

UltiPro: Time Card selecting "Unpaid Time"

1. Log into UltiPro.
2. Click on **"MYSELF"** and then **"Time"**
3. Select time sheet for current week
4. In drop down for specific day select **"Unpaid Time"**

The screenshot shows the UltiPro time card interface. At the top, there are four summary boxes: 'Total hours 0.0h', 'Paid hours 0.0h', 'Unpaid hours 0.0h', and 'View all summary'. Below these are three buttons: 'Enter Duration', 'Copy from...', and 'View Changes'. The main area is a table with columns for 'Day', 'Time Code', and 'Entry'. The 'Day' column lists days from Sun 15 to Sat 21. The 'Time Code' column has a dropdown menu open for Monday 16, showing options: 'Birth Day Off', 'Funeral', 'Paid Time Off', 'PTO Cashout - Elective', 'PTO Payout - Termination', 'Volunteer Pay', and 'Unpaid Time'. A red arrow points to the 'Unpaid Time' option. The 'Entry' column is currently empty.

5. Enter the number of hours to the right

The screenshot shows the same UltiPro time card interface. The dropdown menu for Monday 16 is now closed, and 'Unpaid Time' is selected. In the 'Entry' column for Monday 16, the number '8' is entered in a text box followed by 'h'. The other days in the table remain unchanged with 'Choose...' in the 'Time Code' column and empty 'Entry' fields.

6. Click **"save"** when done

