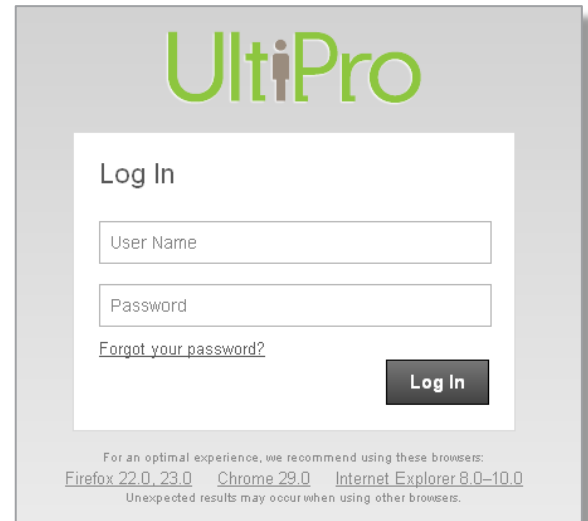


Logging in to UltiPro

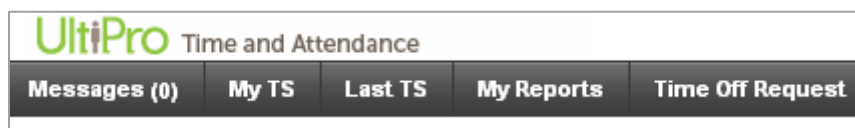
1. Go to [the UltiPro login page](#) or from PSAV.com select **login** and then **UltiPro**.
2. In the **user name field** enter your last name followed by the last four digits of your social security number (example: smith1234).
3. In the **password field** enter your password. If this is your first time logging in to UltiPro, enter your birthdate in the mmddyyyy format (example: 08231979).
4. Click **Log In** or press **Enter**.



The screenshot shows the UltiPro login interface. At the top is the 'UltiPro' logo. Below it is a 'Log In' section with two input fields: 'User Name' and 'Password'. A link for 'Forgot your password?' is located below the password field. A 'Log In' button is positioned to the right of the password field. At the bottom of the page, there is a recommendation for browsers: 'For an optimal experience, we recommend using these browsers: Firefox 22.0, 23.0 | Chrome 29.0 | Internet Explorer 8.0-10.0'. A disclaimer below reads: 'Unexpected results may occur when using other browsers.'

Viewing Time and Attendance in UltiPro*

1. Log in to UltiPro.
2. Hover your mouse pointer over the **Myself tab**.
3. Choose **Time & Attendance**. This will prompt a pop up window that will take you to your time and attendance site. If you have a pop up blocker turned on, you will need to bypass it to view this page.
4. You will have various tab options across the top of the site which give direct access to your **Messages**, time sheet (**My TS**) and the **Time Off Request** form. The **Last TS** tab will link you to the last timesheet you viewed. The **My Reports** tab will allow you to view past timesheet information.

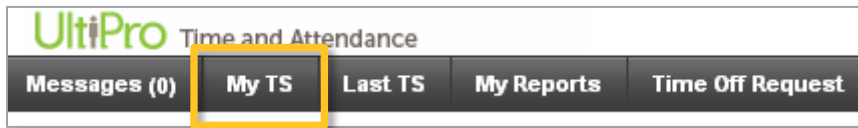


The site page will default to the My TS tab.

*Note: The system refreshes every two minutes. If you punch in or out and then view your timesheet, the punch will not appear until two minutes after you punched on the time clock.

Viewing Your Timesheet

1. Your current timesheet is under the My TS tab in UTA.



Timesheet (daily) 04/06/2014 - 04/12/2014 Page 1 of 1 Back to Selection Screen

SAVE Show Applied Overrides View All Work Details Employee: Jesionowski, Wayne

Apply	Trace	Approve	Comments	Issues	Detail	Auth By	Clocks	On	Off	On	Off	Time Code Summary	Hour Type Summary	Calculation Gr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRK 9:00	REG 9:00	HOURLY NON-U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Approved Issues Start Time End Time Hours Rate Time Code Hour Type Job Department Event Location

Start Time	End Time	Hours	Rate	Time Code	Hour Type	Job	Department	Event	Location
8:00a	5:00p	9:00		WRK	REG	HR050	000430	0	LEE MICH

Code Summary

	REG	Total
WRK	9:00	9:00
Total	9:00	9:00

2. To view Paid Time Off details for the given time period, click on Show Applied Overrides.

Timesheet (daily) 04/06/2014 - 04/12/2014 Page 1 of 1 Back to Selection Screen

SAVE Show Applied Overrides View All Work Details Employee: Jesionowski, Wayne

Apply Trace Approve Comments Issues Detail Auth By Clocks On Off

3. To view details for a specific day, click on the plus sign next to that day's listing.

04/06/2014 Sun AUTO 04/06/2014

04/07/2014 Mon AUTO 04/07/2014 8:00a 5:00p

Approved Issues Start Time End Time Hours Rate Time Code Hour Type Job Department Event

Start Time	End Time	Hours	Rate	Time Code	Hour Type	Job	Department	Event
8:00a	5:00p	9:00		WRK	REG	HR050	000430	0

Add Work
Add Premium