REPORT YOUR TIME FOR YOUR JOBS VIA THE WEB (for payment)
****TIME MUST BE SUBMITTED and JOBS CLOSED THE SAME DAY OF THE ASSIGNMENT****

The following are instructions to log onto the website to submit your times for each job. You can choose to use the website or the app for your smartphone. Time must be reported, and jobs closed, the same day as the job. **We recommend using the app for your smartphone**.

To "Close" or document times for every job includes the following steps:
- Log in
- Find Job to close
- Enter Start/End Times
- Interpreter Initials verifying time and "Confirm"

STEP 1: Login to the Website: https://ulc.interpreterintelligence.com/app/login
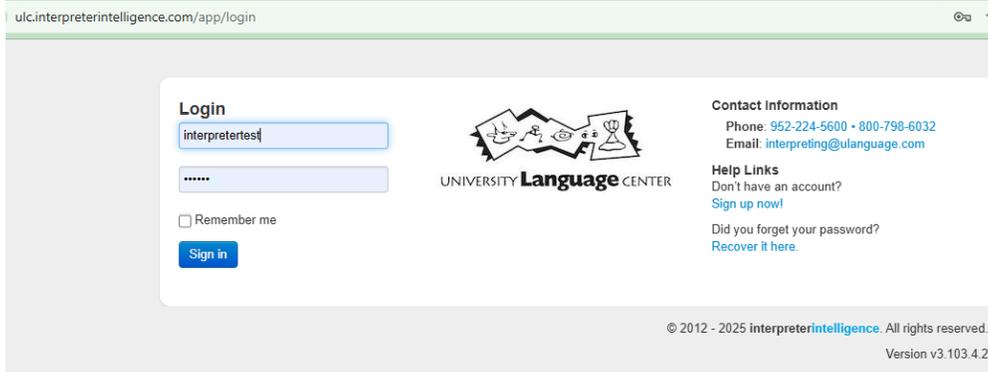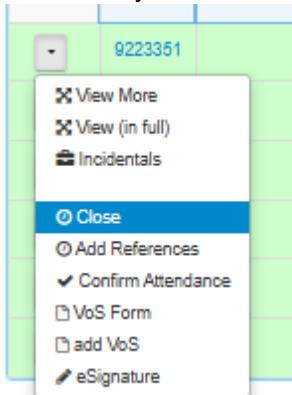

Step 2: Find jobs to "close"
Closing jobs means entering accurate start and end times so the job can be paid. You can look at the "Dashboard" for jobs to close. Scroll down to either "Today's Job Diary" or "Past Jobs- To be Closed"
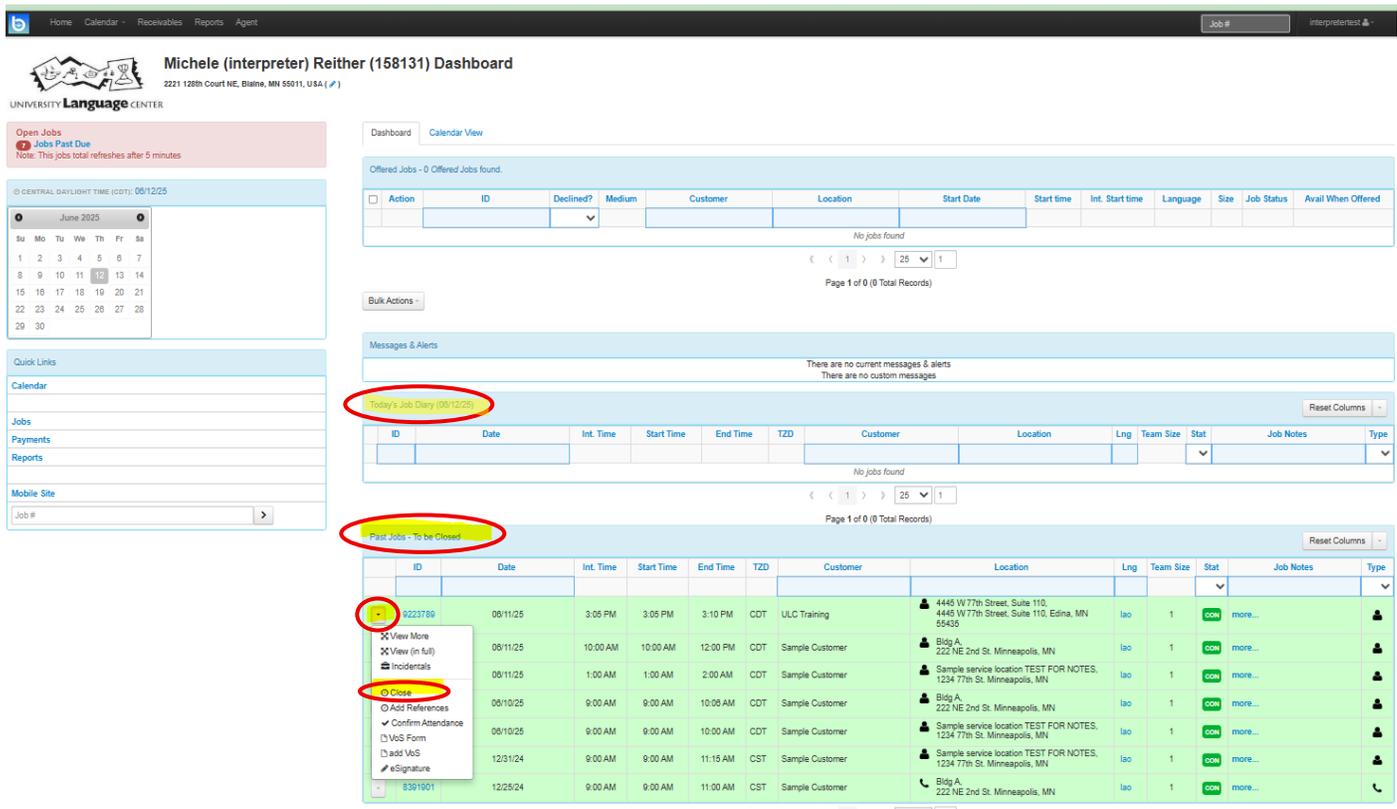
STEP 3: DROPDOWN TO CLOSE

Click dropdown on left of job:

Click "Close"

STEP 4: COMPLETE "CLOSE JOB" SCREEN

On the "Close Job" screen you will document Start and End time for payment, and "Close" the assignment on the Website:

1. Edit Start and End times (include actual times you were onsite/online/phone for the assignment) DO NOT ADD TIME before the scheduled start time UNLESS you started interpreting early.
2. VoS is the Verification of Signature. If you are using the VoS form, it can be added here by clicking Browse. You can upload a signed form here, which is preferred OR you can chose "Paperwork to be Submitted Offline" and email it to interpreting@ulanguage.com or text it to 952-224-5600. Note: If the client did not sign your Verification of Service form or app, you can self-sign and note your name.
3. Choose if Interpretation was Provided or not. If the job was cancelled before you arrived on site and the job isn't appearing on your dashboard, then you no longer need to close that job. It will be processed automatically as a late cancellation, and you do not need to close it.
4. Add any notes in Job Close Notes (notes could be for parking if listed on job order, if a client was a no-show, or any information you'd like ULC to know about the job)
5. Attach any documents (If parking was on your Job Order as reimbursable, receipts are required. It is preferred that you attach a copy of the receipt here, otherwise you may email/text the receipt.) To attach a parking receipt, click "Add Document" and attach receipt.
6. Mileage will automatically be calculated if listed on the Job Order.
7. Click "Next"

STEP 5: ADD INITALS, CONFIRM & CLOSE
You will be shown an ESTIMATED reimbusement total, which will then be reviewed by ULC prior to issuing payment.
1. Place Initials in the box at the bottom
2. Click "Agree"
3. Click "Confirm & Close Job"

Close Job #9223789

You are submitting the following information. Please review carefully before submitting. If any information you submitted looks incorrect, you can click the Previous button below to correct it and re-submit.

Duration 5 minutes
Cancelled [Not Selected]

Incidentals [No incidentals]
References [No references]

Notes Parking $5.00

Your estimated reimbursement is as follows. Note that this is an estimate only and will be finalized before any reimbursement is issued. Please contact your interpreter manager with any questions.

Type	Description	Quantity	Rate	Total
Interpretation / Standard	Interpretation: 06/11/25 3:05 PM - 3:10 PM Lao (lao) 2:00 hrs / ...	2	$30.00	$60.00
Mileage	Mileage To	58.76	$0.50	$29.38

Interpreter agrees the times were accurately reported. The estimate above will be reviewed by ULC billing department.

Initials   Agree

I Need Help!   Previous   Confirm & Close Job   Cancel

STEP 6: RECEIPT FOR YOUR SUBMISSION
You will receive confirmation that you have closed the job successfully and can download a copy of your submission:

Close Job #9223789

Job #9223789 successfully closed.
Save as PDF

Cancel

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TIPS:

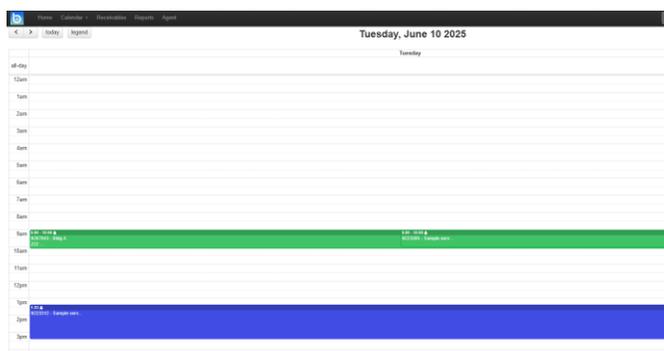**DASHBOARD** Click this blue and white icon to navigate to your dashboard:

CALENDAR
The calendar includes all jobs in various statuses.
GREEN: CONFIRMED (Not closed)
BLUE: CLOSED (either you reported times and closed the job or ULC closed due to not receiving start and end times)
You can also left click on any of the GREEN cases to close the assignment.

ASSIGNMENTS JANUARY 1-JUNE 30, 2025:
When enabled, data and reports for assignments that occurred from January 1-June 30, 2025 will include basic placeholder details of the assignment and $0.00 payment as they were processed in our previous software. You can check the assignment notes for details or call ULC.