

Name: \_\_\_\_\_

User ID: \_\_\_\_\_

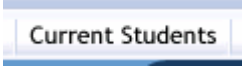
## UltraTime Student User Guide

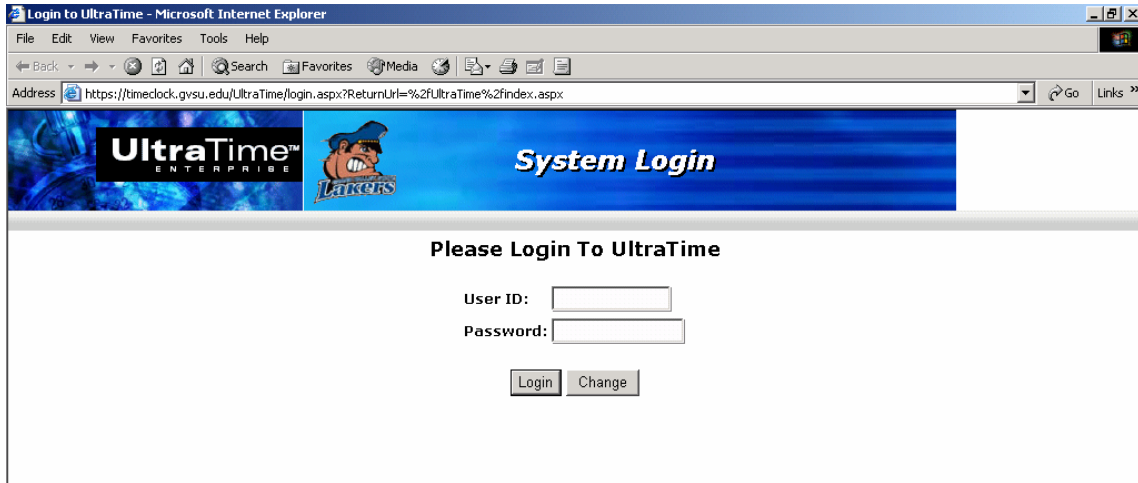
Name	Dow	Date	Start	Stop	Lun	Paid	Dist	Abs	Hours	Dist
TEST1, JOHN 103932 Status:F 004E- 004K-FOOD SER. COMMONS - COM <input checked="" type="checkbox"/> Aramark Food Service	Sun	04/24/2005								
	Mon	04/25/2005								
	Tue	04/26/2005								
	Wed	04/27/2005								
	Thu	04/28/2005								
	Fri	04/29/2005								
	Sat	04/30/2005								
	Sun	05/01/2005								
	Mon	05/02/2005								
	Tue	05/03/2005								
	Wed	05/04/2005								
	Thu	05/05/2005								
	Fri	05/06/2005								
	Sat	05/07/2005								
<b>Total</b>										

This guide will explain how to use the WebTime student view of UltraTime.

## How to Log In

UltraTime can be accessed from Grand Valley State University's main web page.  
Go to:

- Current Students (Click on the Heading) 
- Under Student Services, click on UltraTime, this will bring you to a screen that looks like this:



To create a shortcut on your desktop:

- Right Click on the Desktop
- Go to New > Shortcut
- For **Location**, use: <https://timeclock.gvsu.edu/UltraTime>

## Log In Screen

**User ID:** Your User ID is a six-digit badge number that is given to you upon being hired at GVSU. This number will remain the same no matter where you work on campus for the length of time you work on campus.

**Password:** Your password is the last four digits of your social security number.

*If you do not know your badge number please contact your supervisor or the University Payroll Office.*




## How to Enter a Time Record

### The Employee Input Screen:

1. **Apply:** This will update any additions, deletions, or edits you made to a record. Hitting the Enter key will perform the same function.
2. **Cancel:** This clears any additions or edits that you are about to enter.
3. **Pay Period Selection:** This selects the pay period or dates that are being shown. (-1) is the last pay period and (-2) is two pay periods prior.
  - NOTE: You may only add or edit time on the current pay period.
4. **Print:** Prints the record shown on screen
5. **Exit:** This will log you out of the UltraTime system.
6. **Time Record Information Box:**
  - **Name:** Lists the employee name along with current assignments, badge number, and distribution codes

	Name	Dow
Name	TEST1, JOHN	Su
Badge	103932	M
Dist Code	004K-FOOD SER. COMMONS - COM	Tu
Job Description	036K-FH CLIMBING WALL - 170 FH	W
		Th

Dow	Date	✓	Start	Stop	Lun	Paid	Dist	✓	Abs	Hours	Dist
Sun	03/06/2005										

- **DOW**: Day of the Week
- **Date**: Date of the Week
- ✓: This tells you the status of the time record:
  - ✓ = Confirmed by Supervisor
  -  (Green Lock) = Locked by Supervisor
  -  (Yellow Lock) = Locked by Payroll Office
  -  = This is not a record that you can make edits to
- **Start**: Employee In Time
- **Stop**: Employee Out Time
- **Lunch**: Time taken for lunch
- **Paid**: Total hours worked for that entry – This field will fill in automatically. You will not be able to enter anything in this area.
- **Dist.**: Identifies where you are currently working

✓	Abs	Hours	Dist

The area highlighted in blue is for absences.

**STUDENTS CANNOT ENTER AN ABSENCE.**

If anything is entered in this area, it MUST be deleted. See on next page.

## Adding, Editing, and Deleting Time Records

### To Add a Time Record:

1. Click in **Start** column for the appropriate day - a cursor should appear. Enter time IN rounded to the nearest quarter hour (ex. 8:00, 8:15, 8:30, 9:00). Be sure to designate whether the entry is AM or PM by using a, p, am, or pm after the time
2. Click in **Stop** column for the appropriate day (or tab over from the Start column) – a cursor should appear. Enter time OUT rounded to the nearest quarter hour. Be sure to designate whether the entry is AM or PM using a, p, am, or pm after the time.
3. Enter lunch if necessary – Use 0.25, 0.5, 0.75, or 1.0 **only**. A lunch over 1 hour will **not** be accepted.
4. Enter distribution code:
  - a. If only ONE job using web based UltraTime is held distribution code will automatically be entered when hitting ‘Apply’ or ‘Enter’.
  - b. If MORE THAN ONE job using the web based UltraTime is held, click on the down arrow in the ‘Dist’ box and select the appropriate job from the pop-up box.

Name	Dow	Date	✓	Start	Stop	Lun	Paid	Dist	✓	Abs	Hours	Dist
TEST1, JOHN 103932 Status:F 004K-FOOD SER. COMMONS - COM* 036K-FH CLIMBING WALL - 170 FH	Sun	04/24/2005										
	Mon	04/25/2005										
	Tue	04/26/2005										
	Wed	04/27/2005										
	Thu	04/28/2005										
	Fri	04/29/2005										

SEEK:

004K FOOD SER. COMMONS - COM\* Eff-Until:04/30/05

036K FH CLIMBING WALL - 170 FH Eff-Until:04/30/05

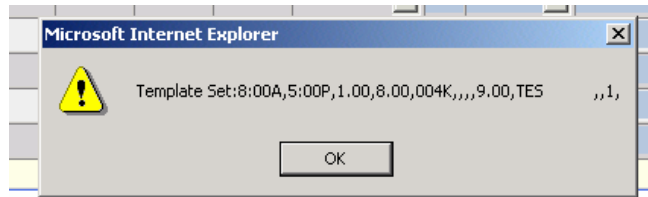
Save Clear

- Click 'Apply' with the mouse or hit the 'Enter' key.

Using the Template Function to Enter Time:

The template function can be used if the same time is worked on a daily basis (example: employee works 8am to 5pm with a 1 hour lunch every day of the week). This function is a shortcut for entering time. To do this:

- Enter a complete time record for one day (example: Monday).
- To enter the **same** time for Tuesday, RIGHT click the mouse on Monday's time record. A message box will appear stating that a template has been set. Hit 'OK'.



- RIGHT click the mouse on Tuesday's Start time area. The template time will appear in red.
- Repeat step 3 on following days if necessary.
- Click 'Apply' with the mouse or hit the 'Enter' key.

To Edit a Time Record:

- Click on the appropriate time that needs to be edited.
- Make the appropriate change.
- Click 'Apply' with the mouse or hit the 'Enter' key.

To Delete a Time Record:

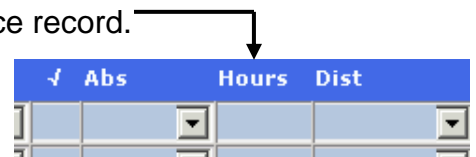
- Select the START box for the record – Type in a zero (0).
- Select the STOP box for the record – Type in a zero (0).
- Click 'Apply' with the mouse or hit the 'Enter' key.

**Adding, Editing, and Deleting Absence Records**

If an absence record is entered by mistake it MUST be deleted.

To Delete an Absence Record:

- Click on the 'Hours' column of the appropriate absence record.
- Type in a zero (0) for the number of hours.
- Click 'Apply' with the mouse or hit the 'Enter' key.



## **Contact Information**

If you are having any problems with UltraTime, please contact your supervisor first.

Payroll Office Contact Information:

Main Office: (616) 331-2237 [Payroll@gvsu.edu](mailto:Payroll@gvsu.edu)