

A/P Vacation Reporting

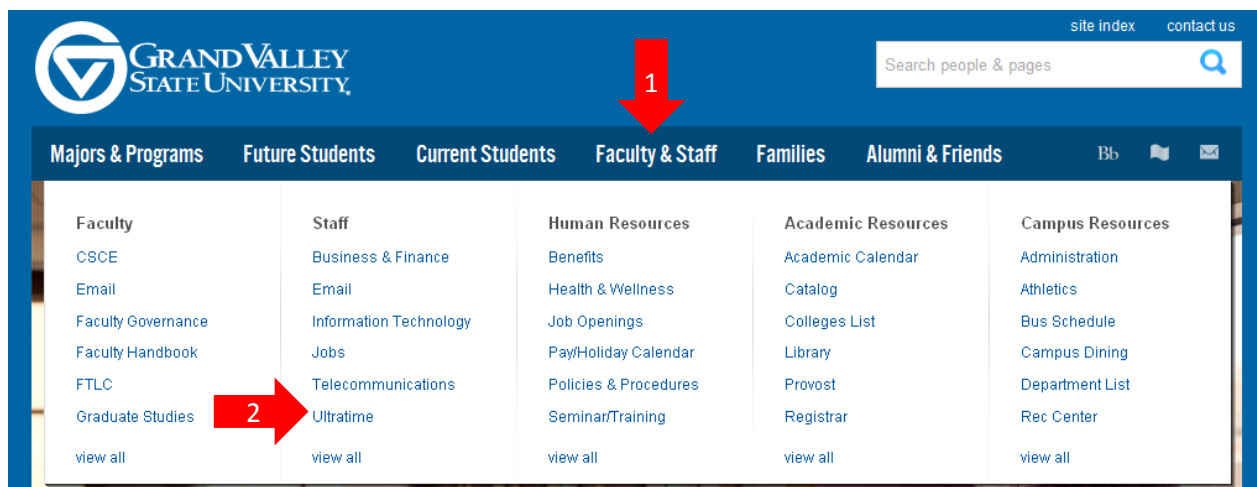
Frequently Asked Questions

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How to Log In

UltraTime can be accessed off of Grand Valley State University's Home Page under the Faculty & Staff tab.



Employee: Log in Screen

User ID: Six digit randomly assigned number. Please contact payroll if this number is lost or forgotten.

Password: Last four digits of your Social Security Number

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Supervisor: Unable to log into UltraTime

Make sure you are using the correct User ID (the same as your Network log in – your email without @gvsu.edu), and your correct password. If an error message still occurs, contact Payroll.

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Supervisor: Need a log in number for an employee

Log in with your supervisor credentials, and in WebTime, underneath each employee's name will be a 6 digit number. This is the employee's log in. Their password will be the last 4 digits of their social security number.

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Pop-Up Blocker: When logging into UltraTime, the window completely disappears

There is a pop-up blocker installed in your Internet browser software. To turn off the pop-up blocker:

For IE 8: Click Tools → Pop-up Blocker → Turn Off Pop-up Blocker

For IE 9: Click Gear Icon → select internet options → privacy → Uncheck "turn on Pop-up Blocker" box

For Firefox: Tools → Options → Content → uncheck "Block pop-up windows"

For Safari: Safari menu → uncheck "Block Pop-Up Windows"

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Compatibility: Chrome, Firefox and Safari

Ultratime is compatible with the Internet Explorer, Firefox and Safari web browsers. It is NOT compatible with the Google chrome web browser.

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Do I have to enter vacation time even if I didn't use any vacation?

Yes, even if no vacation was taken within the quarter, it is still necessary to note that on the last day of the quarter on your vacation report.

Entering "No Vacation Taken":

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 yellow 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.

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Deleting Vacation Time

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

1. Click on Absence drop down menu
2. Click on 'Vacation'.
3. Hours must equal the same amount of hours you are trying to delete on a day.
4. Drag cursor over day to be deleted.
5. Click on the day.
6. Vacation hours will disappear and day will become grey again.

You cannot delete time that your supervisor has approved (approved days are green). Your supervisor will need to delete it for you.

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Changing Vacation Time

To change the vacation hours on a day, first delete the day using the directions above, then re-enter the day with the correct amount of hours. If your supervisor has approved the vacation hours (approved days are green), they will have to make the change for you.

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Deleting Mistakes

To delete a mistake you must do exactly what you did wrong, again. For example: If you entered "No Vacation Taken" and selected 8 hours and then clicked the wrong day, to remove it you must again select "No Vacation Taken", enter 8 hours and then click on the incorrect day, again. This should remove both entries and leave the day grey and empty.

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Additional Questions?

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

Email: payroll@gvsu.edu

Phone: (616) 331-2237

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