Name:___________________________
User ID:________________________

UltraTime Staff Supervisor User Guide

This guide will explain how to use the WebTime supervisor view of UltraTime.
How to Log In

UltraTime can be accessed off of Grand Valley State University’s home page under Faculty & Staff tab.

Click on the UltraTime link in the second column labeled “Staff” of the expanded Faculty & Staff tab. The link will bring you to a screen that looks like this:

To create a shortcut on your desktop:
- Right Click on this screen
- Select Create Shortcut
- Select Yes.
Log In Screen

User ID: Your user ID is your Network ID – your GVSU email minus @gvsu.edu (case sensitive)

Password: Your password is defaulted as ‘super’ (case sensitive).

You will be prompted to change your password the first time you log in!!

Upon login, you will be brought here:

Choose WebTime to approve staff time.

You can also view staff time in the supervisor calendar. This will be addressed later in this guide.
Explanation of Supervisor Screen

The following will explain all of the fields, buttons, and areas of your supervisor screen. The function of each of the buttons will be explained in detail later in the instruction packet:

1. **Apply:** This will enter any additions, deletions, or edits that you have made to a record. Hitting the Enter key will perform the same function.

2. **Cancel:** This cancels an action that you are about to enter.

3. This is a drop down menu where you select the employees you’d like to view. You may view “All Employees” or view each employee on an individual basis. When “All Employees” is selected, any action taken will apply to all employees that you supervise.
4. This is a drop down menu to select the dates that you’d like to view. Dates are on a two week pay period basis, and you may view the current pay period, the prior pay period (-1), two pay periods prior (-2), or individual days.

5. **Confirm**: This will confirm the hours for employees that are in the current view.

6. **Unconfirm**: This will unconfirm the hours for employees that are in the current view.

7. **Lock**: This will lock all of the records for the employees that are in the current view.

8. **ShowUCO**: Hitting this button changes your employee view so that you only see employees that have unconfirmed hours. (This button will change to Show All and hitting this button will change the view back to All Employees.)

9. **Exit**: This will return you to the screen where you choose WebTime, Supervisor Calendar, or My Payroll is Finished.

10. **Print**: This will print whatever is in your current employee view. Printing in Landscape form works best.

11. **Navigation keys**: to move forward or back in employee records.

   ![Navigation Keys](image.png)

   - Skip to First Record
   - Previous Record
   - Next Record
   - Skip to Last Record
12. **Record Information Box:**
   - **Name:** Lists the employee’s name along with current assignments, badge number, and position number.

   ![Record Information Box Diagram](image)

   **Toolbar:**
   - **Day:** Day of the Week
   - **Date:** Date
   - **✓** This tells you the status of the record:
     - ✓ Confirmed by Supervisor
     - 🕵️ (Green Lock) = Locked by Supervisor
     - 🟢 (Yellow Lock) = Locked by Payroll Office
   - **Start:** Employee’s In Time
   - **Stop:** Employee’s Out Time
   - **Lunch:** Time taken for lunch in number of hours
   - **Paid:** Total hours worked for that entry – This field will fill in automatically. You will not be able to enter anything in this area.
   - **Position:** Identifies the employee’s position number

   ![Toolbar Diagram](image)

   - **Abs:** Tells what kind of absence has been taken
   - **Hours:** How long the absence was taken for
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 the employee’s exact start time. (So if they arrived at 7:58AM enter, 7:58AM, do not round). Be sure to designate whether the entry is AM or PM (a, p, am, or pm).
2. Click in Stop column for the appropriate day (or you can tab over from the Start column) – a cursor should appear. Enter the employee’s exact stop time. (So if they left at 4:52PM enter, 4:52PM, do not round). Be sure to designate whether the entry is AM or PM.
3. Enter lunch if necessary. Lunch will be done in number of hours (.5 for example for a half hour lunch).
   a. If only ONE job using web based UltraTime is held, position code will automatically be entered.
   b. If MORE THAN ONE job using the web based UltraTime is held, click on the down arrow in the ‘Position’ box and select the appropriate job from the pop-up box.
4. 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:
1. Enter in time record for one day (ex. Monday)
2. To enter the same time for Tuesday, RIGHT click the mouse on Monday’s time record. A message box appears stating that template has been set. Hit ‘OK’.
3. RIGHT click the mouse on Tuesday’s Start time area. The template time will appear in red.
4. Repeat step 3 on following days if necessary.
5. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

**To Edit a Time Record:**
1. Click on the appropriate time that needs to be edited.
2. Make the appropriate Change.
3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

**To Delete a Time Record:**
1. Select the appropriate START box for the record – Type in “8a”.
2. Select the appropriate STOP box for the record – Type in “8a”.
3. Disregard any lunch breaks, they will be cleared automatically.
4. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

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### Adding, Editing, and Deleting Absence Records

**To Add an Absence Record:**
1. Click in the ‘Abs’ column of the appropriate date
2. Enter the code for the kind of absence taken. To bring up a box displaying the absence code options click on the down arrow. This brings up a box with all of the absence codes listed.

   **NOTE:** If the code you are looking for is not listed click on the arrows in the box to view more.

3. Enter the number of hours for the absence taken.
4. Enter the appropriate position code if more than one job is held. (see instructions for position codes above)
5. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

**To Edit an Absence Record:**
1. Click on the appropriate absence record that needs to be edited.
2. Make the appropriate change to the record.
3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.
To Delete an Absence Record:
   1. Click on the ‘Hours’ column of the appropriate absence record.
   2. Type in a zero (0) for the number of hours.
   3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.
Confirming Employee Hours

The confirmation of employee hours is due by Monday 2:00pm after the pay period has ended. After you have confirmed a time record for an employee they are no longer able to make any changes to that record. They are able to add new entries. You will still have the ability to make any changes necessary. We strongly recommend that you confirm hours on a daily basis!

To confirm ALL employees for an ENTIRE pay period:
1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the current pay period from the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (√) should appear in the status column next to all of the time records.

To confirm ALL employees for a SINGLE day:
1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the appropriate day from the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (√) should appear in the status column next to all of the time records for that day.

To confirm ONE employee for an ENTIRE pay period:
1. Select the appropriate employee from the Employee drop down menu.
2. Select the current pay period form the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (√) should appear in the status column next to all of the time records for that employee.

To confirm ONE employee for a SINGLE day:
1. Select the appropriate employee from the Employee drop down menu.
2. Select the appropriate day from the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (√) should appear in the status column next to the appropriate time record for that employee.
Use the ‘ShowUCO’ button to view all the time records that have not yet been confirmed. Once clicked, this button will change to ‘Show All’. Click on this button to return to the All Employee view.

To unconfirm an employee’s hours, follow the same instructions for confirming, but click on ‘UnConfirm’ instead of confirm. This will allow your employee to make changes to their own time records.

**Locking An Employee Record**

The locking feature is used to lock the time entry system for your employees. Once their record is locked, they will no longer be able to make *any* additions, edits, or deletions to their time records. It would be beneficial for you to lock the record Monday morning that the confirmation of hours is due. This would ensure that your employee is not making any additions after you have already confirmed their hours.

*To lock ALL employees for an ENTIRE pay period:*

1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the current pay period from the Pay Period drop down menu.
   - Click on the ‘Lock’ button at the top of the screen. A lock symbol will then appear in the status column.

Note: The system will not allow you to lock a pay period until the pay period end date has passed.

**My Payroll Is Finished**

My Payroll is Finished is the last step in processing your payroll. This lets the Payroll Office know that you are completely done making any additions or edits to your employee’s time records.

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**Reminder: Payroll is due at 2pm after the pay period finishes!**

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To Finish Fulltime Payroll:

1. Click ‘My Payroll is finished’ on main menu screen
2. Select pay period. For approving fulltime employee payroll select ‘F Payroll’
3. Click ‘Approve’. A message should appear in green that looks like picture below:

Select Payroll Frequency To Approve/Unapprove...then click Appropriate Button

Payroll Frequency: [Select a Payroll Frequency]

[Approve] [Unapprove] [Exit]

1 MGRVAL Records Marked Approved For Frequency S at 4/28/2005 11:07:00 AM

• 1111 Test Supervisor
**Calendar Feature**

The Calendar feature allows you to view your employee’s time worked in a calendar format for the period of a month, quarter or year. This is a ‘View Only’ feature. No changes can be made from this view.

Clicking on the Supervisor Calendar will change your screen to a calendar view:

1. **Refresh**: Refreshes the screen.
2. **Name**: Shows employee’s name.
3. **None**: Has to do with vacation time which is not used for hourly employees.
4. **< >**: Moves you forward or backward through time.
5. **Year, Quarter, Month**: Changes the view between twelve, three, and one month. Above is a “Quarter” view.
6. **Print**: Prints a Yearly Attendance Calendar.
7. **Exit**: Takes you back to WebTime time entry screen.

To select a different employee:

1. Click on the Name button.
2. A box will appear with your employee’s names. Select the employee that you would like to view.
Payroll Office Contacts:

Main Office Line: (616) 331-2237
  Email: payroll@gvsu.edu

Paula Wellman: (616) 331-2934
  Email: wellmanp@gvsu.edu

Brenda Sain: (616) 331-2235
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