

How to book a half day in Ultipro:

Start by booking your time off the same way but before you save your request, select “advanced options at the bottom”

New Request

Description

Type • FLEX VACATION ▼

From • 07/31/2020 

To • 07/31/2020 

Total Days 1

Notes

[Show Advanced Options](#)

A box will open to the right

Advanced Options

	Date	Day	Type	Days	Available Days	Remaining Days
x	07/31/2020	FRI	FLEX VACATION	1.00	0	-1.00

Now just change the 1 to 0.5 and save

Advanced Options

	Date	Day	Type	Days	Available Days	Remaining Days
x	07/31/2020	FRI	FLEX VACATION	0.50	0	-0.50

Don't forget that there are tutorials on right hand side on most pages in UP:

Things I Can Do

[Add Time Off Request](#)
[View Calendar](#)

Quick Tours and Tips

[Requesting Time Off Quick Tour](#)
[Requesting Time Off Quick Tip](#)