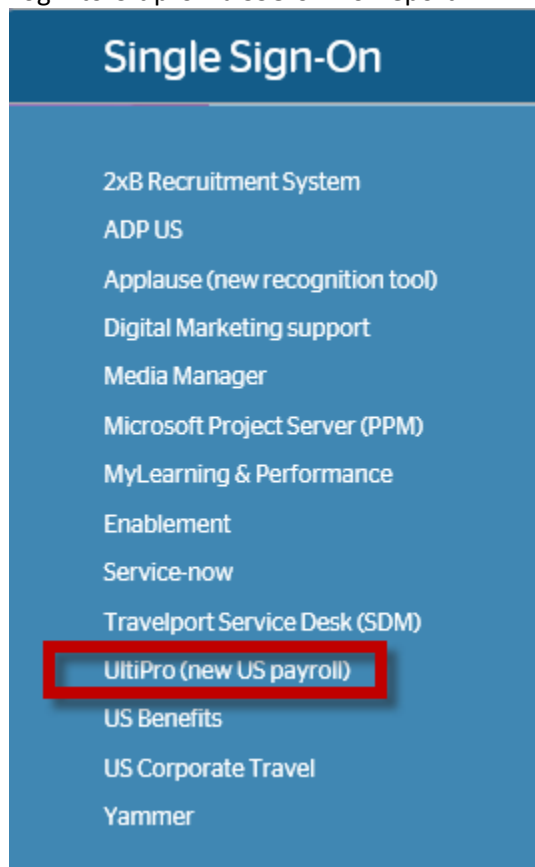


Creating a Time off request (PTO) in Ultipro

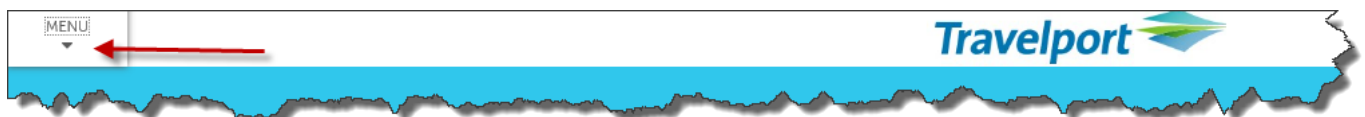
PTO requests should be submitted prior the start of your time off.

Steps to create PTO request

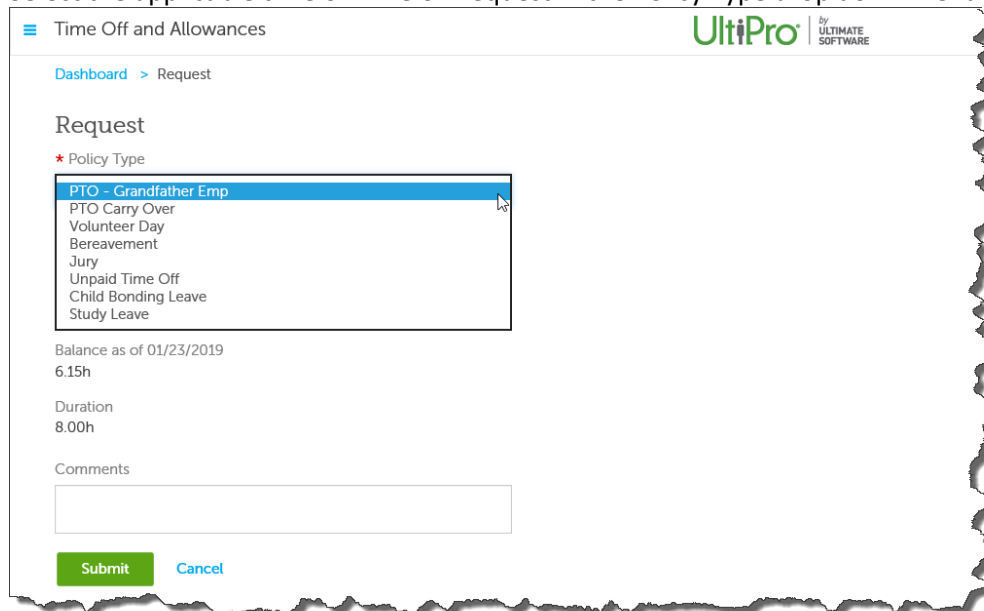
1. Log into Ultipro via SSO on Homeport



2. Select **Menu**



6. Select the applicable time of Time off request in the Policy Type drop down menu



Time Off and Allowances

Dashboard > Request

Request

* Policy Type

PTO - Grandfather Emp

PTO Carry Over

Volunteer Day

Bereavement

Jury

Unpaid Time Off

Child Bonding Leave

Study Leave

Balance as of 01/23/2019
6.15h

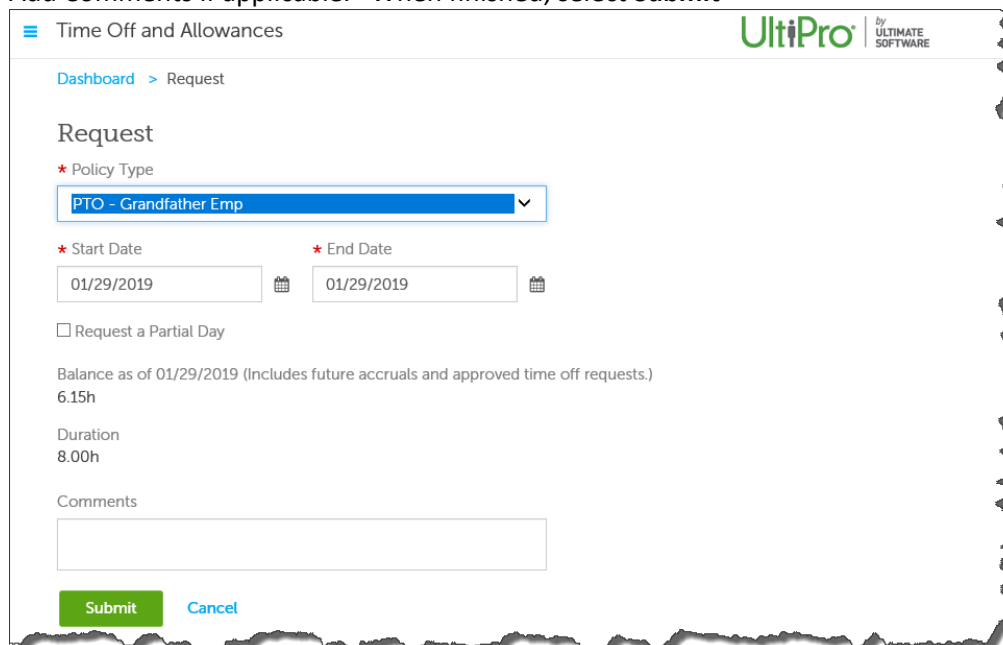
Duration
8.00h

Comments

Submit Cancel

7. Enter the Start and End Date for the request. **Note: if you are taking time off spanning over a weekend, submit 2 requests. Otherwise, the weekend (16 hours) will be considered PTO time.**

8. Add Comments if applicable. When finished, select **Submit**



Time Off and Allowances

Dashboard > Request

Request

* Policy Type

PTO - Grandfather Emp

* Start Date

01/29/2019

* End Date

01/29/2019

☐ Request a Partial Day

Balance as of 01/29/2019 (Includes future accruals and approved time off requests.)
6.15h

Duration
8.00h

Comments

Submit Cancel

9. Your manager will receive an email notification of the time off request. Once the request has been processed by your manager, you will receive an email acknowledging the status.