



UltiPro Mobile App

Checking Leave Balances

- For departments who require **PTO leave requests** through Ultipro.

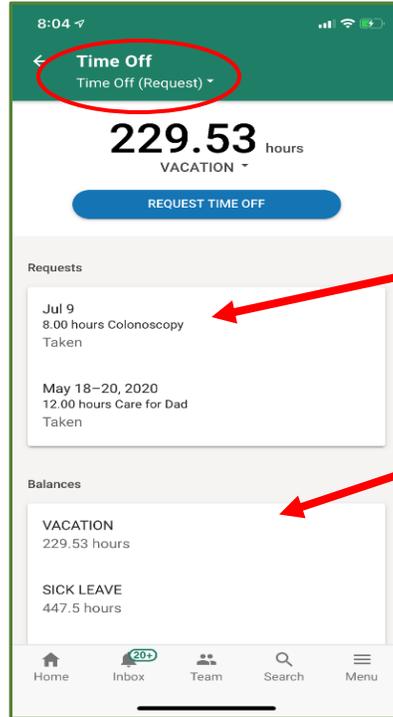
1



From your home screen, touch the **Time Off** tile.

NOTE: You may arrive at the screen in step 2, step 4, or step 5, depending on your last use.

2

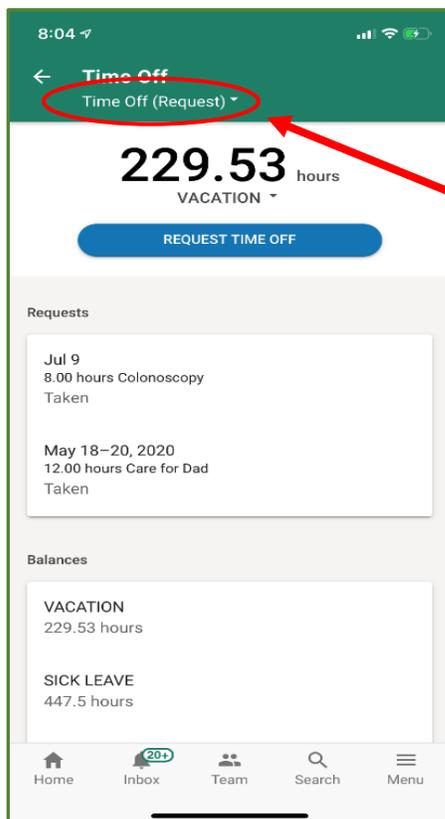


The **Time Off Summary with Time Off (Request)** screen may appear.

Previous **Time Off requests** are shown in the **Requests** box.

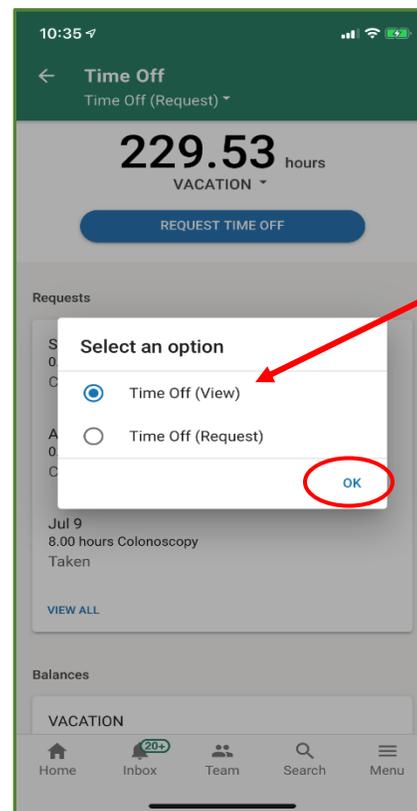
Leave Balances are listed in the **Balances** box. Scroll down and click **View All** to see current balances for all leave types.

3



To see details of accrual balances and a breakdown of accruals by pay period, touch the **Time Off** drop-down arrow.

4

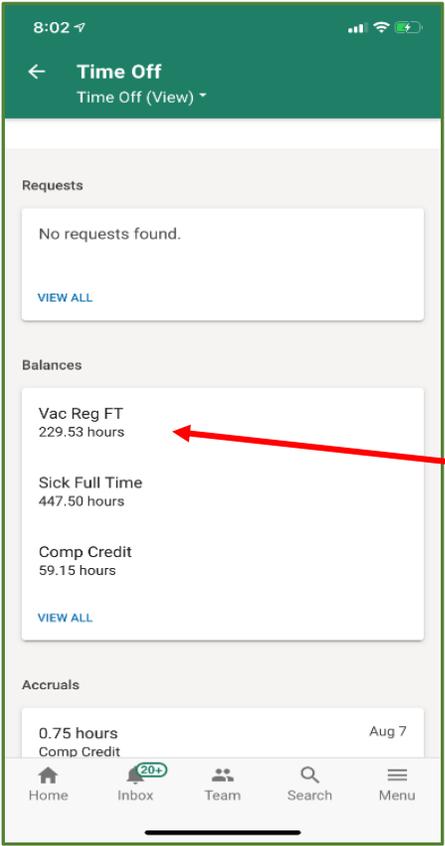


Select **Time Off (View)**.

Click **OK**.

You will need to switch back to **Time Off (Request)** when you wish to request time off.

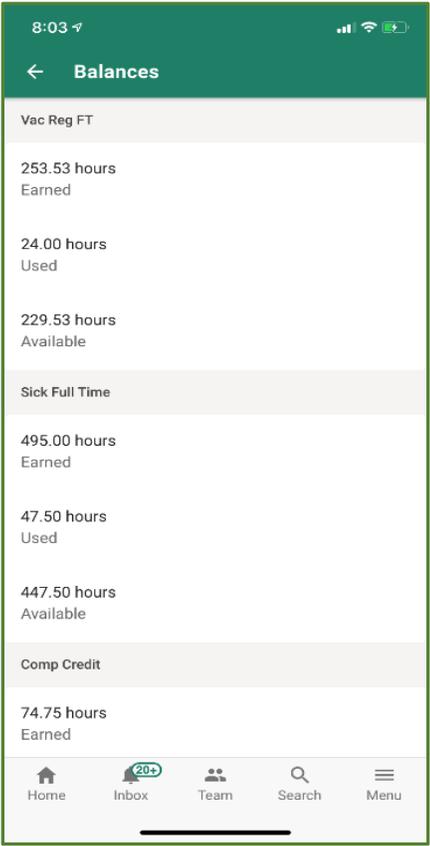
5



On the *Time Off (View)* screen, you will see current accrual balances in the *Balances* box.

Touch on any accrual balance to view balance details.

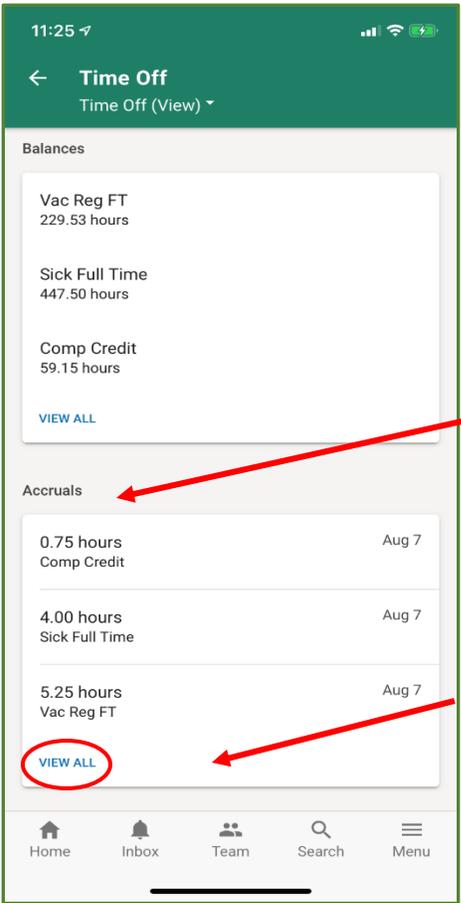
6



The *Balances* screen appears showing time Earned, Used, and Available for each leave type.

Touch the back arrow in the upper left corner to go back to the *Time Off (View)* screen.

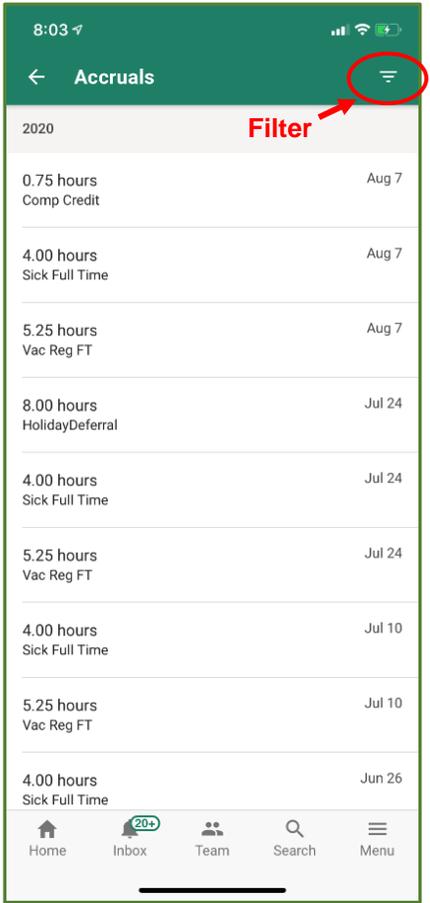
7



On the *Time Off (View)* screen, scroll down to the *Accruals* box to view accruals by pay period.

Click *View All* to see a complete list of accruals received.

8



The *Accruals* screen appears.

All leave accruals are listed by type and pay period, going back as far as January, 2018.

Touch the Filter icon in the upper right corner to filter the list by leave type.