

How to Request Time Off

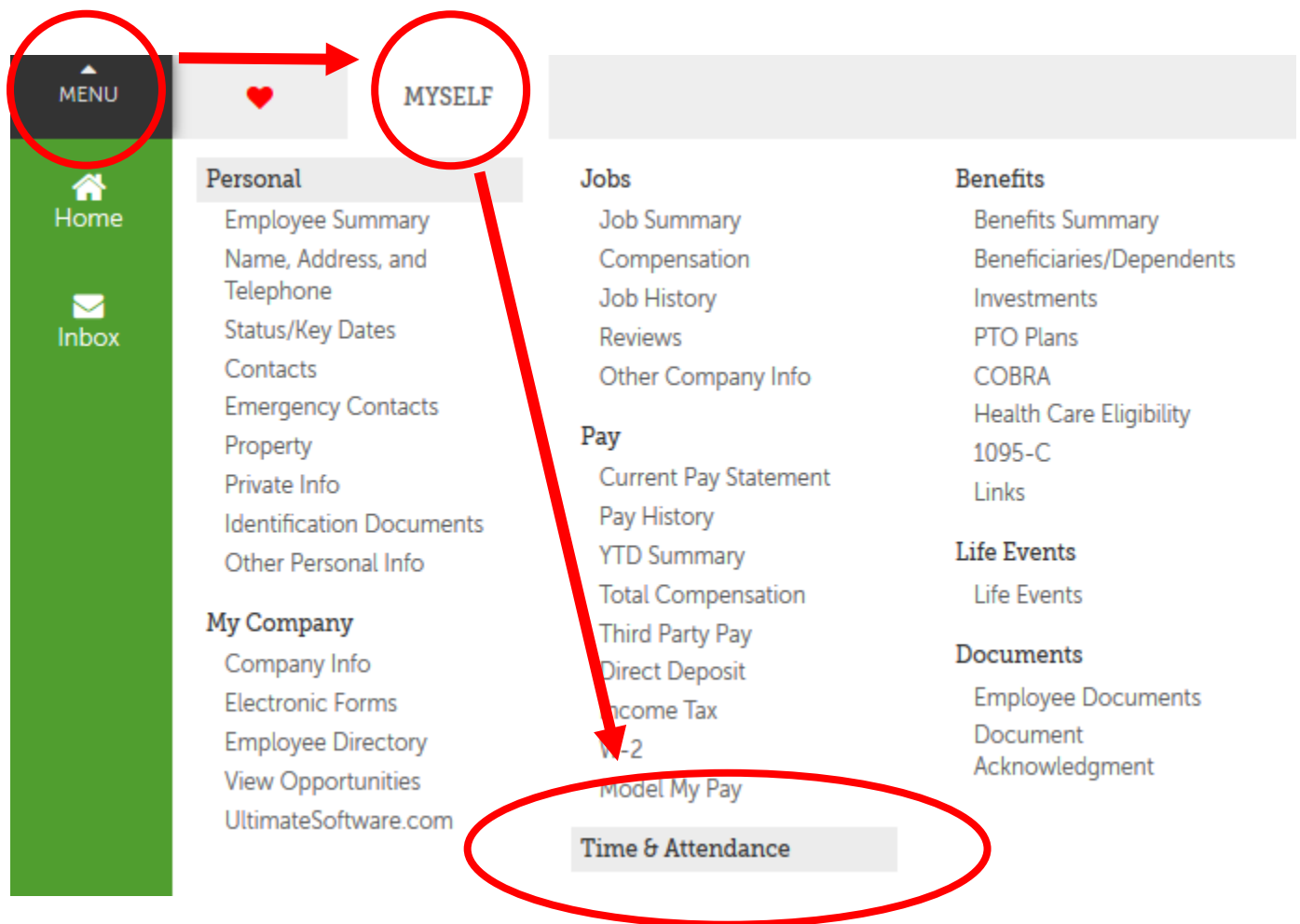
There are several ways to request time off through UltiPro Time & Attendance (UTA). Two options are available through the Launch Pad Homepage. The third option is to input the time off directly onto your Time Sheet. This guide will walk you through all options. In order to proceed, you must complete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

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Thurber Test

Launch Pad Homepage | Messages(0) | My TS | Time Off | My Reports

Quick Links | [My Timesheet](#) | [Request Time Off](#)

Clocks | [Clock On](#) | [Clock Off](#) | Server time is: 7:37 PM

Week-To-Date Summary

Week-To-Date Summary			
	REG	UNPAID	Totals
WRK	14.00	0.00	14.00
MEAL	0.00	2.00	2.00
MAKE UP TIME WORKED	0.00	2.00	2.00
MAKE UP TIME TAKEN	2.00	0.00	2.00
Totals	16.00	4.00	20.00

Balance Summary

Balance	Current	End of Year
Vacation	96.00 hours	95.08 hours
Sick	113.86 hours	118.48 hours
Personal	16.00 hours	16.00 hours
Optional holiday	13.00 hours	13.00 hours
Make up time	0.00 hours	0.00 hours

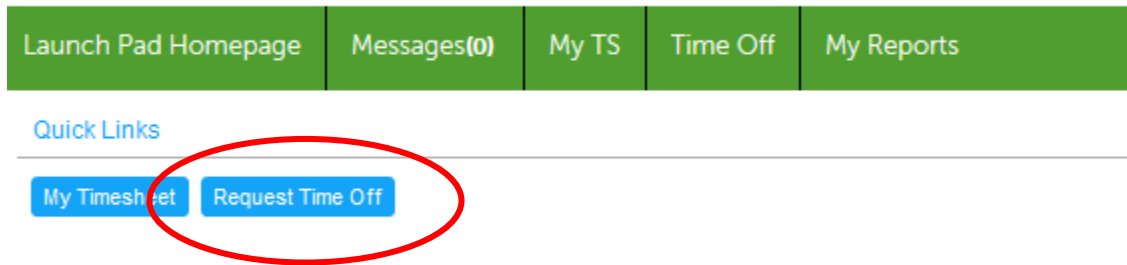
[View Balance History](#)

My Alerts

Alerts		
Del	Subject	Date
No data exists at this time.		

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



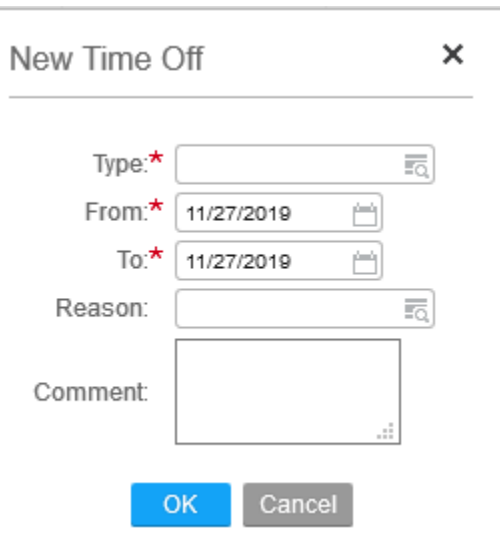
2. A calendar will appear for the current month. Navigate to the month you are requesting time off by using the arrows next to the month ◀ ▶ . Your current balances will display to the right.

The screenshot shows the 'Time Off' interface. At the top, there is a navigation bar with 'Launch Pad Homepage', 'Messages(0)', 'My TS', 'Time Off', and 'My Reports'. Below this is the 'Time Off Calendar' section. The calendar is for November 2019, with navigation arrows on the left. The current date, 14, is highlighted in blue. To the right of the calendar is a 'Current Balances' table, which is circled in red. The table lists the following balances:

Current Balances	
MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours

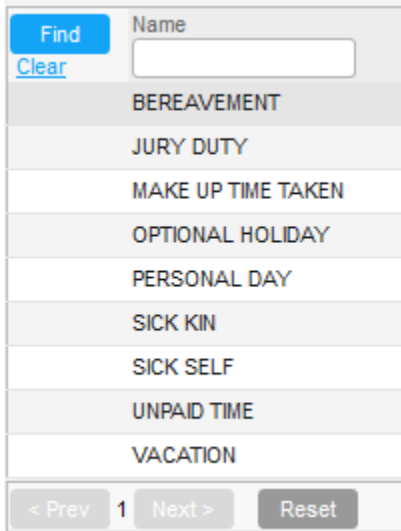
At the bottom left of the calendar, there is a 'Submit' button.

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



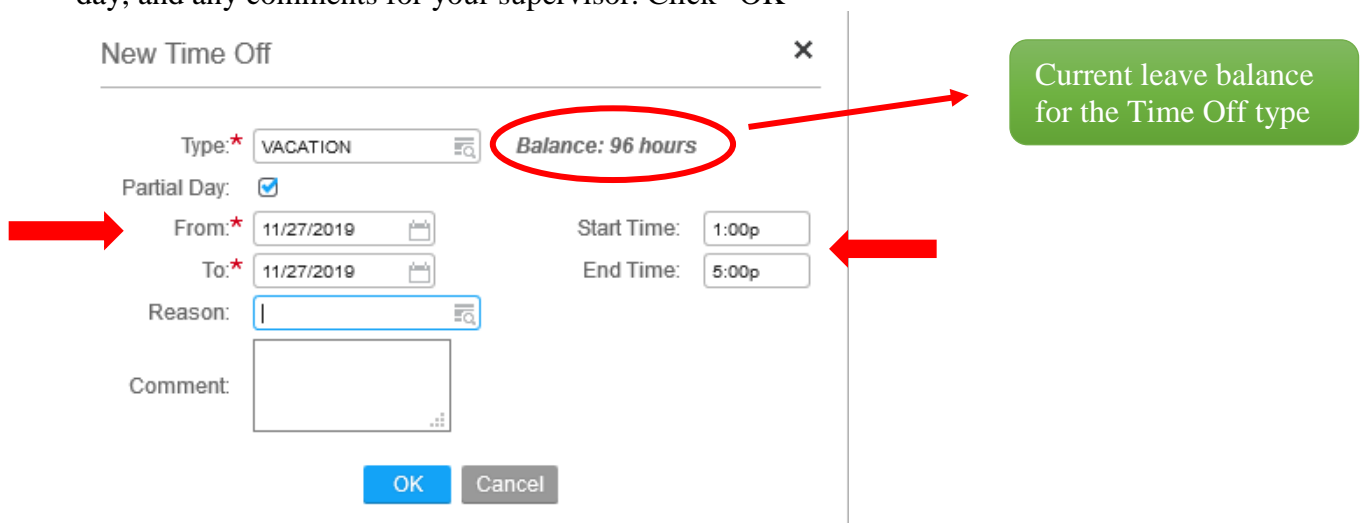
A dialog box titled "New Time Off" with a close button (X) in the top right corner. It contains the following fields: "Type:*" with a dropdown menu, "From:*" and "To:*" with date pickers both set to "11/27/2019", "Reason:" with a dropdown menu, and "Comment:" with a text area. At the bottom are "OK" and "Cancel" buttons.

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"




A list of leave types with a search bar at the top. The search bar has "Find" and "Clear" buttons. The list items are: BEREAVEMENT, JURY DUTY, MAKE UP TIME TAKEN, OPTIONAL HOLIDAY, PERSONAL DAY, SICK KIN, SICK SELF, UNPAID TIME, and VACATION. At the bottom are navigation buttons: "< Prev", "1", "Next >", and "Reset".

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"



The "New Time Off" dialog box is shown with annotations. A red arrow points to the "From:" date picker (11/27/2019). Another red arrow points to the "Type:" dropdown, which is set to "VACATION" and has a red circle around the text "Balance: 96 hours". A green callout box with a red arrow pointing to the circle contains the text "Current leave balance for the Time Off type". A third red arrow points to the "End Time:" dropdown, which is set to "5:00p". The "Partial Day:" checkbox is checked. The "Reason:" dropdown is empty. The "Comment:" text area is empty. "OK" and "Cancel" buttons are at the bottom.

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.

Launch Pad Homepage Messages(0) My TS Time Off My Reports



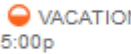
Time Off > Time Off Calendar

◀ November 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
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

Current Balances

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours

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.

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Launch Pad Home Page **Messages (1)** My S Time Off My Reports

[Inbox](#)

INBOX

Inbox-1 Unread Messages

Move Checked Items To [Folder] Go Browse Folder INBOX

Del	All	From	Subject	Date	Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TESTB1	Your Time Off Request was Approved.	Nov 14, 4:13 PM	Mail
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TESTB1	Your Time Off Request was Approved.	Oct 3, 11:02 PM	Mail

page 1 of 1

[Read Message](#)

From: TESTB1 Date: Nov 14, 4:13 PM

To: TESTC2

Cc:

Subject: Your Time Off Request was Approved.

[Reply](#)
[Reply All](#)
[Forward](#)
[Prev](#)
[Next](#)
[Delete](#)
[Close](#)

The following requests were approved.

Wed Nov 27, 2019 - VACATION - 1:00 PM - 5:00 PM

[Reply](#)
[Reply All](#)
[Forward](#)
[Prev](#)
[Next](#)
[Delete](#)
[Close](#)

Time Off Calendar

◀ November 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12			15	16
17	18	19			22	23
24	25	26	27	THANKSGIVING DAY 28	DAY AFTER THANKSGIVING 29	30

Current Balances

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours

[Submit](#)

Approved

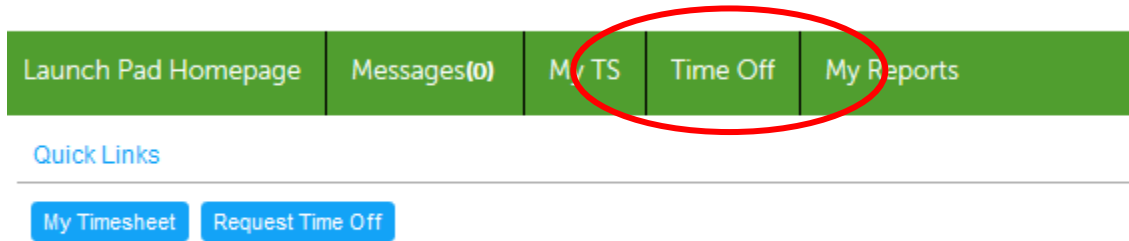
Type: VACATION
 Date: 11/27/2019 Start Time: 1:00p
 End Time: 5:00p

Reason:
 Comment:
 Pay in advance: No

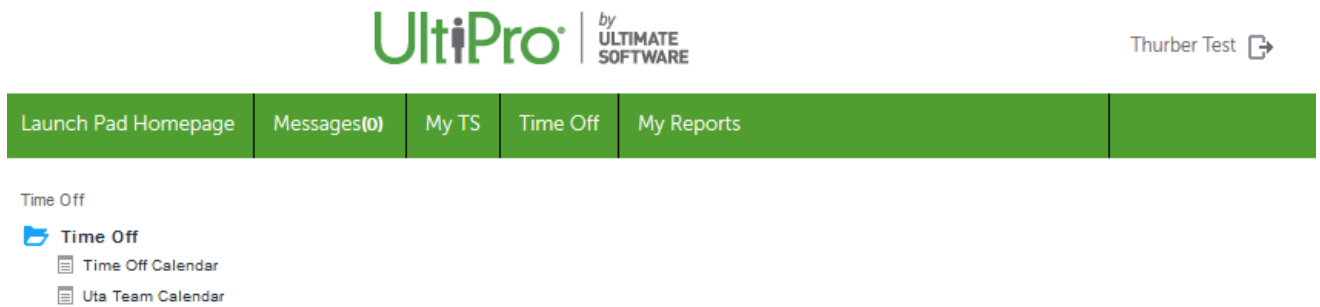
[Cancel Request](#)

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

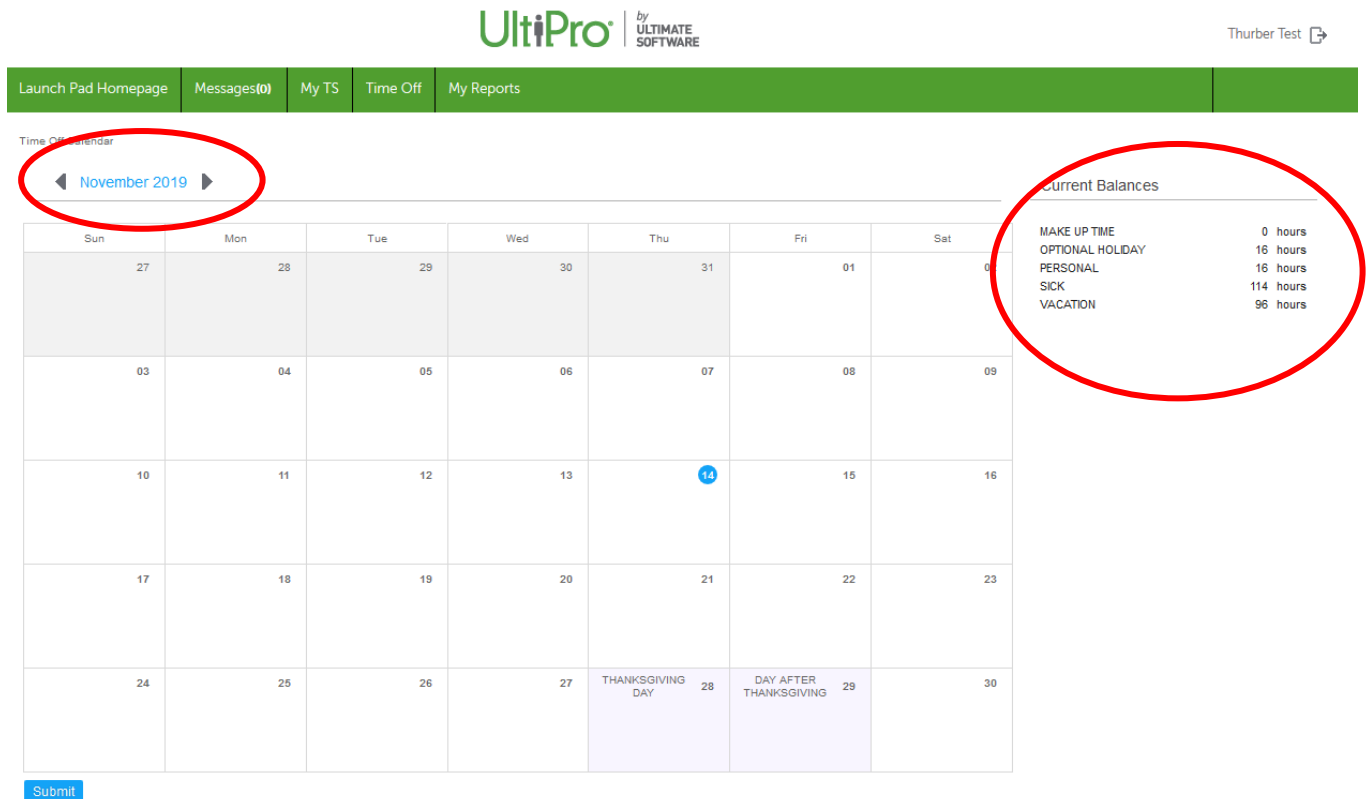
1. Once logged in to UTA, click on the “Time Off” tab



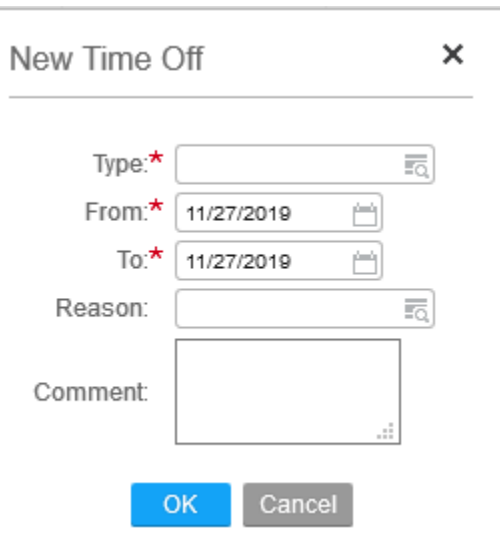
2. A navigation menu will appear. You can either view the “Team Calendar” or “Time Off Calendar”. In this situation, select the “Time Off Calendar”



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.

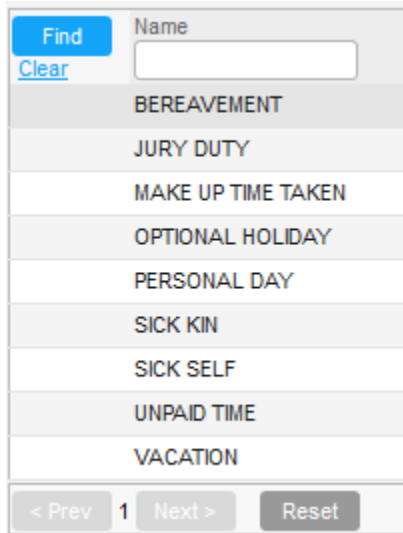


4. Select the date(s) you wish to request time off. A request box will pop up when you click on a calendar date



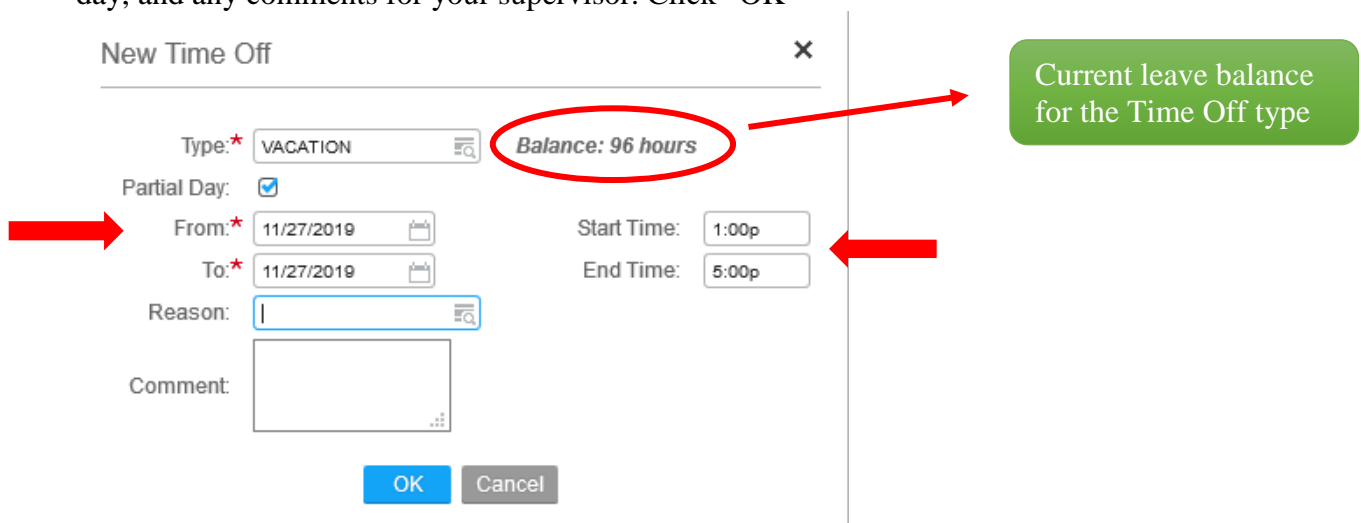
A dialog box titled "New Time Off" with a close button (X) in the top right corner. It contains the following fields: "Type:*" with a dropdown menu; "From:*" and "To:*" with date pickers, both showing "11/27/2019"; "Reason:" with a dropdown menu; and "Comment:" with a text area. At the bottom are "OK" and "Cancel" buttons.

5. 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"




A list of leave types with a search bar at the top. The search bar has "Find" and "Clear" buttons. The list items are: BEREAVEMENT, JURY DUTY, MAKE UP TIME TAKEN, OPTIONAL HOLIDAY, PERSONAL DAY, SICK KIN, SICK SELF, UNPAID TIME, and VACATION. At the bottom are "< Prev", "1", "Next >", and "Reset" buttons.

6. 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"



The "New Time Off" dialog box is shown with annotations. A red arrow points to the "From:" date picker (11/27/2019). Another red arrow points to the "Type:" dropdown, which is set to "VACATION" and has a red circle around the text "Balance: 96 hours". A green callout box with a red arrow pointing to the circle contains the text "Current leave balance for the Time Off type". A third red arrow points to the "End Time:" dropdown, which is set to "5:00p". The "Partial Day:" checkbox is checked. The "Reason:" dropdown is empty. The "Comment:" text area is empty. "OK" and "Cancel" buttons are at the bottom.

7. 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.


Time Off > Time Off Calendar


◀ November 2019 ▶

Current Balances


Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12				16
17	18	19				23
24	25	26	27	28	29	30

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours


27
 VACATION 1:00p - 5:00p

 VACATION 1:00p - 5:00p

Submit

8. 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.

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Thurber Test 


Launch Pad Homepage | Messages(0) | My TS | Time Off | My Reports


Time Off > Time Off Calendar

◀ November 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
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

27

 VACATION 1:00p - 5:00p

 VACATION 1:00p - 5:00p

Current Balances

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours

[Submit](#)

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

Pending Approval ✕

Type: VACATION

Date: 11/27/2019 Start Time: 1:00p
End Time: 5:00p

Reason:

Comment:

Pay in advance: No

[Cancel Request](#)

10. 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.

UltiPro by ULTIMATE SOFTWARE Thurber Test

Launch Pad Home Page **Messages (1)** My S Time Off My Reports

[Inbox](#)

INBOX

Inbox-1 Unread Messages

Move Checked Items To [Folder] Go Browse Folder INBOX

Del	All	From	Subject	Date	Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TESTB1	Your Time Off Request was Approved.	Nov 14, 4:13 PM	Mail
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TESTB1	Your Time Off Request was Approved.	Oct 3, 11:02 PM	Mail

page 1 of 1

[Inbox](#)
[Read Message](#)

From: TESTB1 Date: Nov 14, 4:13 PM

To: TESTC2

Cc:

Subject: Your Time Off Request was Approved.

[Reply](#) [Reply All](#) [Forward](#) [Prev](#) [Next](#) [Delete](#) [Close](#)

The following requests were approved.

Wed Nov 27, 2019 - VACATION - 1:00 PM - 5:00 PM

[Reply](#) [Reply All](#) [Forward](#) [Prev](#) [Next](#) [Delete](#) [Close](#)

Time Off Calendar

◀ November 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
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	THANKSGIVING DAY 28	DAY AFTER THANKSGIVING 29	30

Current Balances

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours

[Submit](#)

Approved

Type: VACATION

Date: 11/27/2019 Start Time: 1:00p
End Time: 5:00p

Reason:

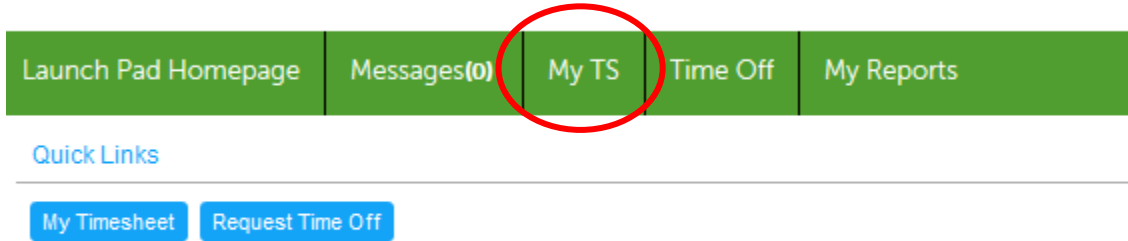
Comment:

Pay in advance: No

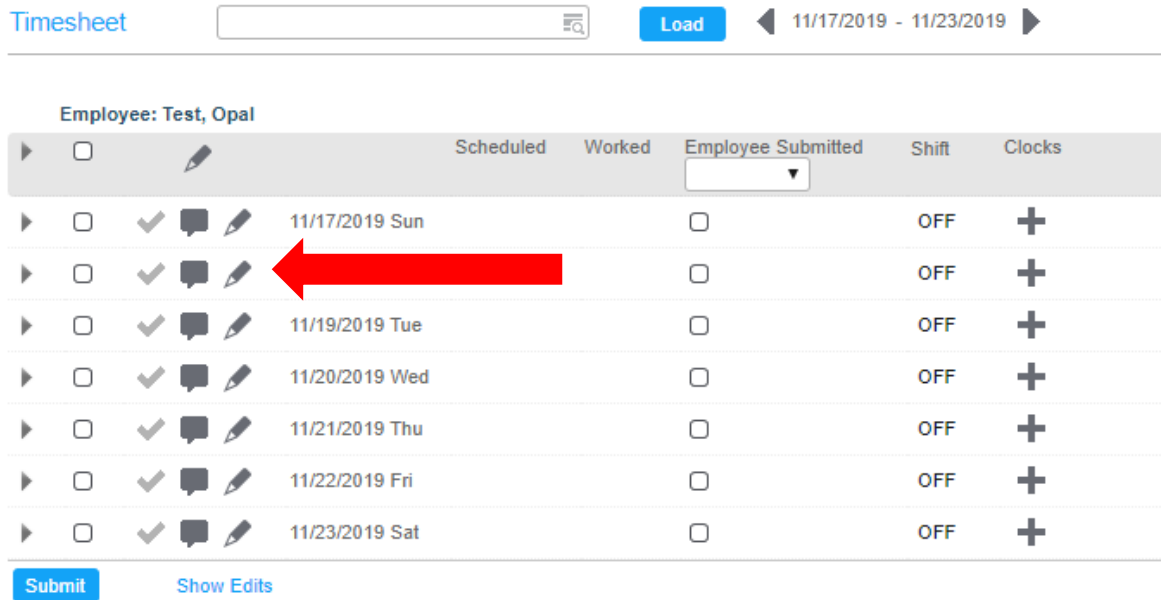
[Cancel Request](#)

How to request Time Off using the My TS tab

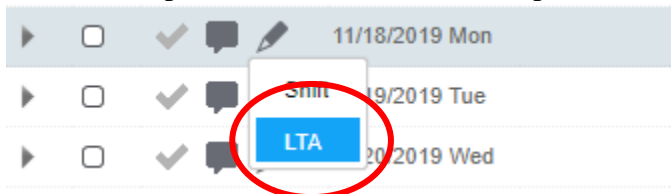
1. Once logged in to UTA, click on the “My TS” tab



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”

Override - LTA: Test, Opal - 000011253 - 11/18

Time Code Start Date End Date Start Time Date Start Time End Time Override Comment

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

Find	Name	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Clear"/>		
	BERV	Bereavement
	JURY	Jury Duty
	OPTIONHOL	Optional Holiday
	PERD	Personal Day
	SCKK	Sick Kin
	SCKS	Sick Self
	UNPAID TIME	Unpaid Time
	VAC	Vacation

< Prev 1 Next >

6. Specify the Duration

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

Override - LTA: Test, Opal - 000011253 - 11/18

Time Code Start Date End Date Start Time Date Start Time End Time Override Comment

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

Override - LTA: Test, Opal - 000011253 - 11/18

Time Code Start Date End Date Start Time Date Start Time End Time Override Comment

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

Employee: Test, Opal

	Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary	Hour Type Summary
▶ <input type="checkbox"/>			<input type="checkbox"/>	OFF	+		
▶ <input type="checkbox"/>	11/17/2019 Sun		<input type="checkbox"/>	OFF	+		
▶ <input type="checkbox"/>	11/18/2019 Mon		<input type="checkbox"/>	OFF	+	VAC 8:00	REG 8:00
▶ <input type="checkbox"/>	11/19/2019 Tue		<input type="checkbox"/>	OFF	+		
▶ <input type="checkbox"/>	11/20/2019 Wed		<input type="checkbox"/>	OFF	+		
▶ <input type="checkbox"/>	11/21/2019 Thu		<input type="checkbox"/>	OFF	+		
▶ <input type="checkbox"/>	11/22/2019 Fri		<input type="checkbox"/>	OFF	+		
▶ <input type="checkbox"/>	11/23/2019 Sat		<input type="checkbox"/>	OFF	+		

[Submit](#) [Show Edits](#)