

Request Time Off

You can request time off in Ultipro Time Management using the Time-Off Requests page.

1. On the Ultipro home page Menu tab go to: Myself > Time Management
2. Select the Scheduler tab, and then select the Requests tab. The Time-Off Requests page appears.

The screenshot shows the navigation menu with 'Requests' selected. Below the menu is a 'Date Selection' dropdown set to 'Current Pay Period'. The main heading reads 'My Timesheet for February 18, 2019 to March 03, 2019'. Underneath is a 'Timesheet Detail' section with buttons for Save, Add, Delete, Cancel, Submit, and Print. A table displays timesheet data for a specific date.

Date	Notes	In	Out	Reg	Daily Hours	Job
Thu 02/21/2019		11:24AM		0.00	0.00	OFFASST [Office Assistant]

3. View your available accrual balance information and submitted requests.
4. Select either the **Add** icon or from the **Things I Can Do**, select the “Add Time Off Request” link.

The screenshot shows the 'Time-Off Requests' page with several annotations. A red circle highlights the '1.61' available sick accrual balance. Another red circle highlights the 'Add' icon and the 'Add Time Off Request' link in the 'Things I Can Do' section. A third red circle highlights the table of submitted requests. Annotations include: 'This is your available sick accrual balance.' pointing to the balance; 'Click on the "+" or on "add time off request" to submit a request.' pointing to the add icon; and 'Previous requests for time off will appear here with their status.' pointing to the table.

Action	Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
<input type="radio"/>	STUDENT BASIC	02/22/2019 to 02/22/2019:	02/21/2019 11:33 AM	1.00	Pending		
<input type="radio"/>	STUDENT BASIC	02/20/2019 to 02/20/2019:	02/20/2019 09:44 AM	1.00	Approved	Robyn Salvo	02/20/2019 09:48 AM
<input type="radio"/>	STUDENT BASIC	02/15/2019 to 02/15/2019:	02/15/2019 03:31 PM	0.00	Removed		

5. The New Request section appears.

6. Select “Student Basic” from the **Type** drop-down list.
7. Enter the requested start and end date (which is the same day).
8. Enter notes if needed.
9. Click on “Show Advanced Options”.
10. Enter the start and end times in 1 hour increments. The hours will automatically calculate.

Available Balances

STUDENT BASIC	1.61
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New Request

Description: Enter Optional Description

Type: STUDENT BASIC

From: 02/25/2019

To: 02/25/2019

Total: 1

Notes: [Empty]

Show Advanced Options

Advanced Options

Date	Day	Type	Hours	Start	End	Available Hours	Remaining Hours
x 02/25/2019	MON	STUDENT BASIC	1.00	01:00 PM	02:00 PM	1.61	0.61

7. Click "Save"

save reset cancel print

Note

Please leave a note indicating which job you are requesting time off from if you have more than one job.

11. Select Save. The request is sent to your primary supervisor and you will be brought back to the landing page where you can see all submitted requests.

***Note you should send an email studemploy@monmouth.edu if your sick usage is not for your primary job/supervisor. You can identify your primary job/supervisor in Ultipro by clicking on Menu > Myself > Employee Summary.**

MENU MYSELF ADMINISTRATION

Home

Inbox

Personal

- Employee Summary
- Name, Address, & Telephone

Jobs

- Job Summary

My Onboarding

Pay

- Current Pay Statement
- Pay History

Documents

- Employee Documents

At the bottom of the Employee Summary screen is your Primary Job and Primary Supervisor.

The screenshot shows the 'Employee Summary' page. At the top, there is a 'MENU' dropdown and a user profile section for 'Myself Personal'. Below this, there are two tabs: 'Employee Summary' (selected) and 'Name, Address, and Telephone'. The main content area displays 'Location' as 'NJ0000 - NEW JERSEY'. Below that is a 'Job' section with a table of details:

Job	
Job	Office Assistant
Status	Active
As of	09/10/2015
Supervisor	Aimee M Parks

Red ovals highlight the 'Job' and 'Supervisor' rows in the table.

The status of the request remains in Pending status until it is approved or denied by your supervisor. After your supervisor approves or denies your request, you will receive a message when you access Time Management and also via email.

Modifying Time Off Requests

You can modify or cancel requests for time off, as well as send a reminder to respond to a request in Time Management using the Scheduler > Requests page.

1. Select the entry you wish to modify.
2. From the Action bar, select the action: Edit, Remind, or Cancel

The screenshot shows an 'Action' bar with three buttons: 'Edit', 'Remind', and 'Cancel'.

- If you select Edit, an Edit Request form appears with the original information.
- If you select Remind, a Reminder Message pop-up window appears. Enter a message to your supervisor and select Remind (for example, "I am missing 1 hour of work this Wednesday from 4 – 5 PM").
- Select Cancel to cancel the request.