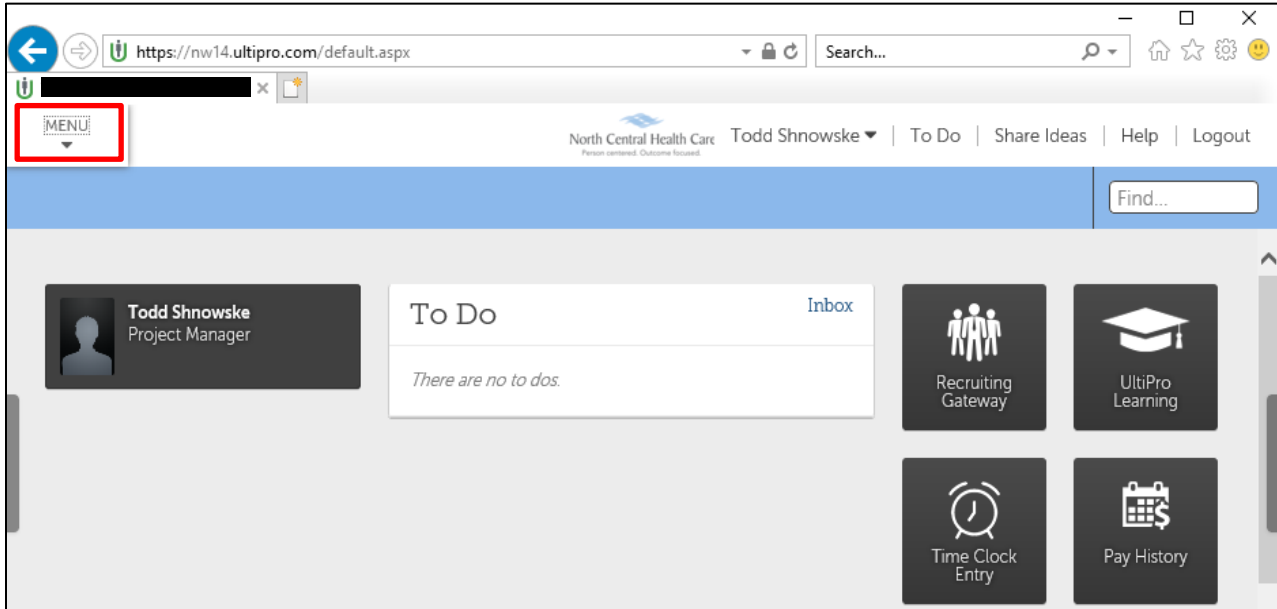


### Use Link 1 Option – Manage Time-Off Requests

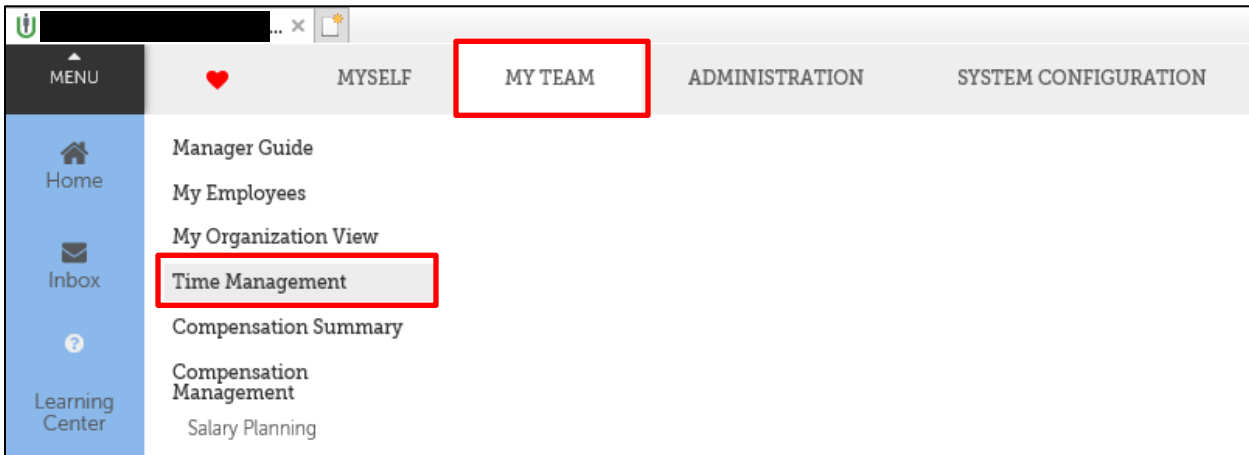
1. When **UltiPro Log In** displays:
  - a. In **User Name**, type your North Central Health Care (**NCHC**) e-mail address (e.g. [name@norcen.org](mailto:name@norcen.org)).
  - b. In **Password**, type your password.
2. Click **Log In**. UltiPro Dashboard displays.

3. UltiPro Dashboard displays, click **MENU**.

**Note:** UltiPro menu options are security driven and individuals may configure dashboards by preference; **your UltiPro view may be different from screen shots in this document and other users.**

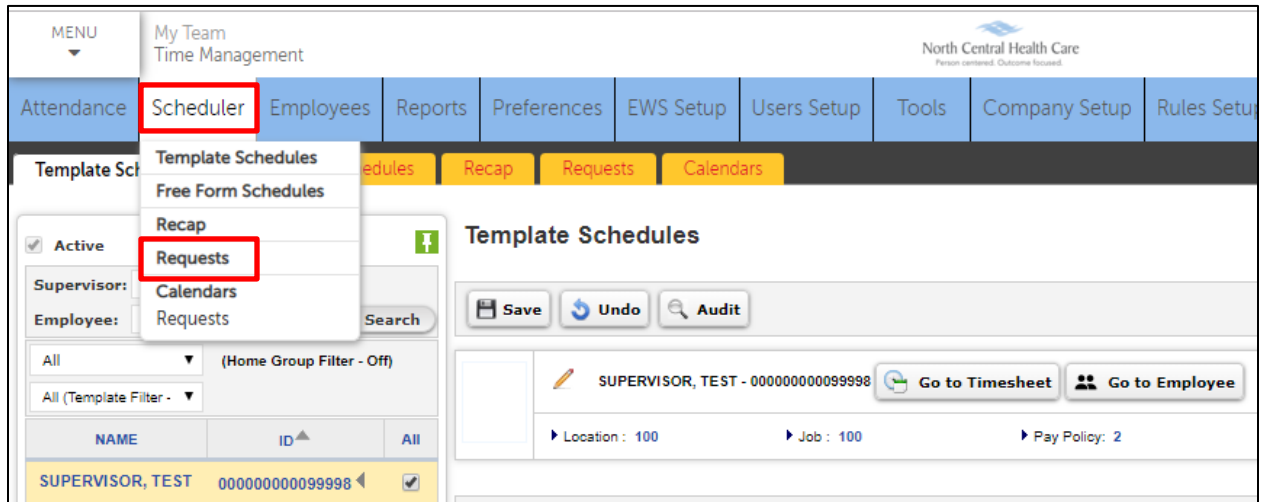


4. Click **MY TEAM** tab.
5. Click **Time Management**.



UltiPro **Time Management** page opens.

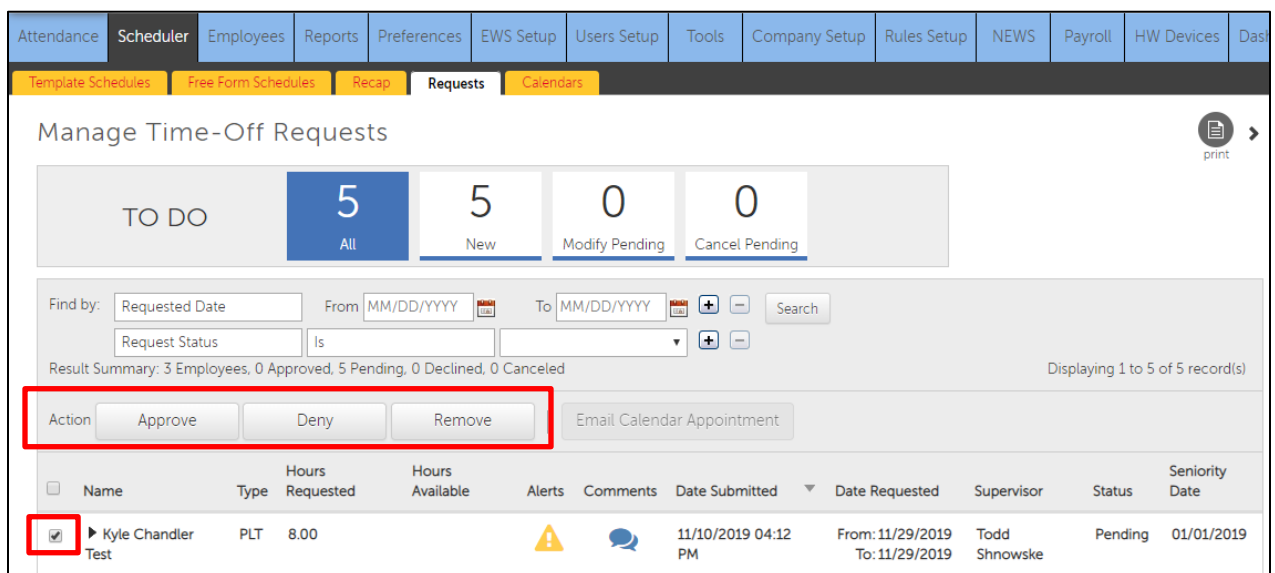
6. Click **Scheduler** category.
7. Click **Requests**.



*Manage Time-Off Requests* page displays. View time off TO DO items (e.g. All, New, Modify Pending, and Cancel Pending). Approvers may also take action on time off requests (e.g. Approve, Deny, and Remove).

### Take Action on a Time-Off Request

1. Within **Time-Off Requests** page, click **check box** next to time-off entry on which to take action.
2. Select **Action**:



- Select **Approve** to approve time off submission. **Posting to Timesheets** message displays. Click **Save**. *Manage Time-Off Requests* page displays with approved request removed.

Posting to Timesheets

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The system will now automatically post the approved time-off requests to the timesheet.

- Select **Deny** to mark the time off submission as denied. *Manage Time-Off Requests* page displays with denied submission removed.
- Select **Remove** to remove an entry. *Manage Time-Off Requests* page displays with submission removed.

**Tip:** Apply various **Filter** options to filter time-off requests by date range, request status, request type, etc.

TO DO

3  
All

3  
New

0  
Modify Pending

0  
Cancel Pending

Find by: Requested Date From 11/01/2019 To 11/30/2019

Request Status is

Result Summary: 5 Employees, 3 Approved, 2 Pending, 2 Declined, 0 Canceled Displaying 1 to 9 of 9 record(s)

Action

<input type="checkbox"/>	Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input type="checkbox"/>	▶ Kyle Chandler Test	PLT	8.00	-8.00			11/10/2019 06:34 PM	From: 11/29/2019 To: 11/29/2019	Todd Shnowske	Approved	01/01/2019
<input type="checkbox"/>	▶ Kyle Chandler Test	PLT	0.00	-8.00			11/10/2019 04:12 PM	From: 11/29/2019 To: 11/29/2019	Todd Shnowske	Declined	01/01/2019

## Use Link 2 Option – Manage Time Off Requests

1. After clicking **second link** in time-off request notification e-mail, an **UltiPro** Approval page displays:

by  
ULTIMATE  
SOFTWARE

Sunday, 11/10/2019 7:17:23 PM

You are approving the following requests for Employee 000999901-TC2LD [Test, Kyle Chandler]

1. Request for 8.00 hours of 14[PLT] on 11/27/2019

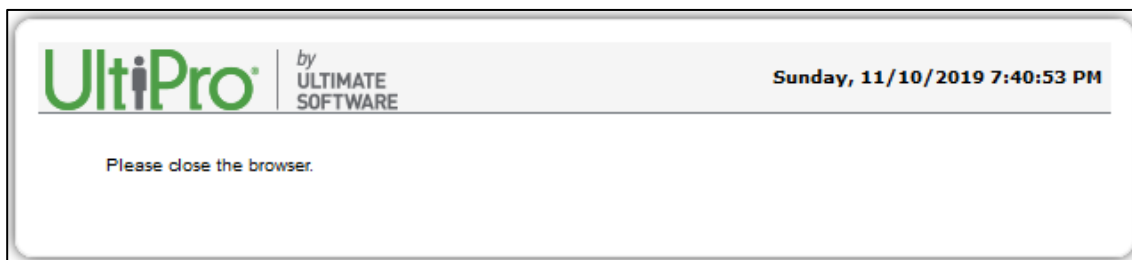
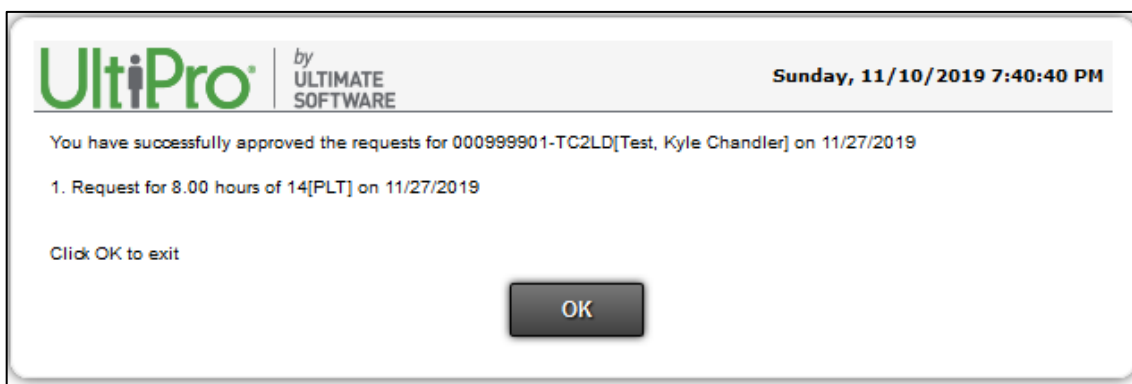
For any partial approvals, please log in to the system directly.

2. Review time off request details (e.g. employee, hours, date):

- If details are *incorrect*, click **Cancel**. Log into UltiPro Time Management and manage time off request. *Close internet browser.*

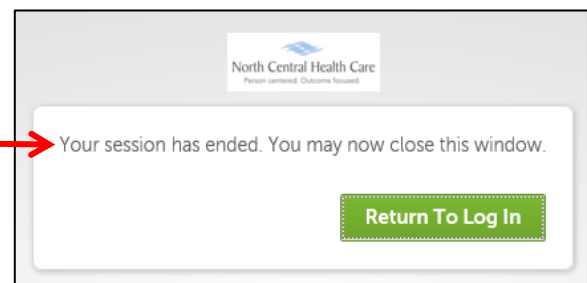
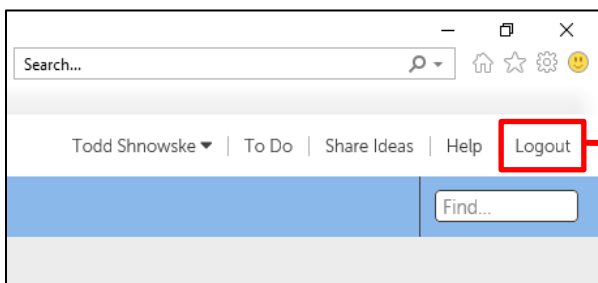


- If details are *correct*, click **Approve**. Click *OK*. *Close internet browser.*



## Log Out of UltiPro

1. Click **Logout**.



2. Click **X** in upper right corner of window to close web browser.

## Get Help

- **View Help Documentation**
  - » Available from **Help** link when signed into UltiPro
- **View Quick Tours and Tips**
  - » Available in Quick Tours and Tips links section of application tab set when signed into UltiPro
- **Send e-mail to NCHC - Human Resources**
  - » [HResources@nrcen.org](mailto:HResources@nrcen.org)
- **Speak with Human Resources Staff**
  - » 715-848-4419 or ext. 4419