

Employee Guidelines

How to Enter Earn Sick Leave Hours into Ultratime (Short Version) *(for employees that use a FOB to enter work hours)*

1. Go to MyWCC and Login using NETID and Password
2. Click the Ultratime Link:
3. Select the Calendar Button: The calendar view will display
4. Select Sick Leave: In the "ABSENCE" Drop Down List. Choose "SICK"
5. Enter Hours: Click "OK"
6. Select Date(s): Using crosshead Cursor to select the date then left click mouse to save hours. (Hours are auto saved for selected dates)
7. Click the Refresh button to Inactive the Cursor
8. Click EXIT to leave Ultratime program

Established: 3/14/2025 (by Linda Williams)