

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

Enter Optional 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
×	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](#)