How to Request Time Off

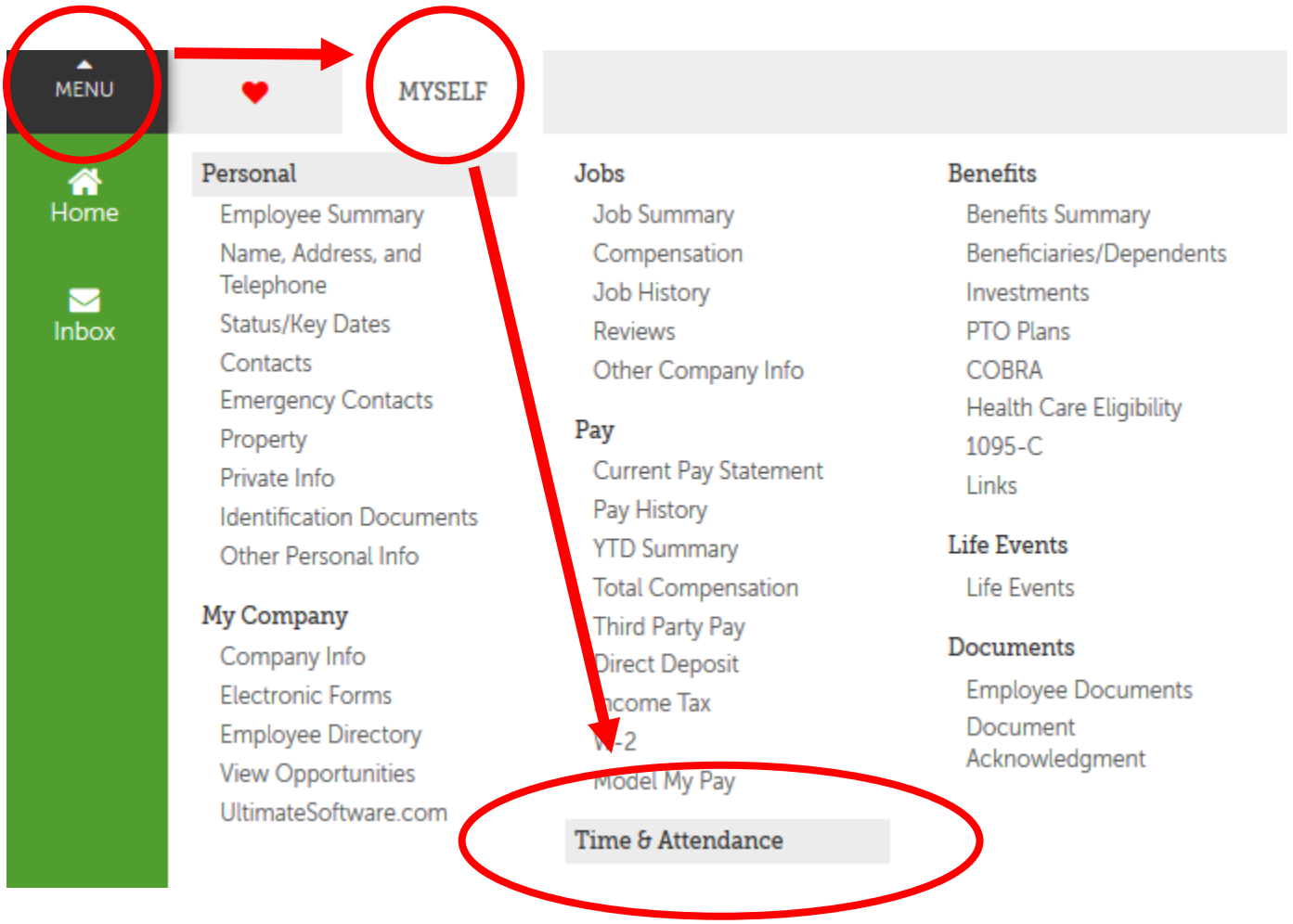
There are several ways to request time off through UltiPro Time & Attendance (UTA). Two options are available through the Launch Pad Homepage. The third option is to input the time off directly onto your Time Sheet. This guide will walk you through all options. In order to proceed, you must complete steps 1-3 listed below first.

1) Login to UltiPro through My.Redlands or through http://uredlands.ultipro.com

2) Click on to the "Menu" icon in the upper left corner, navigate to "Myself" and select "Time & Attendance"

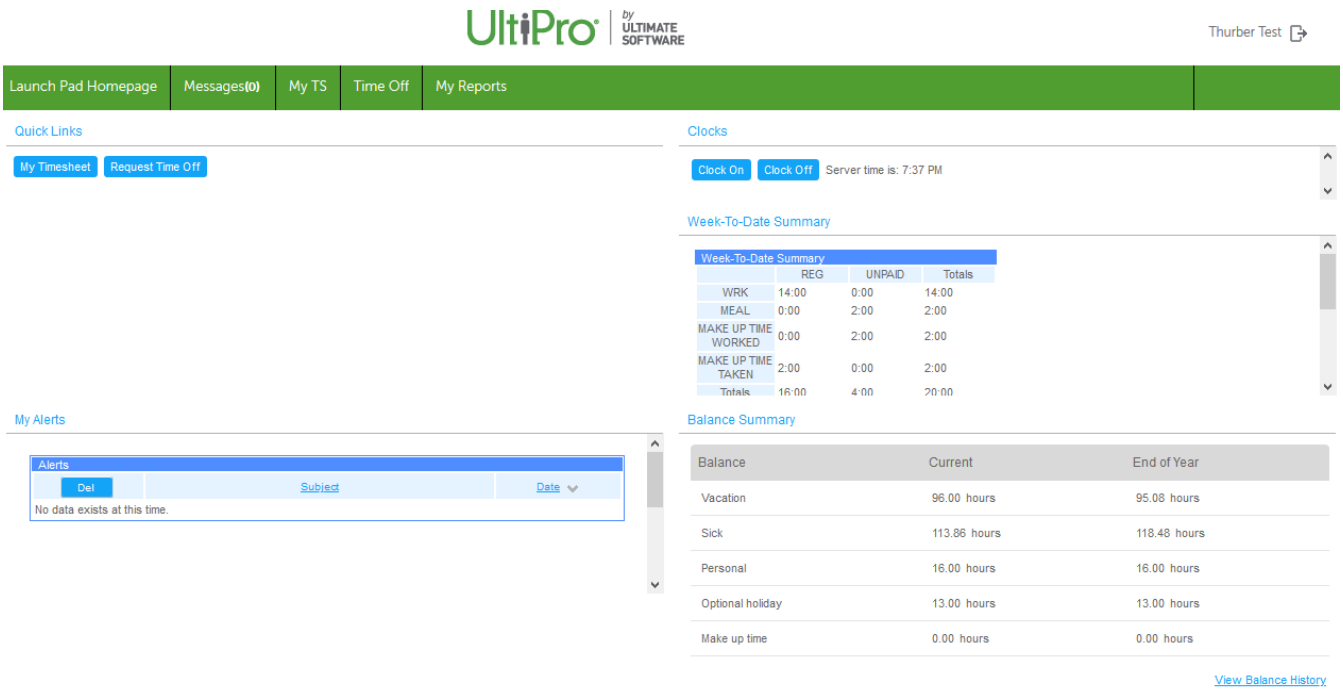
   ** NOTE: A new browser window will open.

   If you have a pop-up blocker enabled, you must allow pop-ups for UltiPro in order to navigate to Time & Attendance. Here are steps to follow if this occurs
   - Enable pop-ups for your browser. If you are unsure how to do this, please contact Tech Support Services at ext. 8922
   - Repeat steps in item #2 listed above



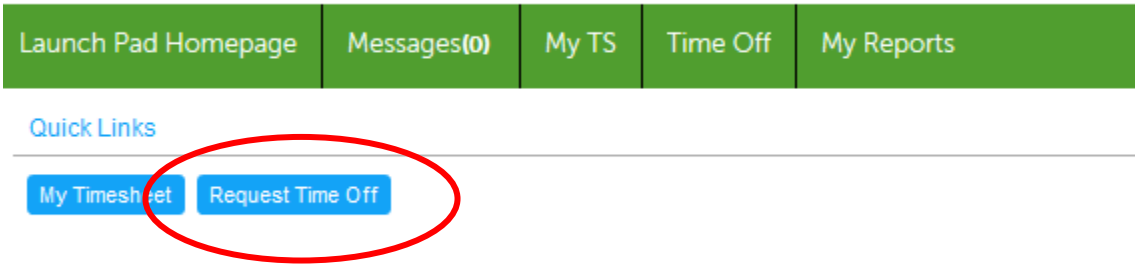
3) A new tab will open with the UTA Launch Pad Homepage

** Note: Depending on reporting structure and permissions, you may have additional items along the top bar

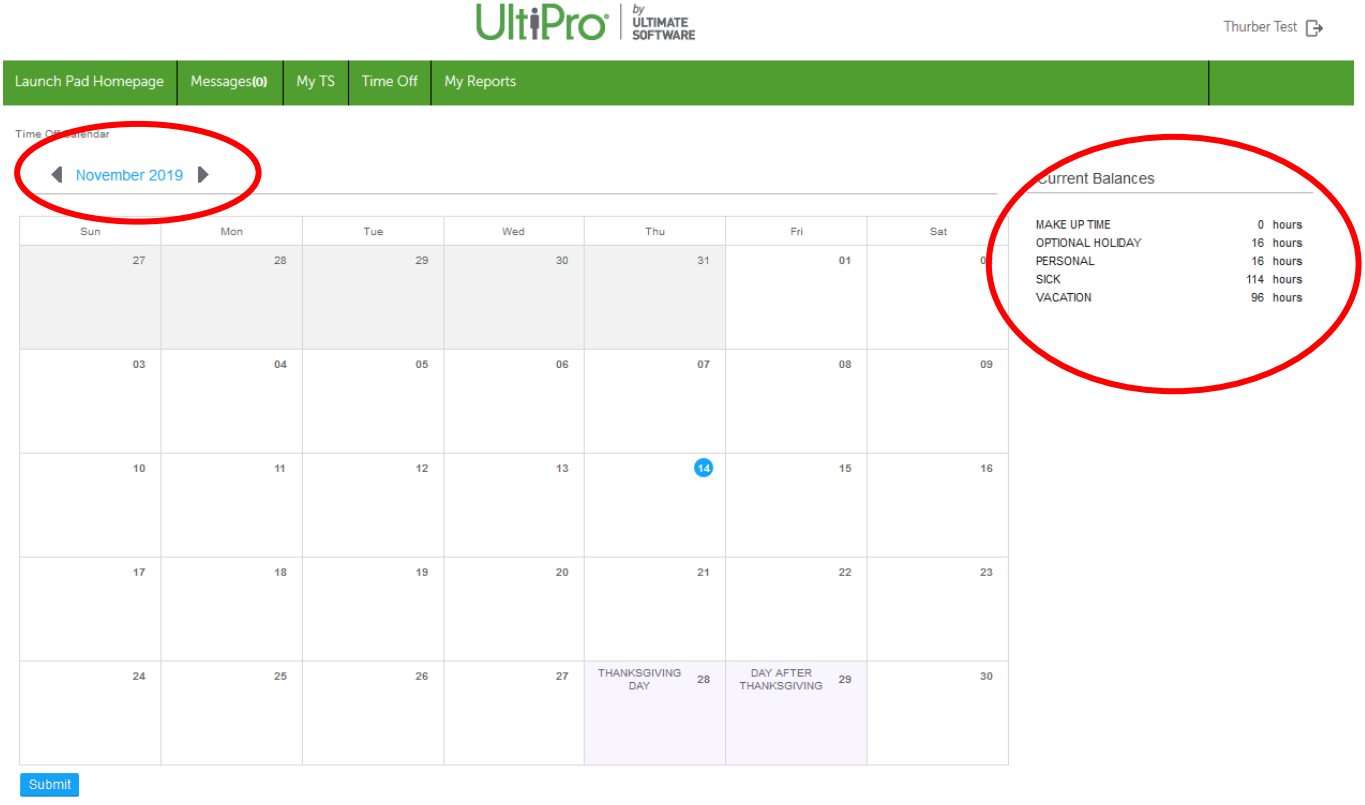


How to request Time Off using the Launch Pad Homepage (option #1)

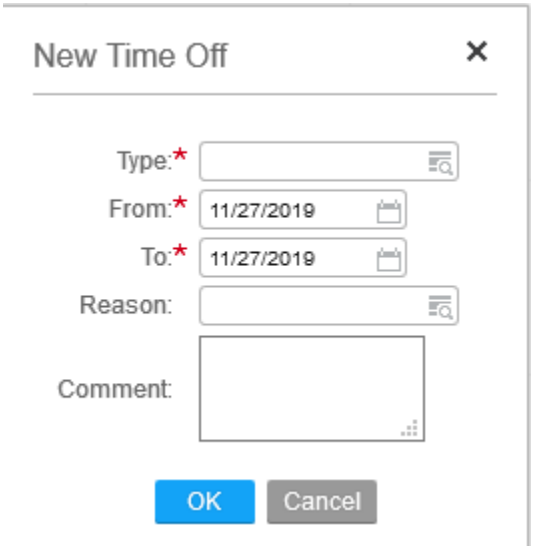
1. Once logged in to UTA, click on the “Request Time Off” icon



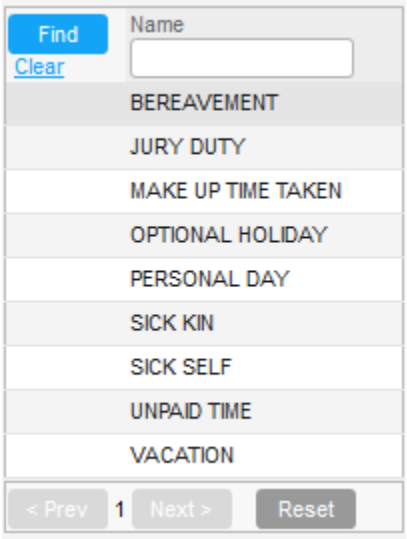
2. A calendar will appear for the current month. Navigate to the month you are requesting time off by using the arrows next to the month ◀ ▶. Your current balances will display to the right.



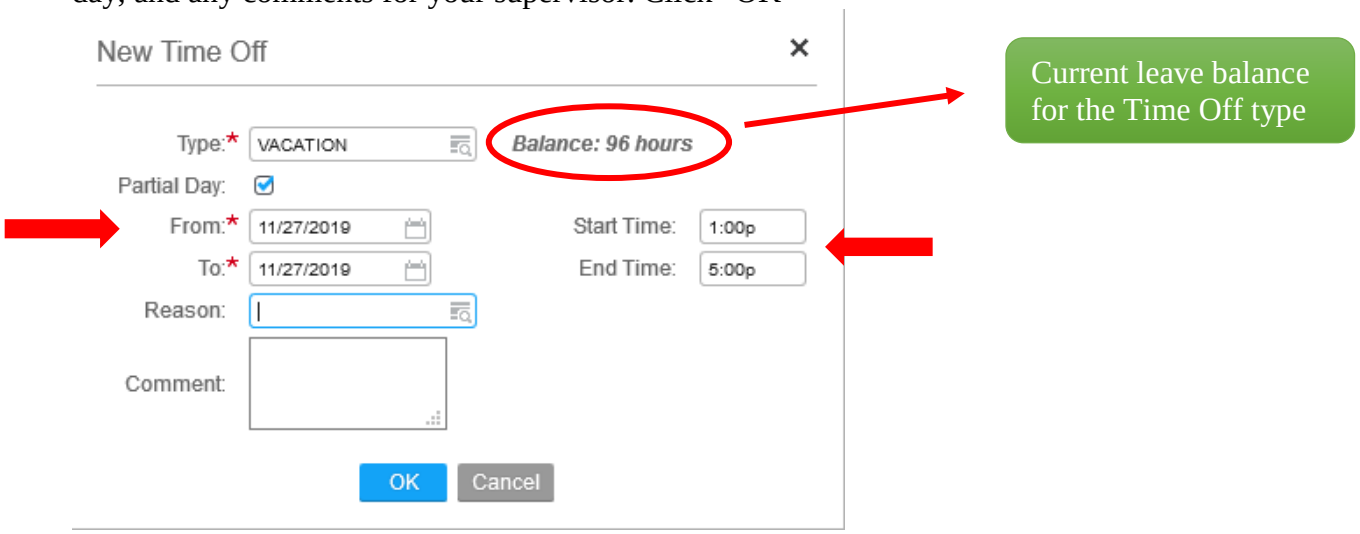
3. Select the date(s) you wish to request time off. A request box will pop up when you click on a calendar date



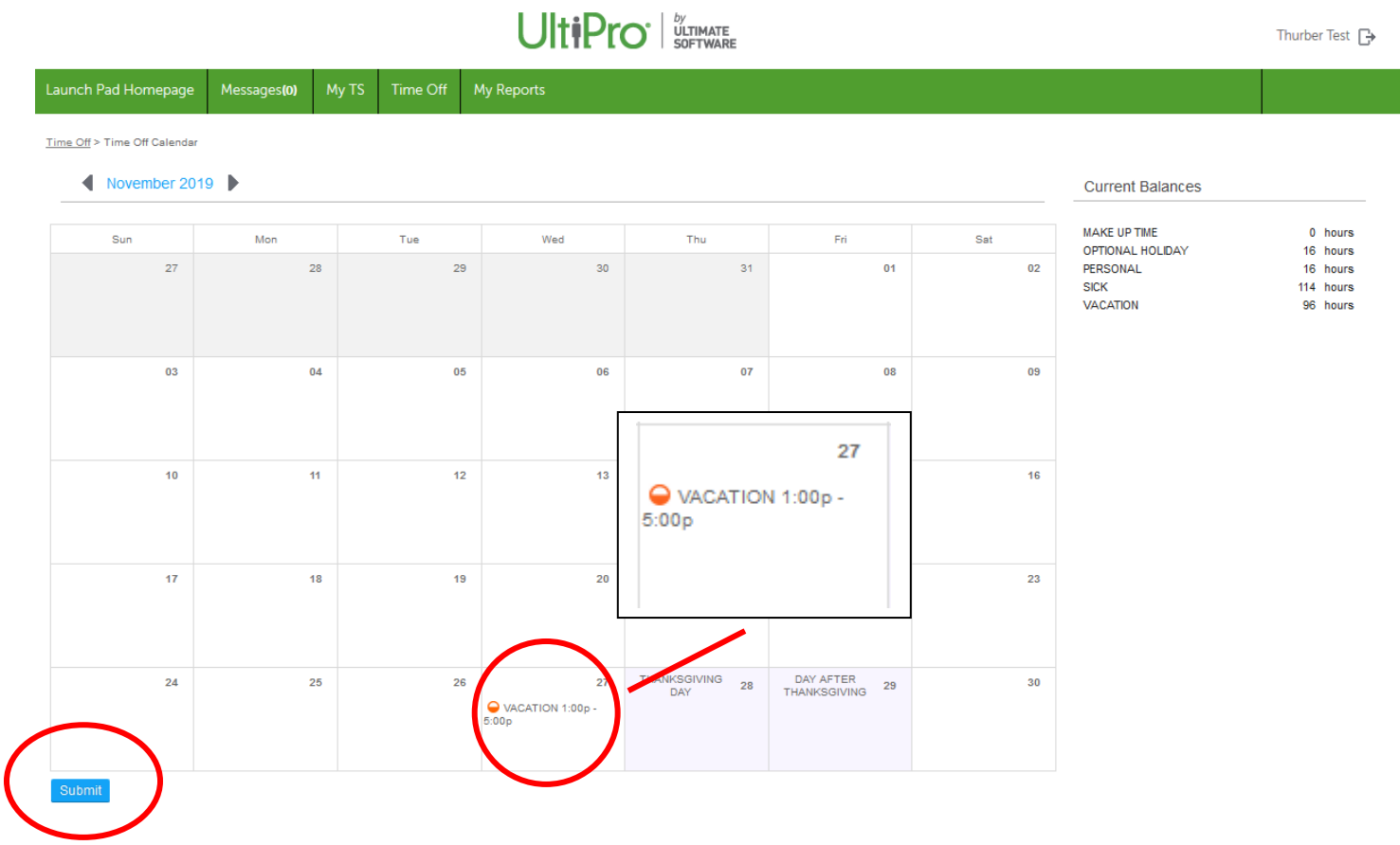
4. Enter the "Type" for the Time Off. Options will vary based on your role and benefit status.
** NOTE: Based on the leave type, you may be able to select a "Partial Day"



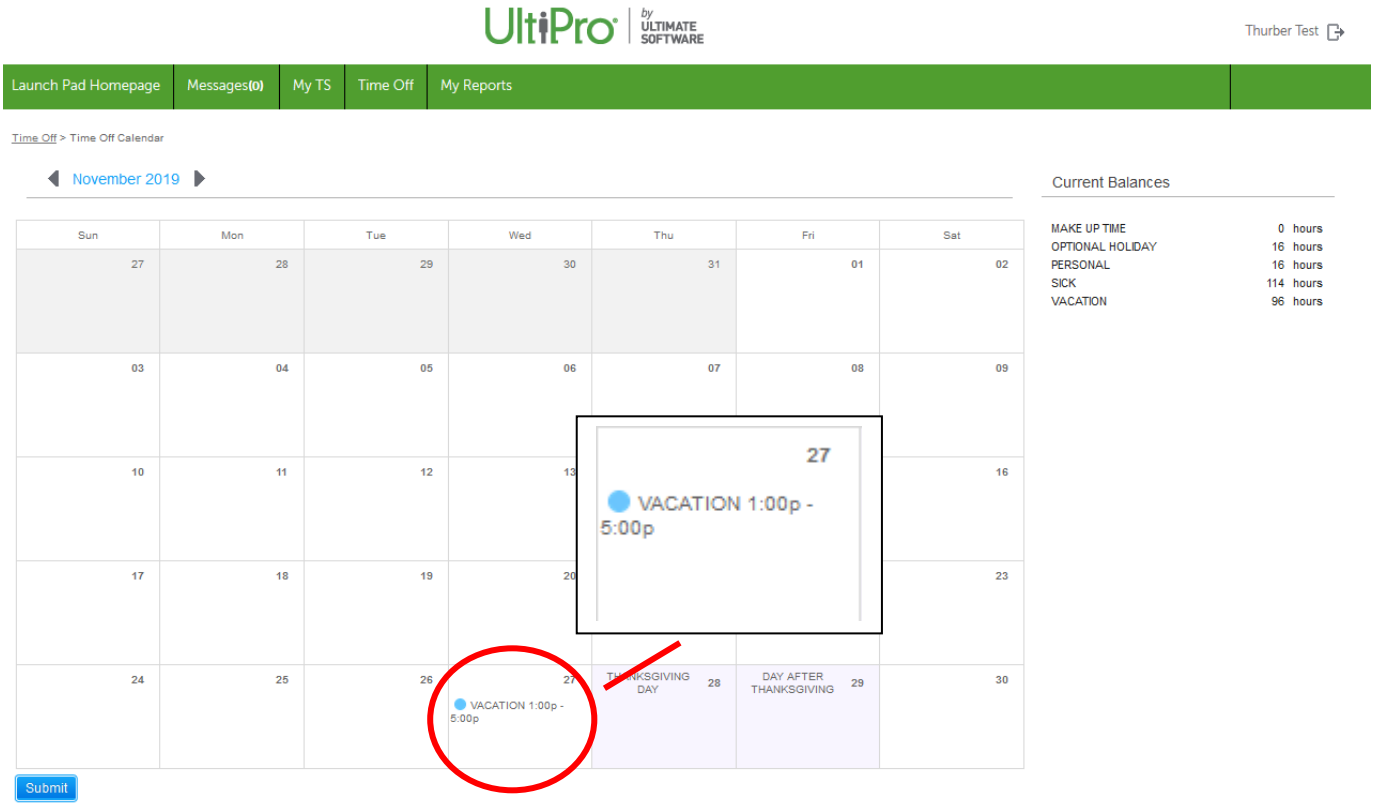
5. Select the dates you are requesting time off, enter the start and end times if you are requesting a partial day, and any comments for your supervisor. Click "OK"



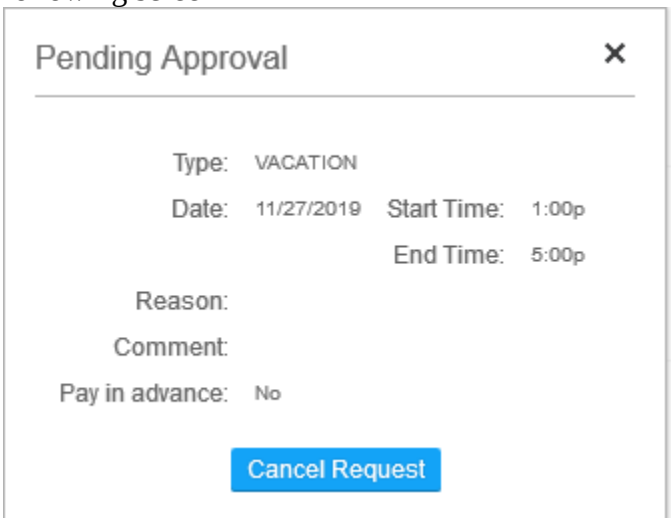
6. You will see the day(s) appear on your calendar, but the icon will be a half-filled circle . This is an indicator that the request has not been submitted for approval. You must click “Submit” at the bottom of the calendar.



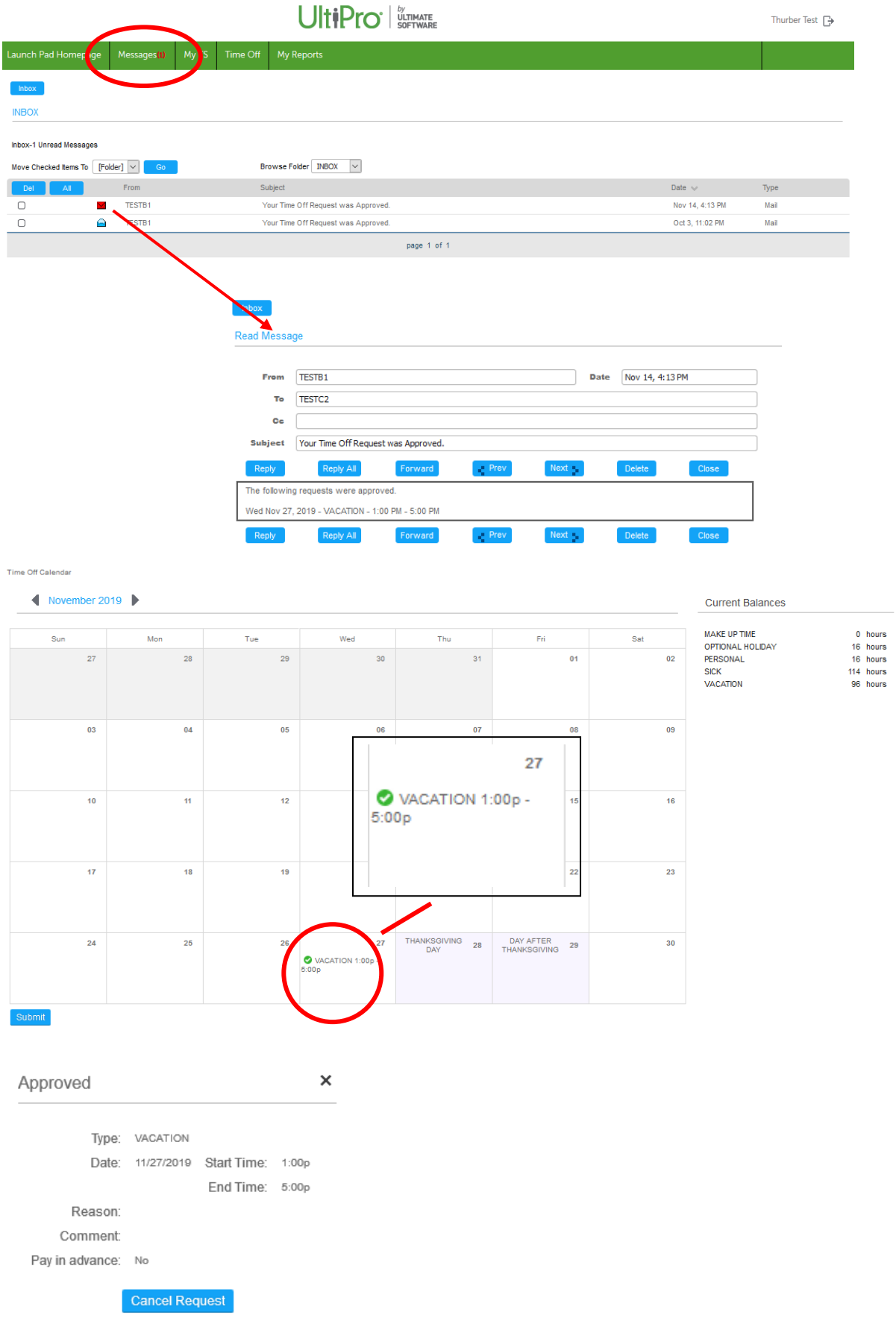
7. Your calendar should now refresh and you will see the status indicator change to a full circle . Your supervisor will receive a message in their Inbox regarding your request.



8. You can click on the request if you wish to cancel the request and you will be presented with the following screen

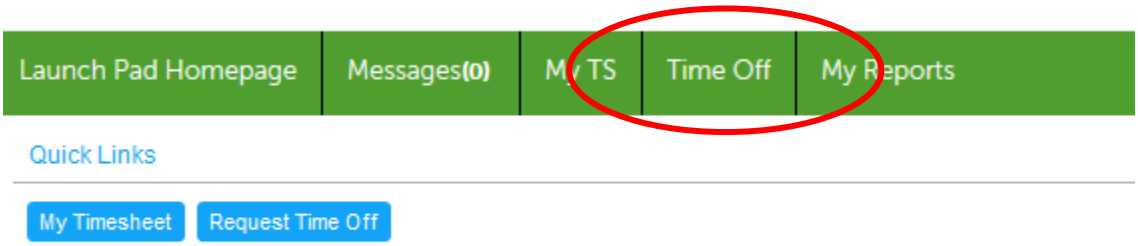


9. Once approved, you will receive a notice in your Inbox of the approval, indicated by the red (1) in the Messages tab. You will also notice the change on your Time Off Calendar. Your request is now approved.

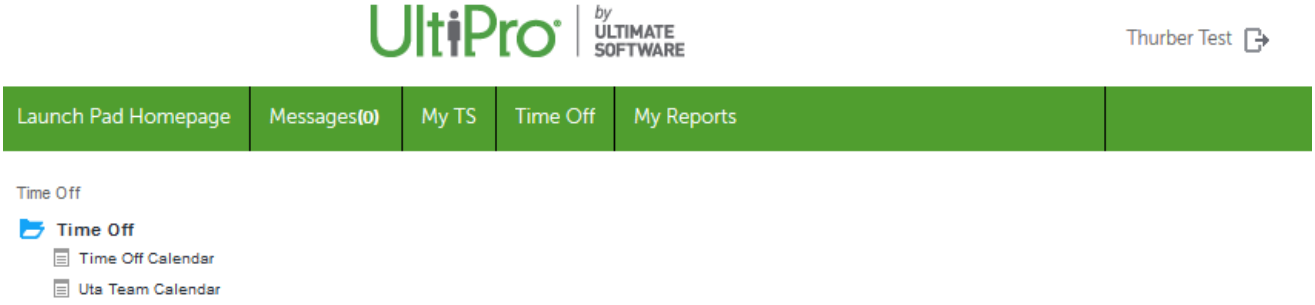


How to request Time Off using the Launch Pad Homepage (option #2)

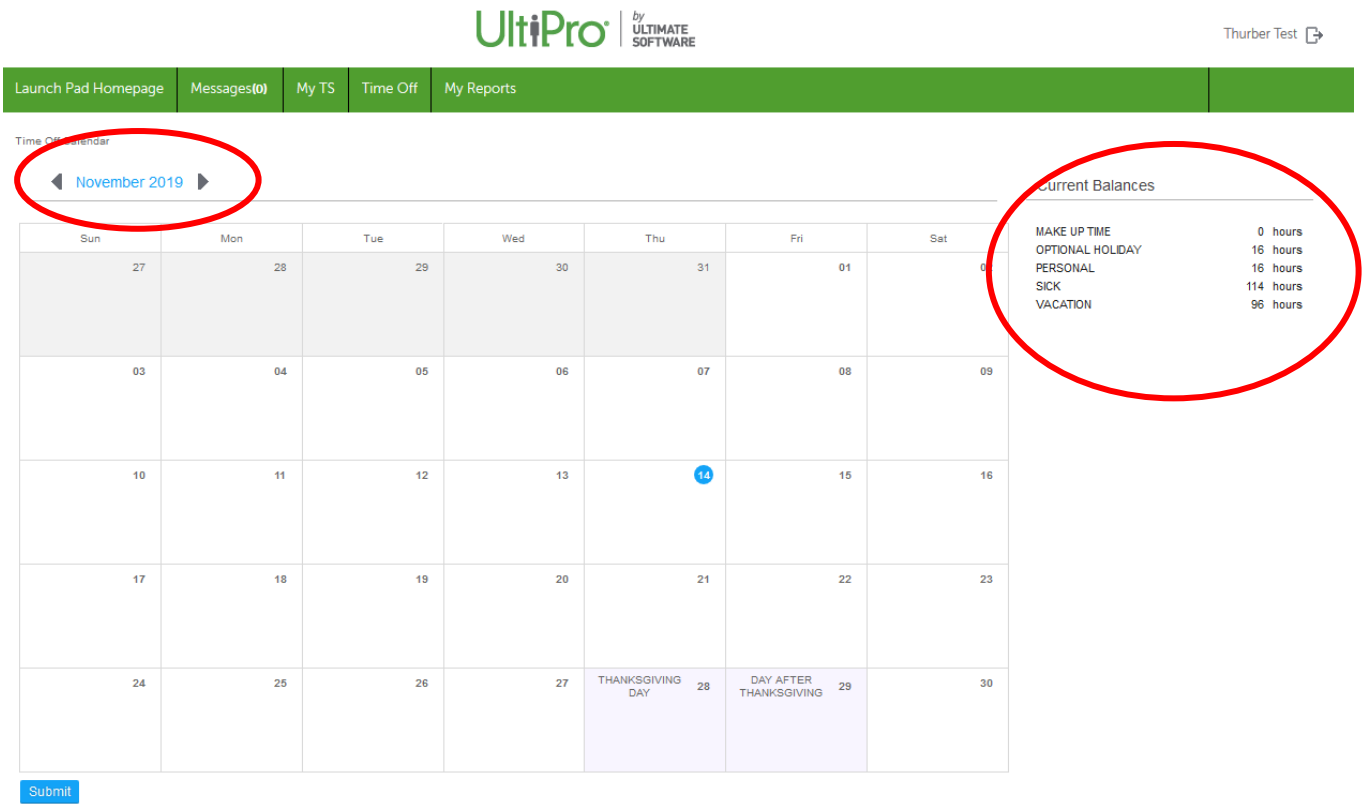
1. Once logged in to UTA, click on the “Time Off” tab



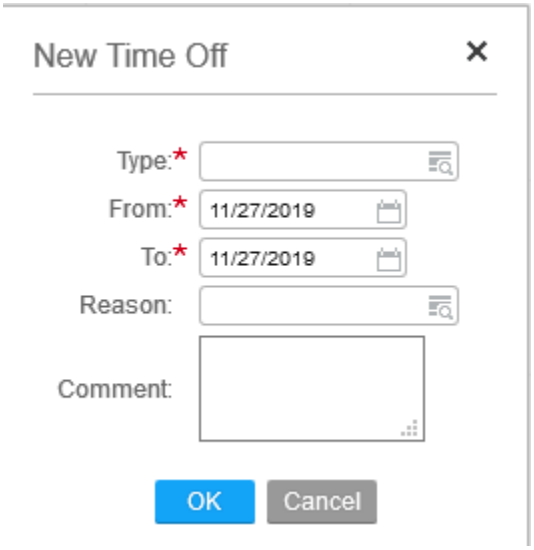
2. A navigation menu will appear. You can either view the “Team Calendar” or “Time Off Calendar”. In this situation, select the “Time Off Calendar”



3. A calendar will appear for the current month. Navigate to the month you are requesting time off by using the arrows next to the month ◀ ▶. Your current balances will display to the right.



4. Select the date(s) you wish to request time off. A request box will pop up when you click on a calendar date



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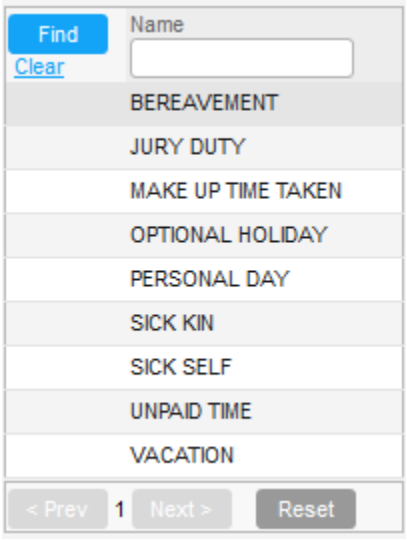

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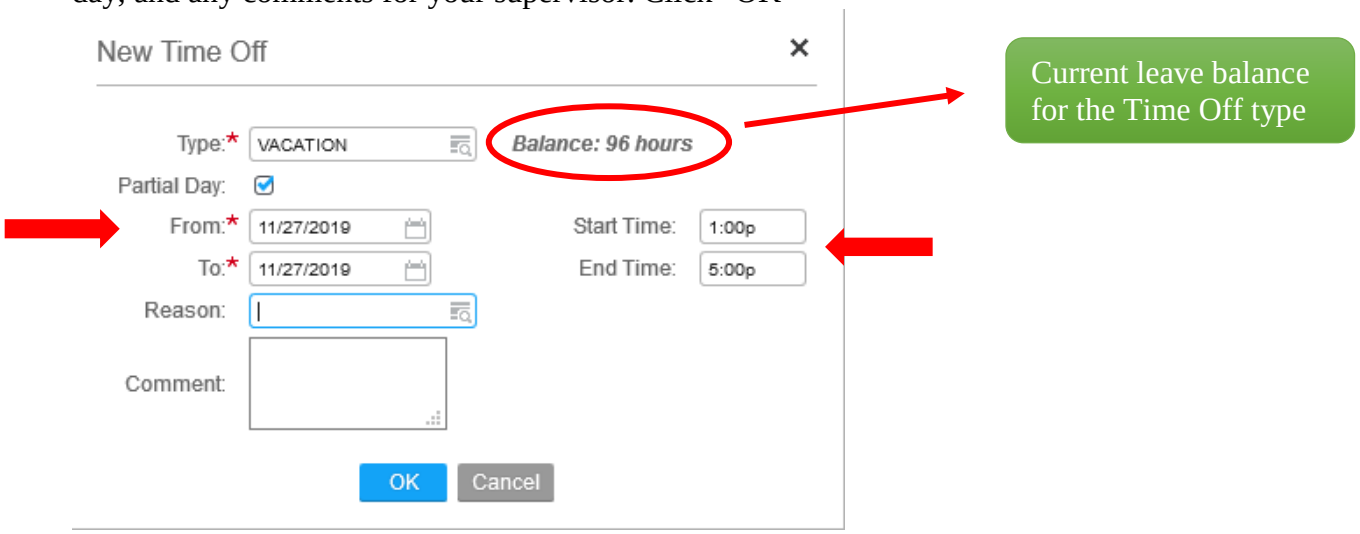

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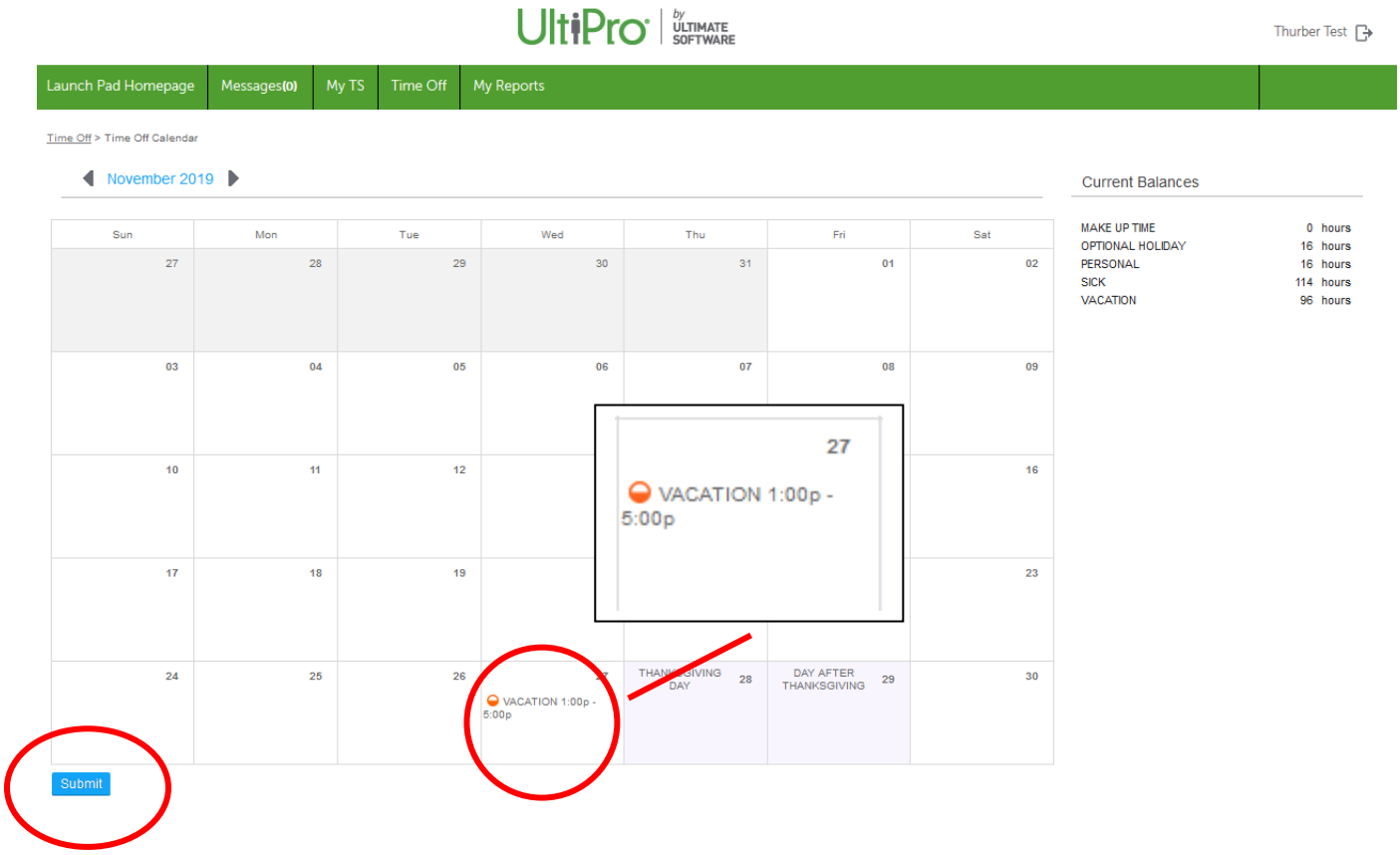

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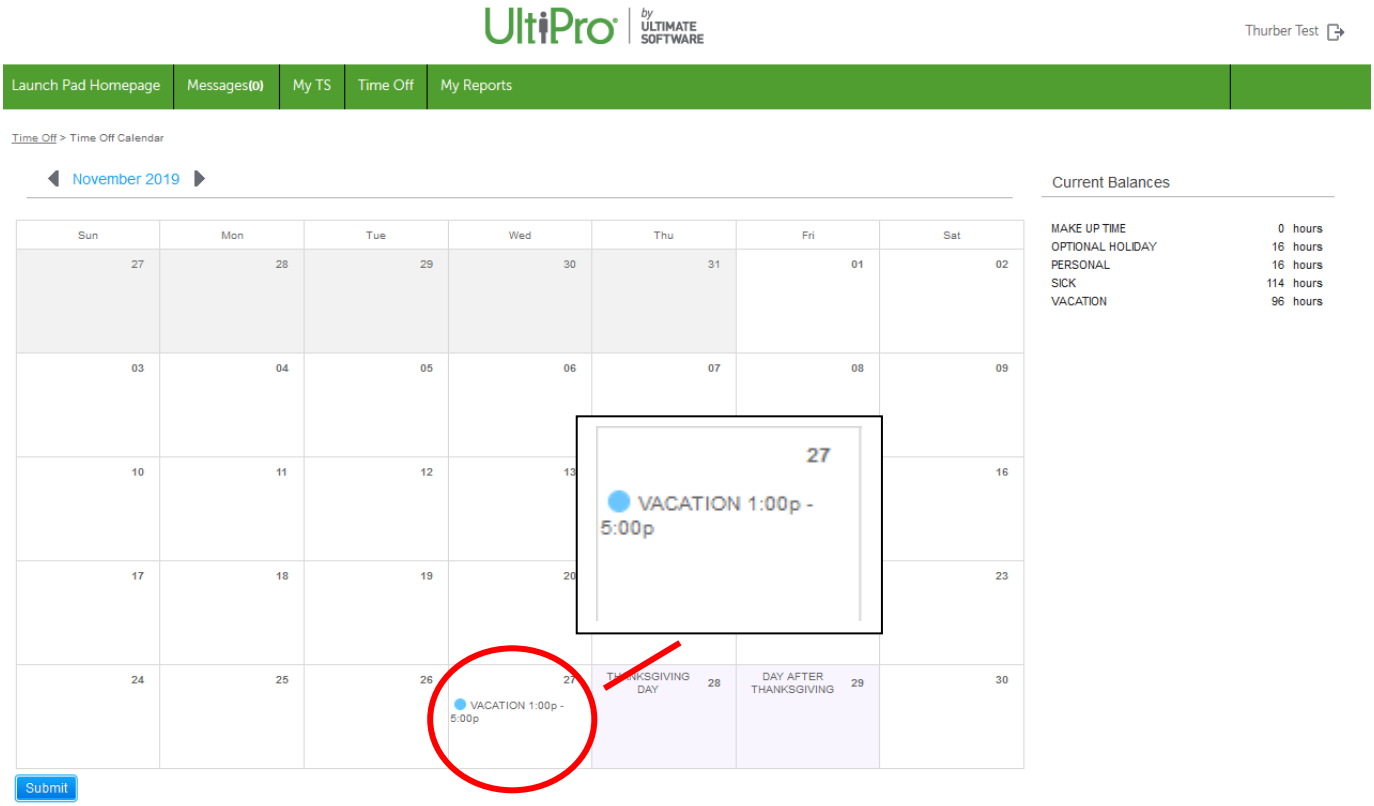

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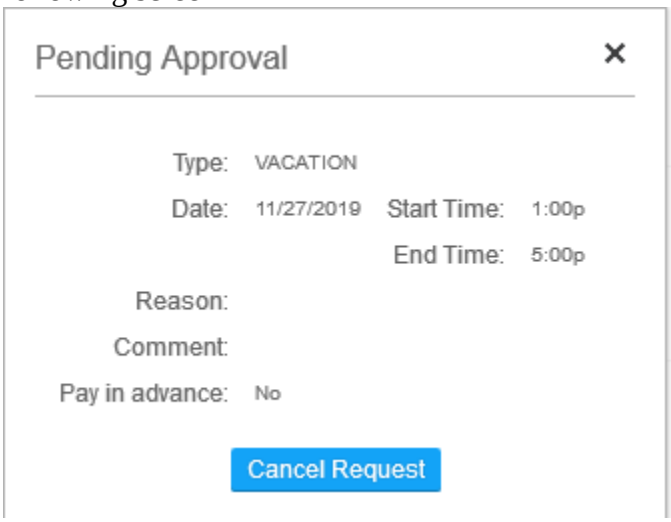

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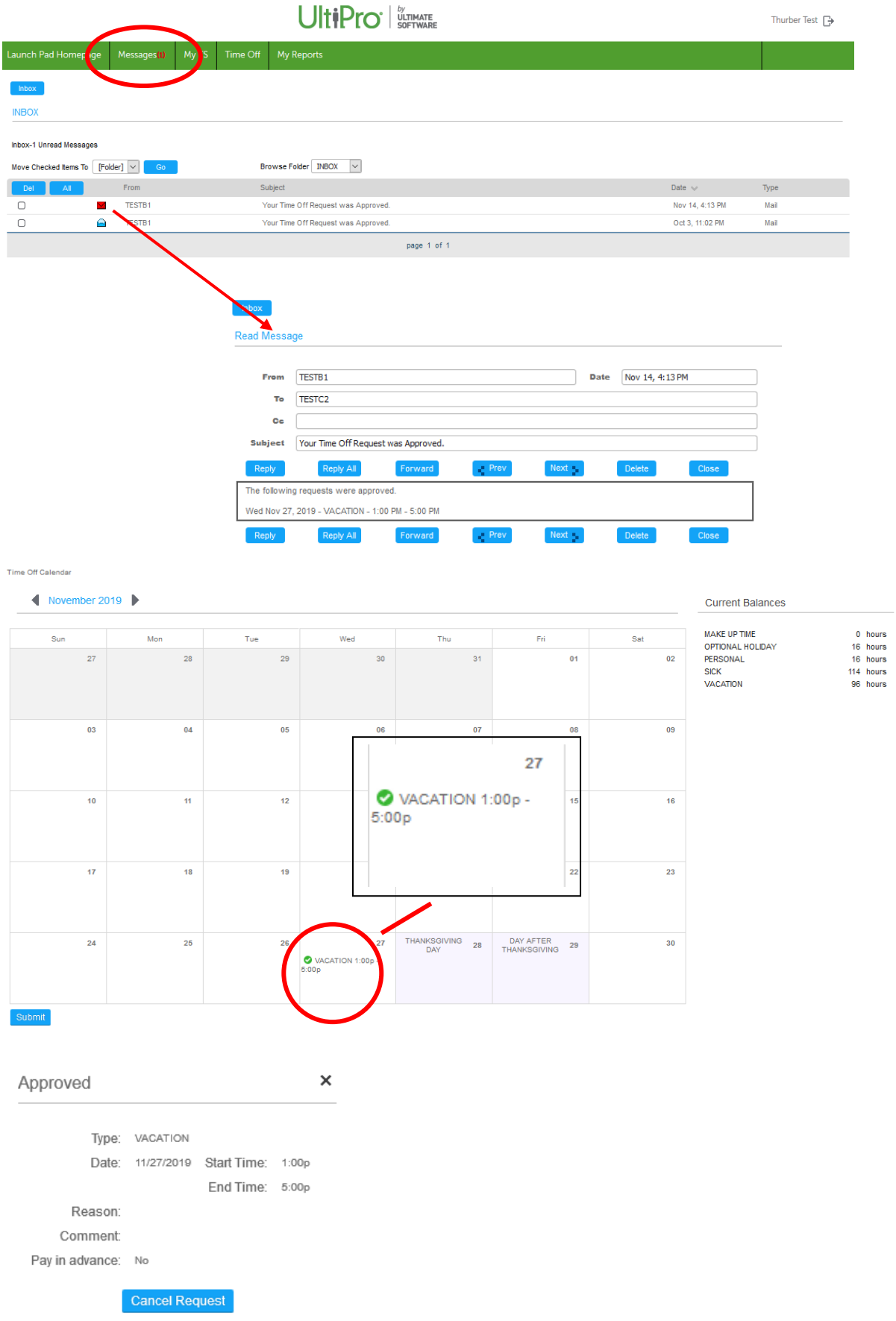
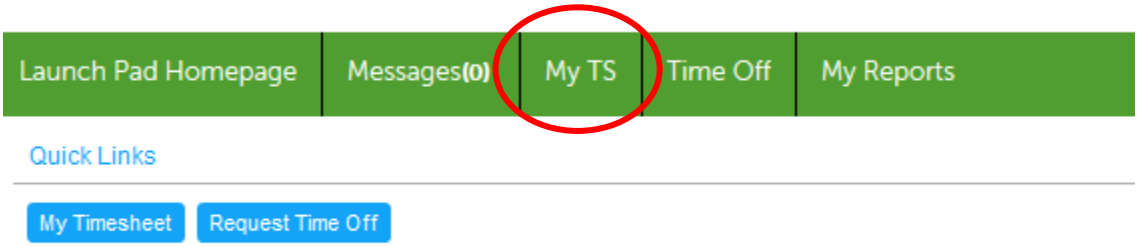
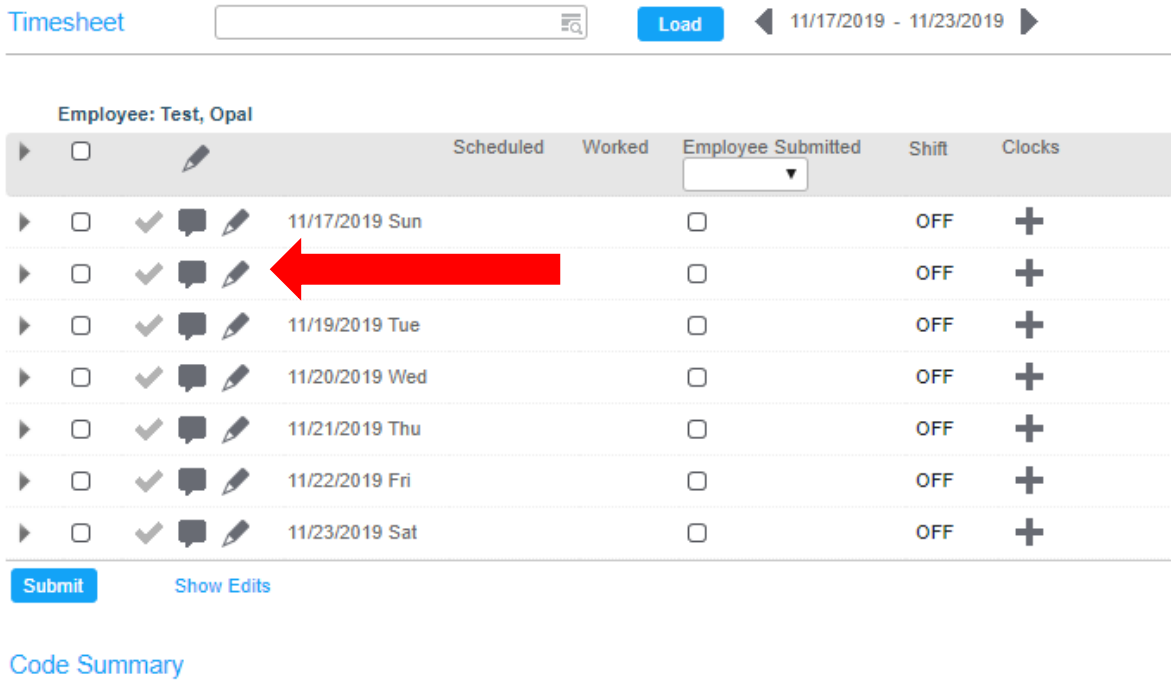


How to request Time Off using the My TS tab

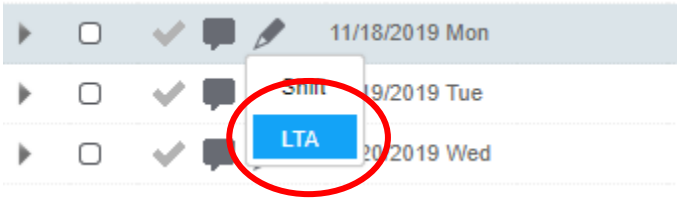
1. Once logged in to UTA, click on the “My TS” tab



2. You will be taken to the current week / pay period. Navigate to the week you are requesting time off by using the arrows next to the date range . Next, click on the pencil icon to add time to your timesheet.

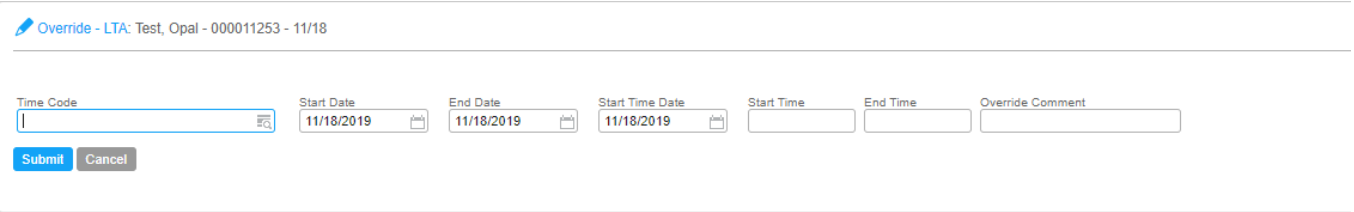


3. You will be presented with a few menu options. Click on LTA (Long Term Absence)

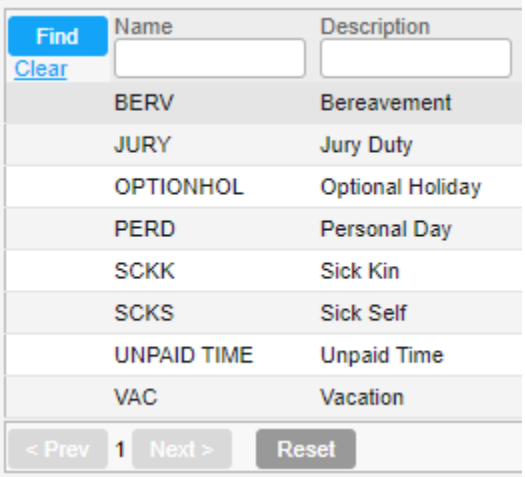


4. You will be presented with the following screen

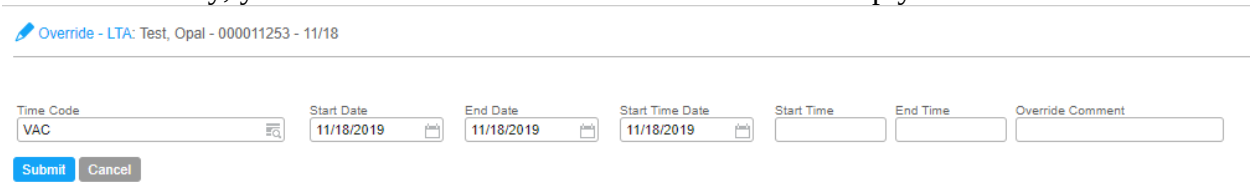
**NOTE: Since you are entering time directly onto your timecard without supervisor approval, this is considered an "override"



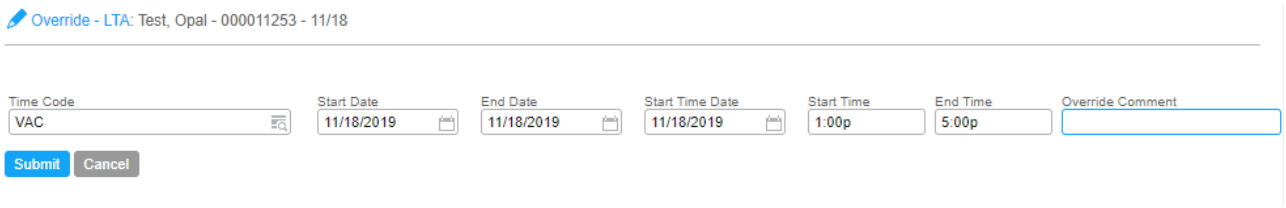
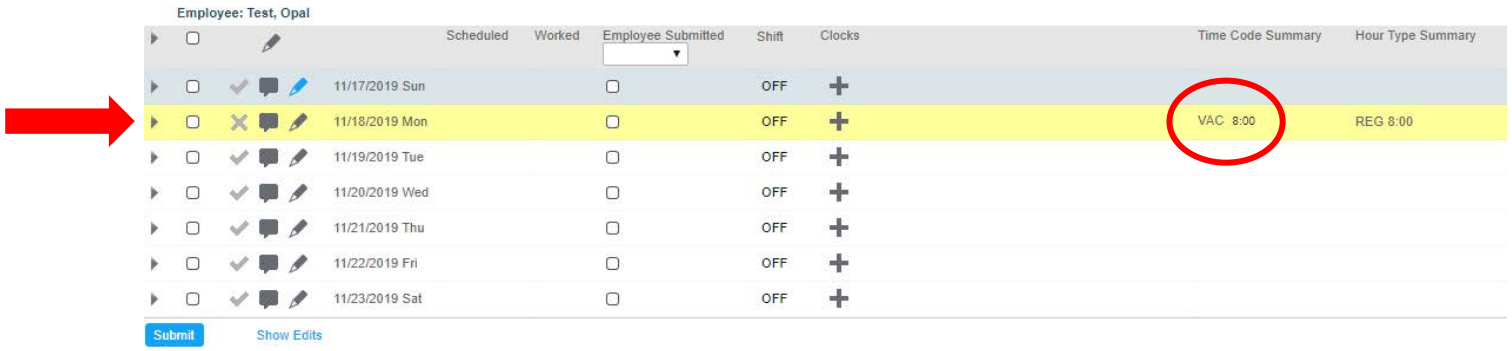
5. Select the "Time Code" and select the appropriate code. Options will vary based on your role and benefit status.



6. Specify the Duration
   a. For a full day, you can leave the Start and End Time Blank. Simply click Submit



   b. For a partial day, enter the Start and End time as it relates to the day. Remember that the time will default to AM when you just enter the number. You must indicate afternoon hours with a "p" designation (for example 1p, 2:30p, 4:10p, etc.). Once complete, click Submit



7. The time will now appear on your Time Sheet with the duration. Any item highlighted in yellow requires supervisor authorization