

UltraTime Vacation Reporting Supervisor User Guide



This guide will explain how to use UltraTime to approve the vacation time of your AP Staff members.

Questions or Temporary Approver Changes?

If you have any questions regarding the reporting of vacation usage or approval, please contact the Payroll Office.

If you are going to be gone during the approval period and need to temporarily allow someone else to approve vacation on your behalf, please contact the Payroll Office.

Phone: (616) 331-2237
Email: payroll@gvsu.edu

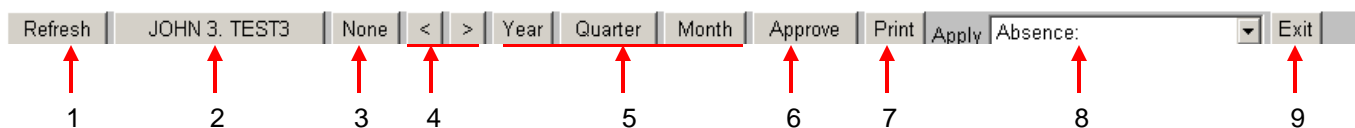


When you are viewing or approving your staff member's vacation usage, click on 'Supervisor Calendar'.

You will see the following screen:



Explanation of Toolbar:

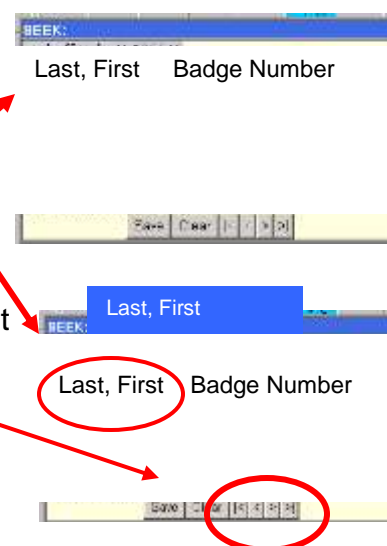


1. **Refresh:** Refreshes the screen you are viewing.
2. **Name:** Shows the name of the staff member you are viewing.
3. **None:** Used to note that no vacation was taken in the quarter.
4. **< >:** Moves the time frame you are viewing forward and backward.
5. **Year, Quarter, Month:** Changes the time frame you are viewing to a year, quarter, or month view.
6. **Approve:** Approves vacation time.
7. **Print:** Prints a Yearly Attendance Calendar for the staff member.
8. **Absence (drop down menu):** Selects absence to be used
9. **Exit:** Takes you out of the Calendar view of UltraTime.

Selecting an Employee:

The names of all of your staff members, salary and hourly, will appear when entering in the calendar mode. To select a specific staff member, follow the directions below:

1. Click on the 'Name' button.
2. A box will appear with the name of your staff members.
3. Type the name of the staff member you would like to view. The list will sort to bring their name to the top of the list.
4. Click on the staff member's name. Their calendar will appear.
5. To scroll through staff members, use the arrow buttons at the bottom of the box or the up and down arrow keys on the keyboard.



NOTE: All employees need to indicate each quarter their vacation used or "none" if they did not use any vacation that quarter.

Approving Vacation Time:

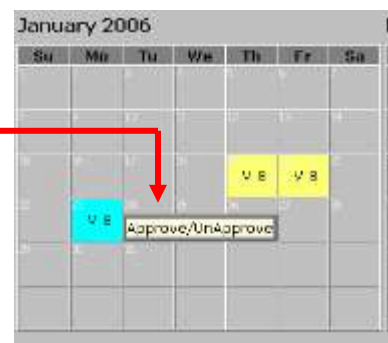
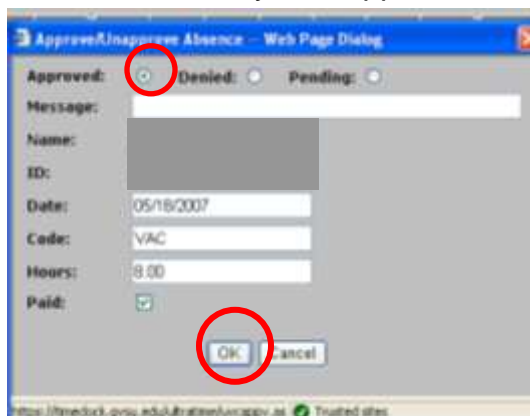
At the end of the quarter, you will review your staff member's vacation time and approve their vacation time taken. Approval of vacation time or none time should always be done in retrospect.

Vacation time can be approved for the entire quarter all at once. However, if there is a day that should not be approved, it should be marked as unapproved before approving the rest of the quarter.

When entering the calendar mode, the screen will default to the current quarter. When reviewing vacation time, be sure that the screen is set to the appropriate quarter.

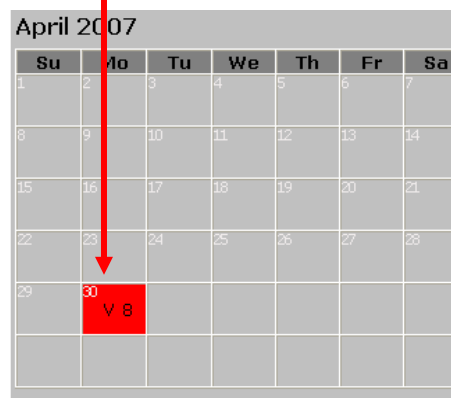
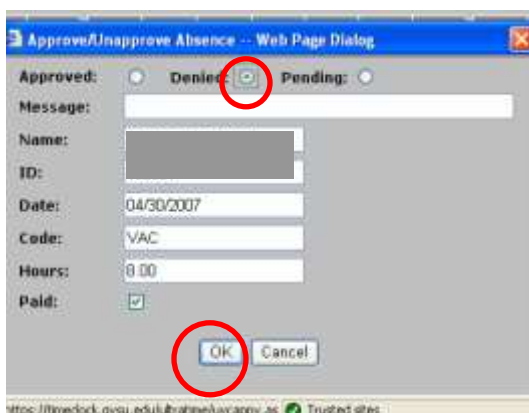
Marking a Day as Approved

1. Right click on the day you want to mark as approved.
2. Click on 'Approve/UnApprove'.
3. In the box that appears, click on the 'Approved' option and then click 'OK'. The day will be colored in green to signify that the day was approved for vacation.



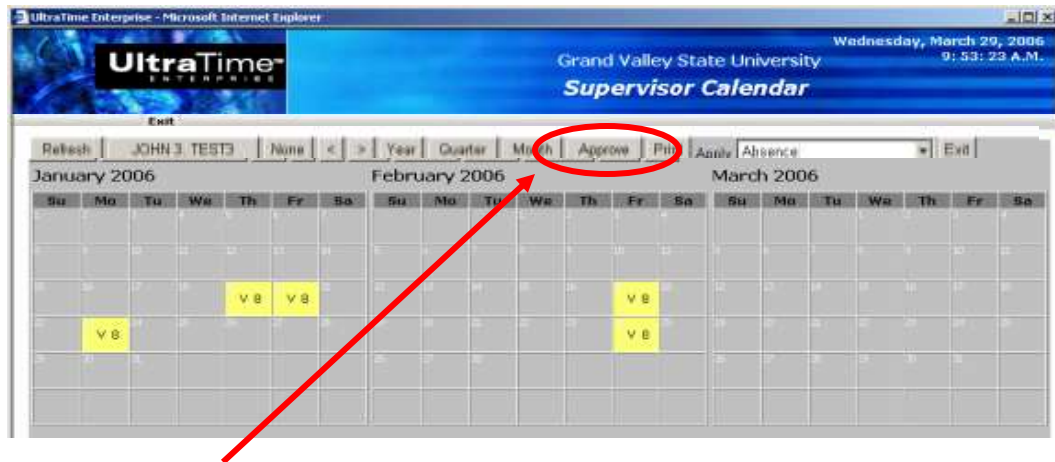
Undo the Approve

1. Right click on the approved day you want to change to unapproved.
2. Click on 'Approve/UnApprove'.
3. In the box that appears, click on the 'Denied' option. Click on 'OK'. This will change the day from Approved to Unapproved (Green to Red).

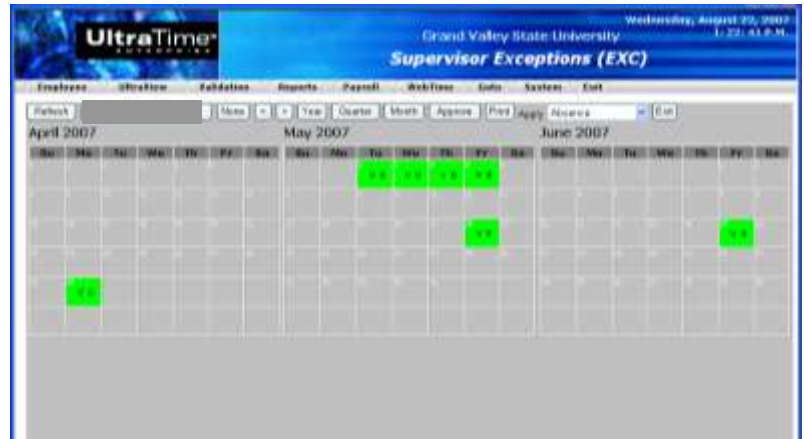
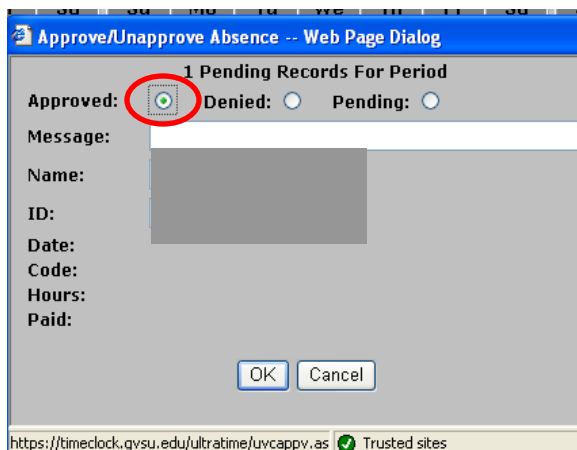


Approving The Entire Quarter At Once

1. Select the staff member for whom you want to approve vacation time.
2. Their vacation time will appear in yellow. This means that it has not been approved yet.



3. Click on the 'Approve' button to approve their vacation time.
4. In the box that comes up, the approved box is checked by default. Click 'OK'. Days will turn green. Vacation time is now approved.



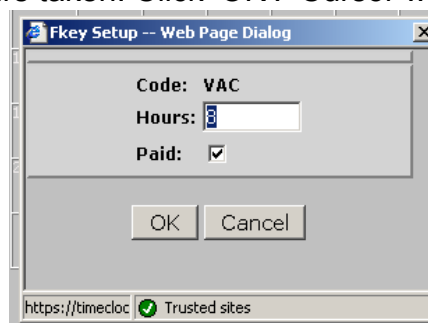
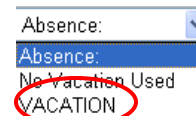
5. Repeat steps 1 – 4 for all staff members.

Adding Vacation Hours for a Staff Member:

Adding Vacation Hours

If a staff member forgot to add a day of vacation, you can add it for them. Please notify your staff if you do this.

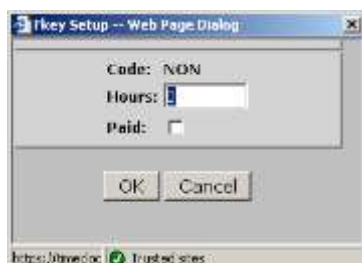
1. Select the staff member for whom you are adding vacation time.
2. Click the absence drop down menu and click on 'Vacation'. →
3. In the box that appears, Enter the number of hours taken. Click 'OK'. Cursor will become a 'vacation cursor'.
4. Click on the day to which vacation is to be applied. Day will turn green with the total number of vacation hours taken that day. This vacation time is automatically approved because you entered it as a supervisor.



Entering 'No Vacation Taken'

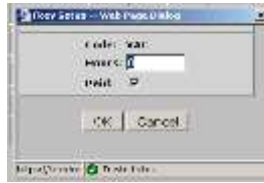
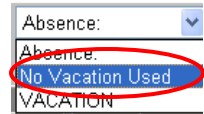
If no vacation was taken within the quarter, this must be noted on your staff member's vacation report.

1. Click on the 'None' button.
2. In the box that appears, click 'OK'. Do not change any information in this box.
3. Click on the last day of the quarter. Day will become green with an 'N' in it.
4. Once the 'N' appears on the screen, it is considered submitted.
5. To remove the 'No Vacation Taken' flag, follow the instructions below on deleting vacation time.



NOTE: You can also enter none hours using the absence dropdown box.

1. Select the staff member for whom you are entering no vacation used.
2. Click the absence drop down menu and choose 'No Vacation Used'
3. In the box that appears, Enter zero. Click 'OK'.



4. Click on the last day of the quarter. The day will turn green with the showing an 'N' for no vacation used in this quarter. This time is automatically approved because you entered it as a supervisor

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						N

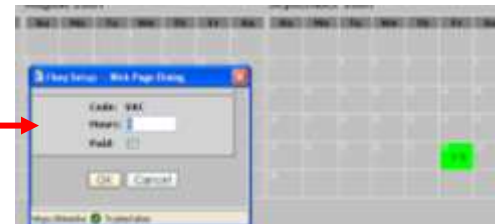
Deleting or Changing What You Have Entered:

This section only applies to items you have entered as a supervisor. Please see the next two sections to make changes to time that your employee has entered.

You can delete vacation time or 'None' or change the number of hours that you have entered as a supervisor.

Deleting or changing vacation can only be done one day at a time.

1. Click on 'Vac' or 'None' button whichever applies.
2. Hours must equal the same amount of hours you are trying to delete or change on a day. Drag cursor over day to be deleted.
3. Click on the day.
4. Vacation hours or None will disappear and day will become grey again.



If you were only deleting the day you can stop here. If you are changing the hours for this day, please continue.

5. Click the Refresh button
6. Repeat Step 1

7. Enter in the correct number of hours and click OK. Click on day. The day should now show the correct number of hours. This day will show in green. It is automatically approved because you entered it as a supervisor.

Unapproving or Denying Time Entered by the Employee:

You can unapprove/deny a day rather than delete for hours that an employee has submitted.

1. Right click on the day you want to unapprove or deny and click on 'denied'.
2. You may enter a comment in the message area of the box (optional)
3. Click on Ok. This will turn the day red on the calendar and will not be processed.

Approve/Unapprove Absence - Web Page Dialog

Approved: ☐ Denied: ☒ Pending: ☐

Message:

Name:

ID:

Date: 08/06/2007

Code: VAC

Hours: 8.00

Paid: ☒

OK Cancel

The employee will see the day as red on their calendar. If they click on that day the following box will appear and they will see why the day was denied.

View Only - Microsoft Internet Explorer

09/29/2007

Status	Date	Code	ABS Hours	PAID	Message	Badge Code	Approval Code	Approval Date
N	09/29/2007	VAC	4.00	T	wrong day	21028700		

Deleting or Changing Vacation Time for a Staff Member:

If a staff member forgot to delete or edit a vacation day, you can do it for them. Please notify your staff if you do this.

1. While holding down the Ctrl key, click the cursor on the day that you are trying to delete or change.
2. An absence record box will appear:

Absences - Microsoft Internet Explorer

Employee Name

February 20 2006

Apply Cancel Help Exit

Status	Absence Date	Hours	Code	D	PAID	Edit Initials	Edit Date	APPR USER	APPV Date and Time
	02/20/2006	8.00	VAC	21028700	<input checked="" type="checkbox"/>		3/13/2006 9:36:17 AM		3/13/2006 9:36:17 AM
	02/20/2006				<input type="checkbox"/>				

- a. TO DELETE the entire vacation time, place an asterisks (*) in the 'Status' column. Click 'Apply'. The record will change from blue to red print. This tells you that the record is deleted.

The screenshot shows the 'Absences' application window in Microsoft Internet Explorer. The title bar says 'Absences - Microsoft Internet Explorer'. The main content area displays 'Employee Name' and 'February 20 2006'. Below this is a toolbar with buttons: 'Apply', 'Cancel', a left arrow, a right arrow, 'Help', and 'Exit'. A table is displayed with the following columns: Status, Absence Date, Hours, Code, D C, PAID, Edit Initials, Edit Date, APPR USER, and APPV Date and Time. The first row is highlighted in red and contains an asterisk (*) in the Status column, '02/20/2006' in Absence Date, '0.00' in Hours, 'VA/C' in Code, '21028700' in D C, a checked box in PAID, and empty fields for Edit Initials, Edit Date, APPR USER, and APPV Date and Time. The second row is in blue and contains '02/20/2006' in Absence Date, and empty fields for the other columns.

Status	Absence Date	Hours	Code	D C	PAID	Edit Initials	Edit Date	APPR USER	APPV Date and Time
*	02/20/2006	0.00	VA/C	21028700	<input checked="" type="checkbox"/>		3/14/2006 10:11:47 AM		3/13/2006 9:36:17 AM
	02/20/2006				<input type="checkbox"/>				

- b. TO CHANGE the amount of vacation time taken, simply change the number of hours in the 'Hours' column. Click 'Apply'.

The screenshot shows the 'Absences' application window in Microsoft Internet Explorer. The title bar says 'Absences - Microsoft Internet Explorer'. The main content area displays 'Employee Name' and 'February 21 2006'. Below this is a toolbar with buttons: 'Apply', 'Cancel', a left arrow, a right arrow, 'Help', and 'Exit'. A table is displayed with the following columns: Status, Absence Date, Hours, Code, D C, PAID, Edit Initials, Edit Date, APPR USER, and APPV Date and Time. The first row is highlighted in blue and contains '02/21/2006' in Absence Date, '4.00' in Hours, 'VA' in Code, '21028700' in D C, a checked box in PAID, and empty fields for Edit Initials, Edit Date, APPR USER, and APPV Date and Time. The second row is in blue and contains '02/21/2006' in Absence Date, and empty fields for the other columns. A red circle is drawn around the '4.00' in the Hours column of the first row, and a red arrow points from the top of the circle to the 'Hours' column header.

Status	Absence Date	Hours	Code	D C	PAID	Edit Initials	Edit Date	APPR USER	APPV Date and Time
	02/21/2006	4.00	VA	21028700	<input checked="" type="checkbox"/>		3/14/2006 10:25:06 AM		3/13/2006 10:38:06 AM
	02/21/2006				<input type="checkbox"/>				