Second Job Instructions for Ultimate

This guide will walk you through how to add and edit time for second jobs. In order to proceed, you must complete steps 1-3 listed below first.

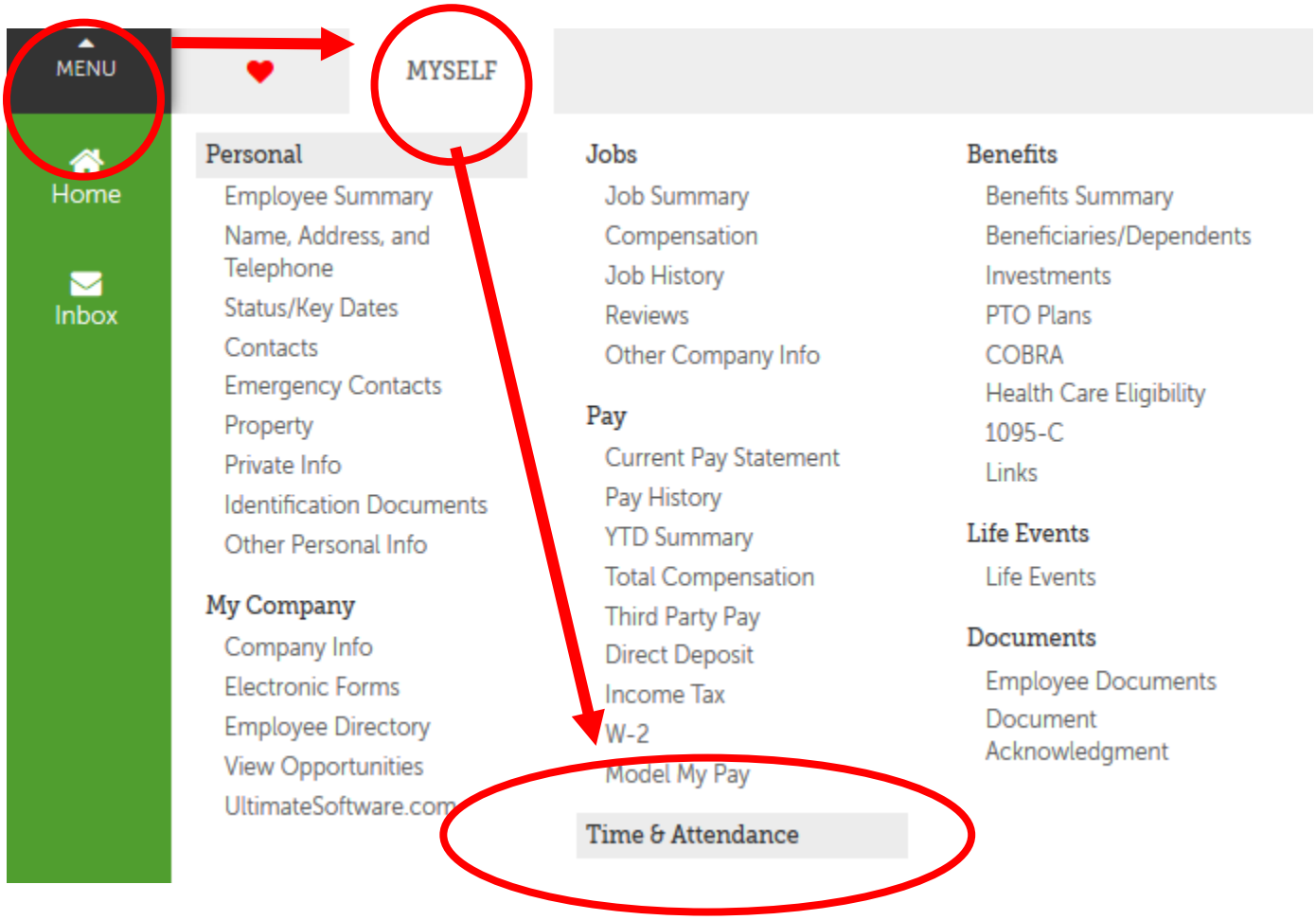
1) Login to UltiPro through My.Redlands or through http://uredlands.ultipro.com

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.

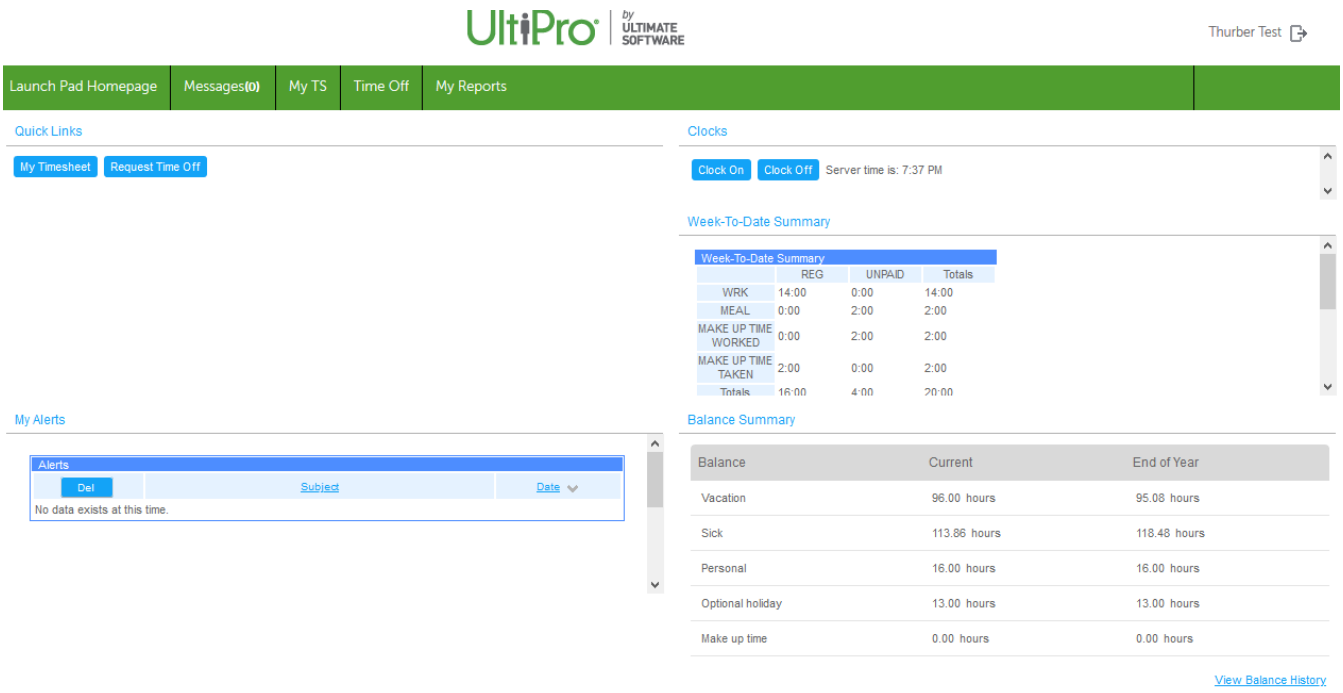
If you have a pop-up blocker enabled, you must allow pop-ups for UltiPro in order to navigate to Time & Attendance. Here are steps to follow if this occurs

- 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



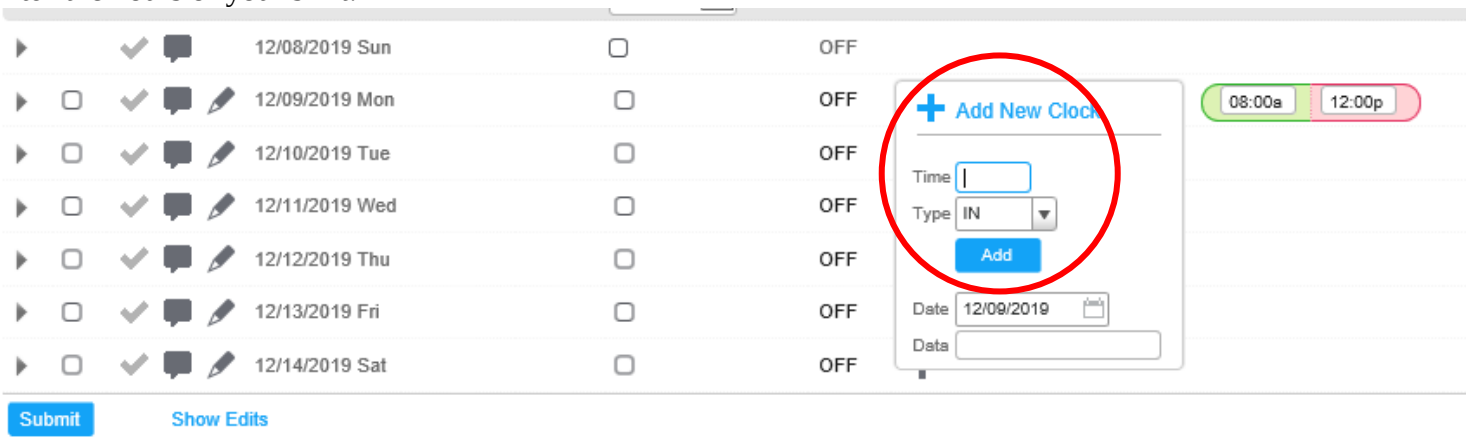
3) A new tab will open with the UTA Launch Pad Homepage

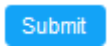
** Note: Depending on reporting structure and permissions, you may have additional items along the top bar

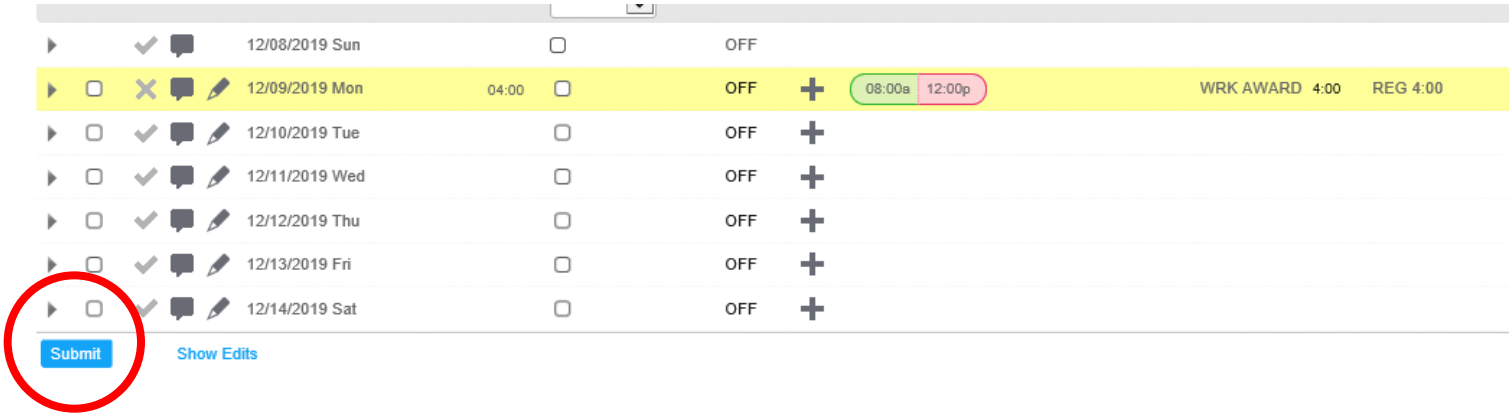


To log hours for your two jobs you will need to enter the time of the shifts, click the plus sign on the day you are entering hours:

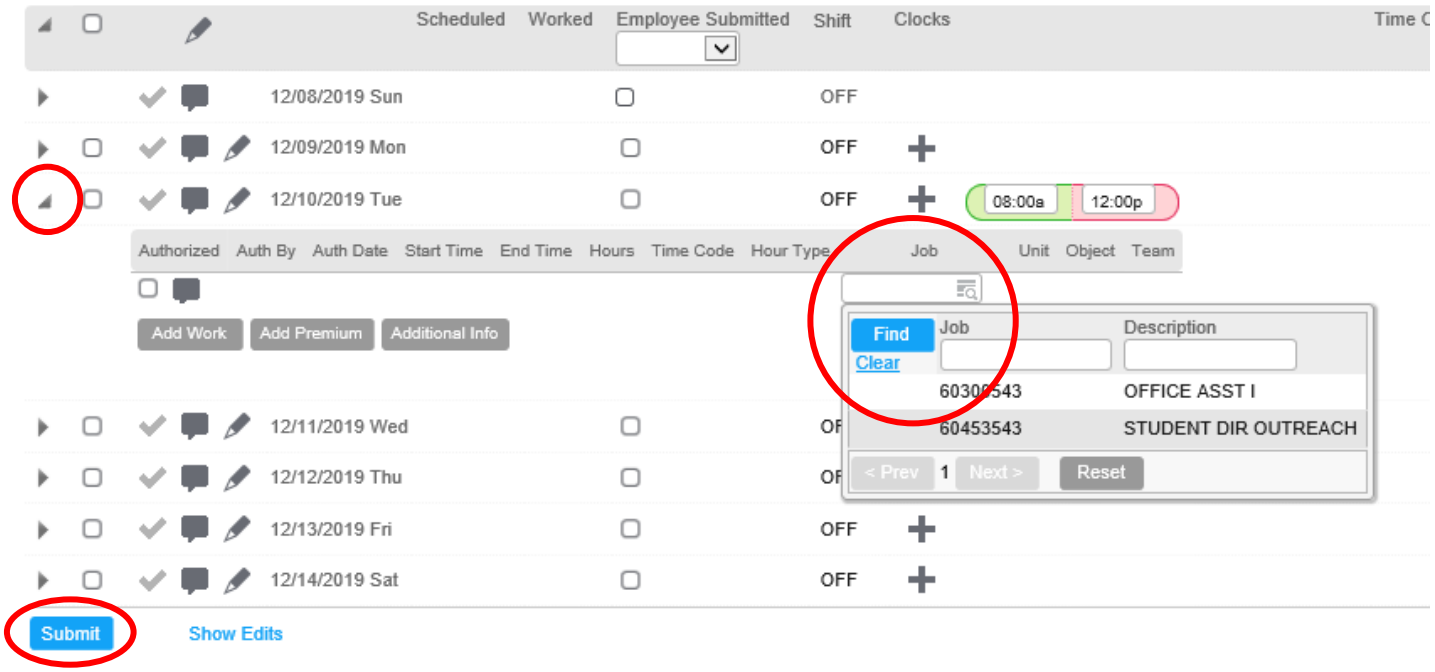
Enter the hours of your shift.



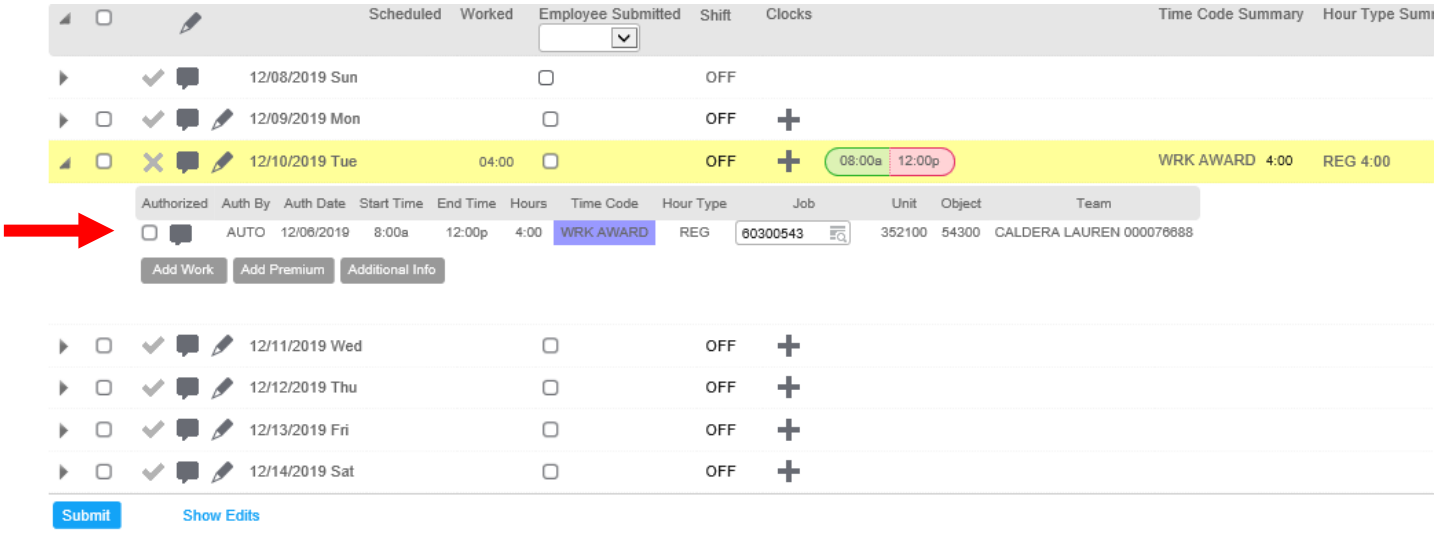
Click Submit  to save your entries.



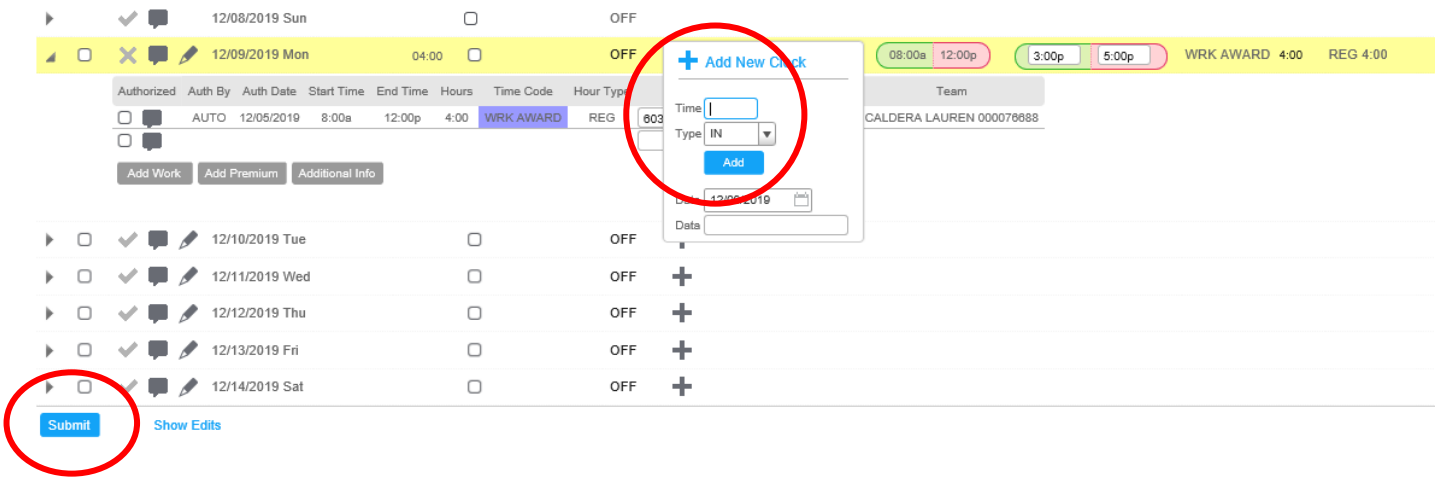
To input the correct job for your hours click the triangle ▶ on the left the day you entered hours for. You will notice the job will default to your first job. To see what job your hours are coded for click under ***Job*** click the ***grey search icon*** and it will show your job codes. Select the job that you worked those hours for.



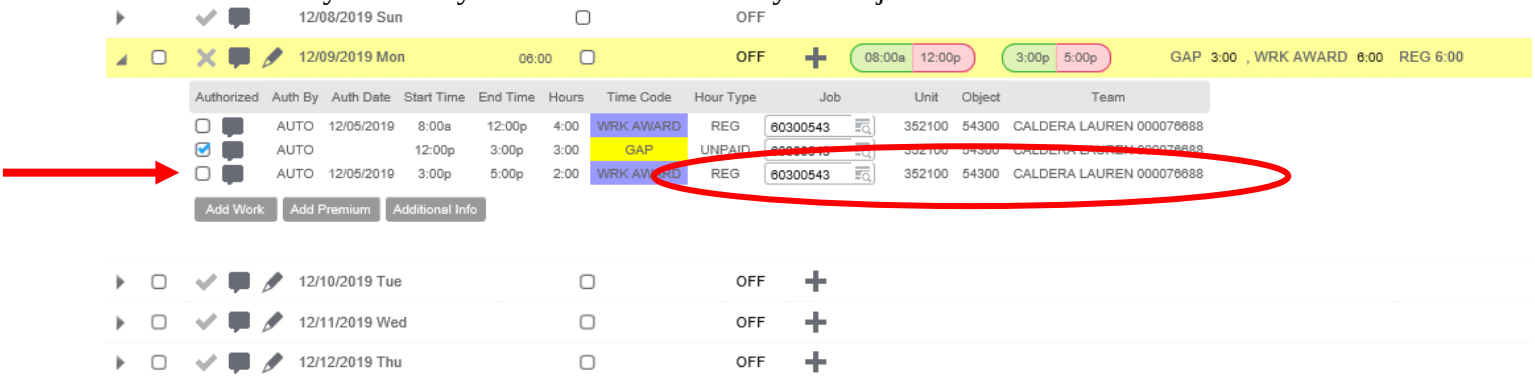
Then hit Submit Submit to save your edits.



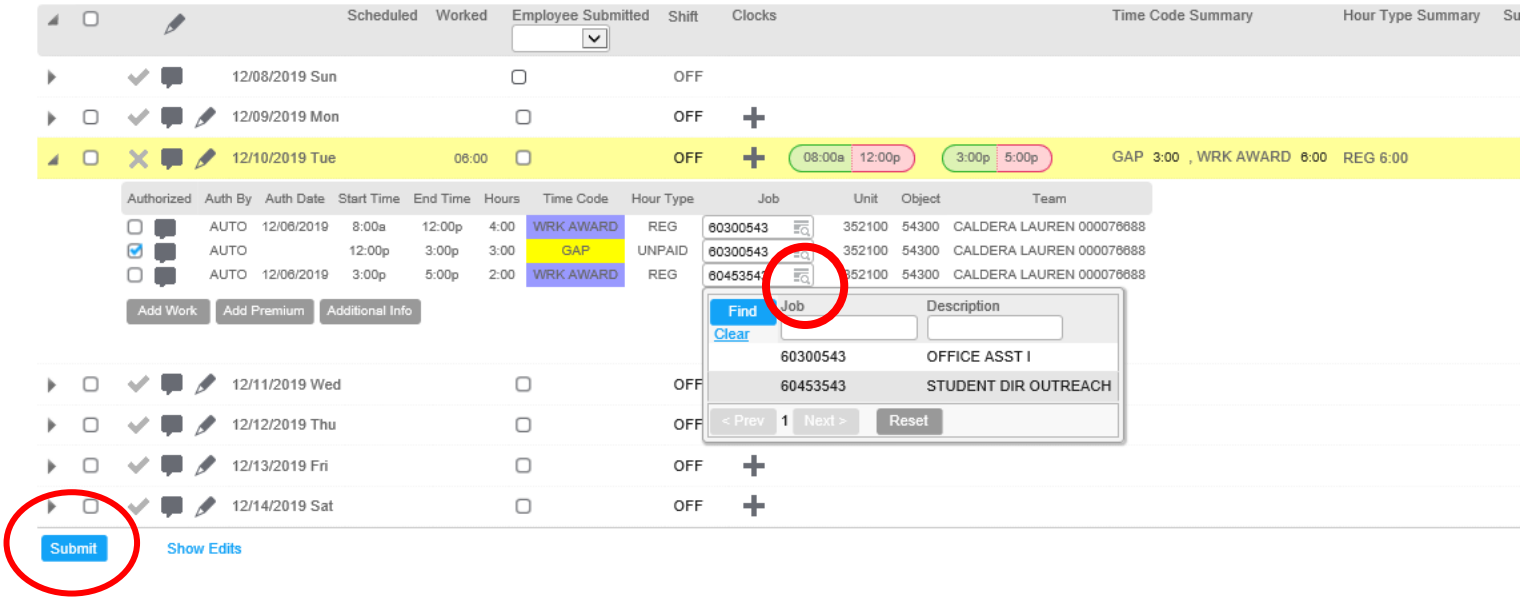
To enter hours for you 2nd job hit the plus sign ➕ to enter a new shift in your timecard. Once you do that hit Submit. Submit



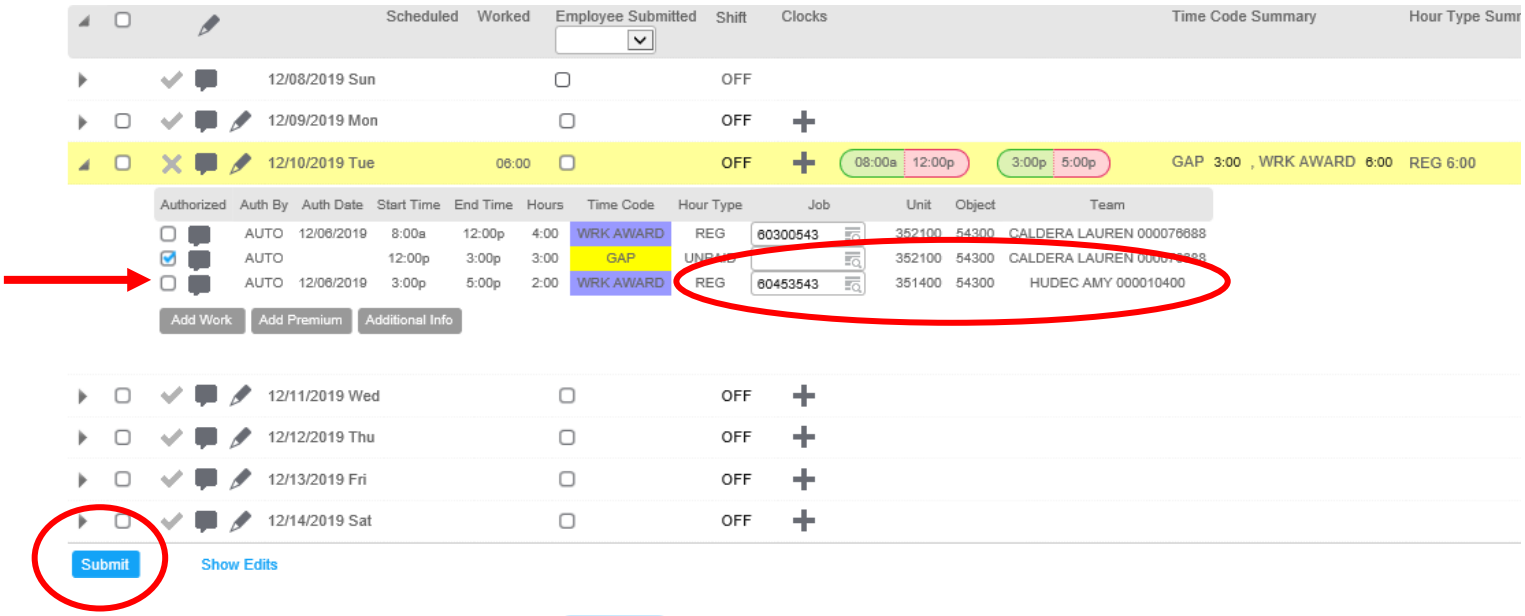
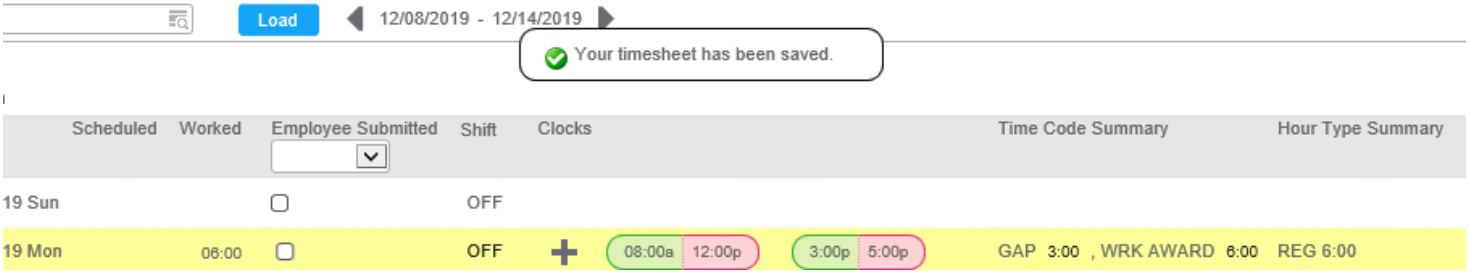
You will notice any shift for you enter will default to your 1st job.



To ***select the correct job*** for the hours worked hours click the ***grey search icon*** and both of your jobs will appear, click the correct job for the hours worked. Then hit Submit. Submit



Review the information you entered is true and correct for your jobs.



Then hit Submit, to save your timecard. Submit