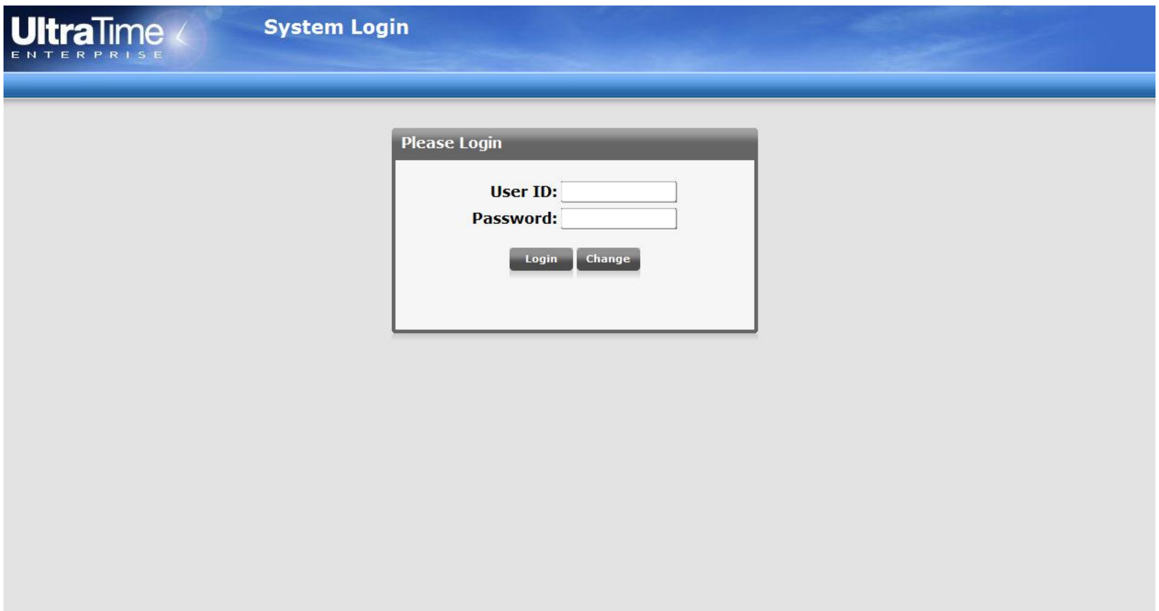
Name:____________________________

User ID:___________________________

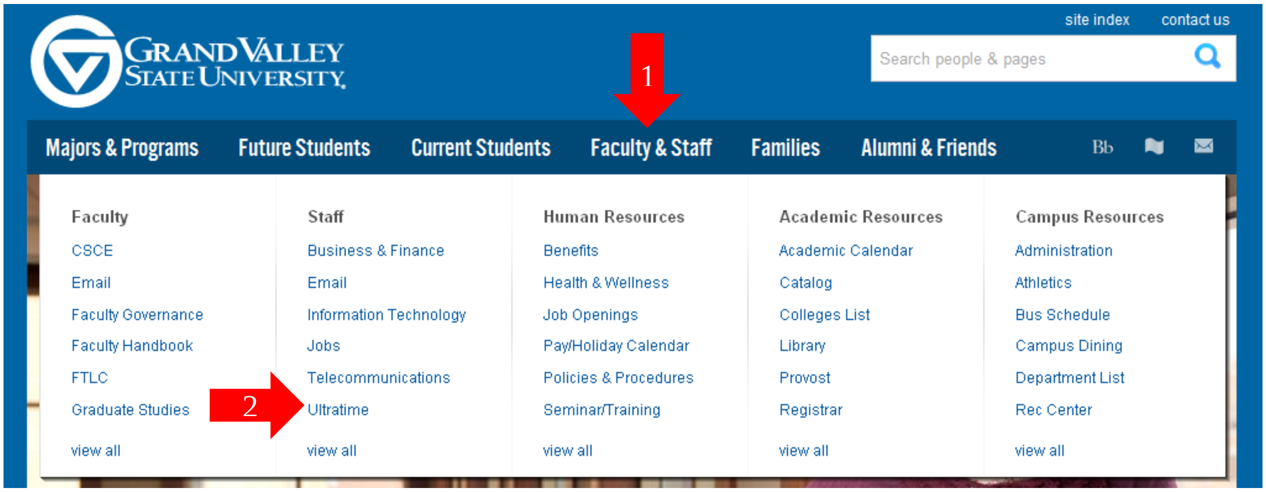
UltraTime Employee User Guide

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

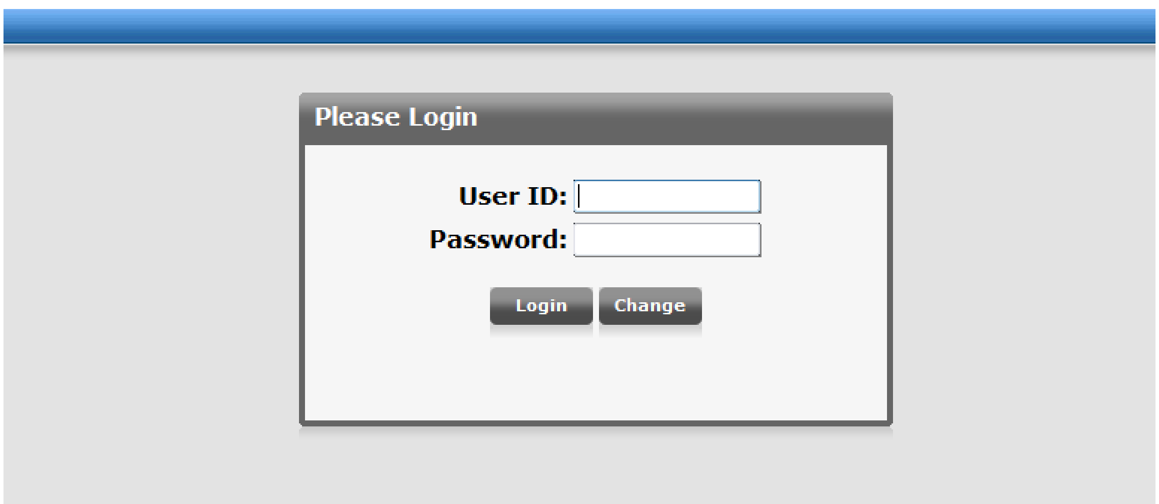


How to Log In

UltraTime can be accessed off of Grand Valley State University's Home Page under the 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 the screen shown above.
- Click Create Shortcut
- Select "Yes".

Log In Screen

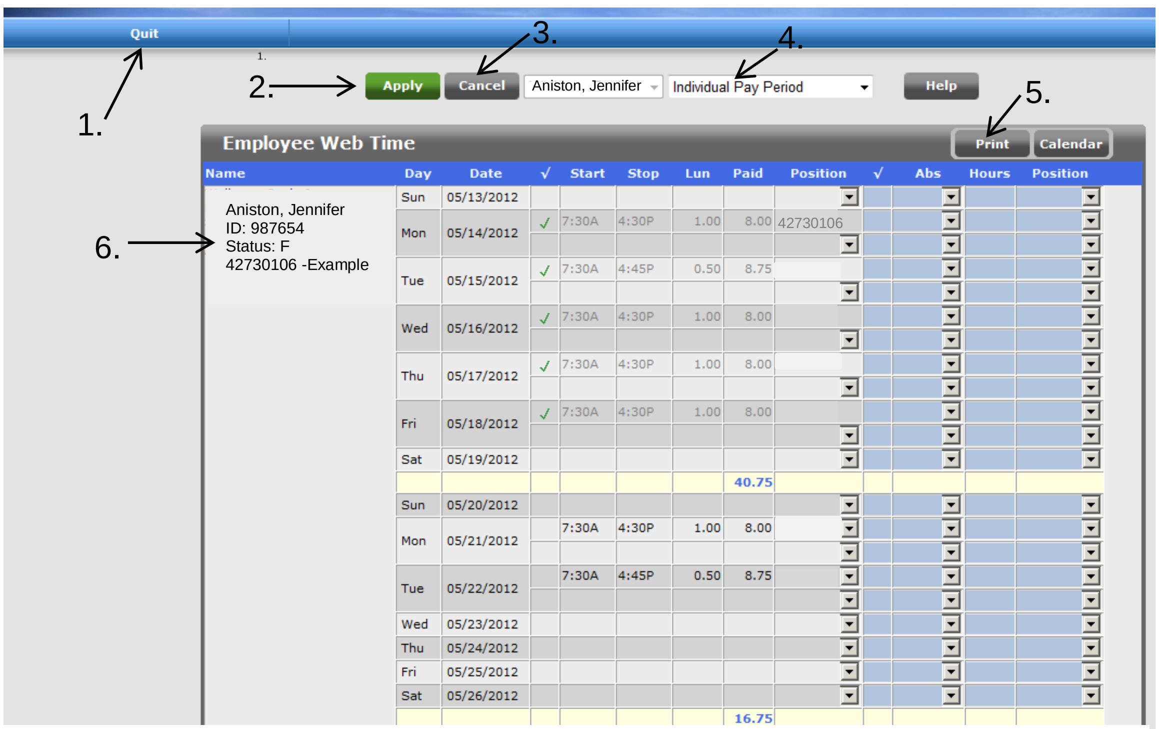
User ID: G-Number

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

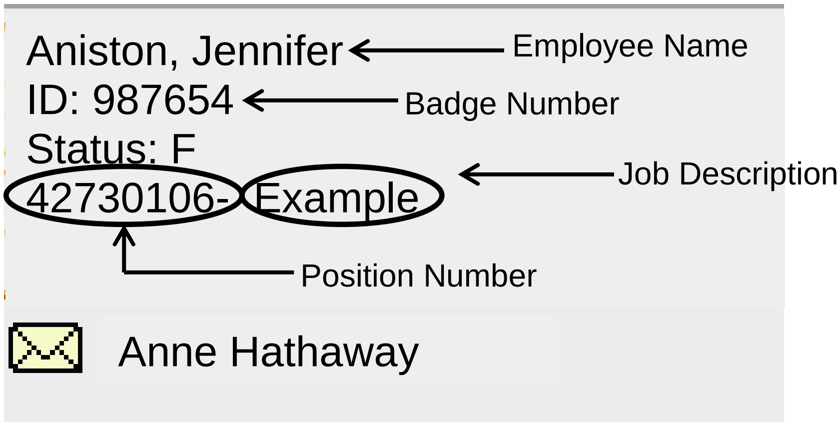
If you do not know your User ID, please contact your supervisor or the University Payroll Office

How to Enter a Time Record

The Employee Input Screen:



1. **Quit:** This will log you out of the UltraTime system.
2. **Apply**: This will update any additions, deletions, or edits you made to a record. Hitting the Enter key will perform the same function.
3. **Cancel**: This clears any additions or edits that you are about to enter.
4. **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.
5. **Print:** Prints the record shown on screen
6. **Time Record Information Box**:
   - *Name*: Lists the employee name along with current assignments, User ID, and position number. Continued on next page.



- *<u>Day:</u>* Day of the Week
- *<u>Date:</u>* Date of the specified day
- √: This tells you the status of the time record:
    - √ = Confirmed by Supervisor
    - (Green Lock) = Locked by Supervisor
    - (Yellow Lock) = Locked by Payroll Office
- *<u>Start:</u>* Time employee punches in
- *<u>Stop</u>*: Time employee punches out
- *<u>Lun:</u>* Time taken for lunch in number of hours
- *<u>Paid:</u>* Total hours worked for that entry – This field will fill in automatically. You will not be able to enter anything in this area.
- *<u>Position</u>:* Where you choose the position number for the hours you are entering
- *<u>Abs:</u>* Tells what kind of absence has been taken
- *<u>Hours:</u>* How long the absence was taken for
- *<u>Position:</u>* Same as above.

<u>Adding, Editing, and Deleting Time Records</u>

<u>To Add a Time Record:</u>

1. Click in **Start** column for the appropriate day - a cursor should appear. Enter the exact start time. (So if you arrived at 7:58AM enter, 7:58AM, do not round). <u>Be sure to designate whether the entry is AM or PM</u> by using a, p, am, or pm after the time (i.e., 8:00a, 8:00am, 8a, 8am).
2. Click in **Stop** column for the appropriate day (or tab over from the Start column) – a cursor should appear. Enter the exact stop time. (So if you arrived at 7:58AM enter, 7:58AM, do not round). <u>Be sure to designate</u>

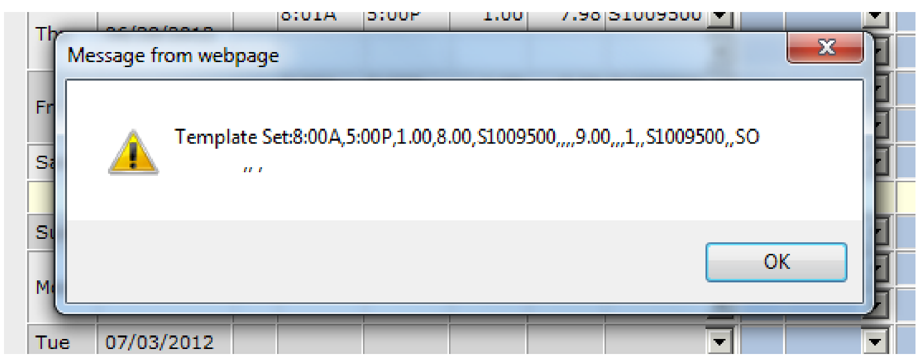
whether the entry is AM or PM using a, p, am, or pm after the time (i.e., 8:00a, 8:00am, 8a, 8am).
3. Enter lunch if necessary. Lunch hours should be entered as number of hours (i.e., .5 for a half hour lunch) not by in/out times.
4. Enter position number:
    a. *If* only ONE job position number will fill in automatically after "Enter" is clicked.
    b. *If* MORE THAN ONE job a dialog box will appear after "Enter" is clicked. In the dialog box select the correct position then click "Save" and the position number will appear in the box.

5. 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 a complete time record for one day (example: Monday).
2. 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'.



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 time that needs to be edited.
2. Make the appropriate change.

3. Click ‘Apply’ or hit the ‘Enter’ key.

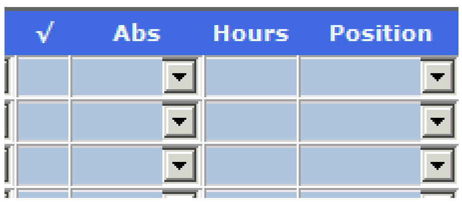
To Delete a Time Record:

1. Select the appropriate START box for the record – Type in “8a”.
2. Select the appropriate STOP box for the record – Type in “8a”.

Day	Date	√	Start	Stop	Lun	Paid	Position
Thu	01/23/2014		8a	8a	1.00	8.00	S1009500

3. Disregard any lunch breaks, they will be cleared automatically.
4. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

Adding, Editing, and Deleting Absence Records

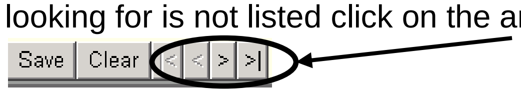


The Absence Fields

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 drop-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 number if more than one job is held (see instructions for position numbers above).
5. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

To Edit an Absence Record:

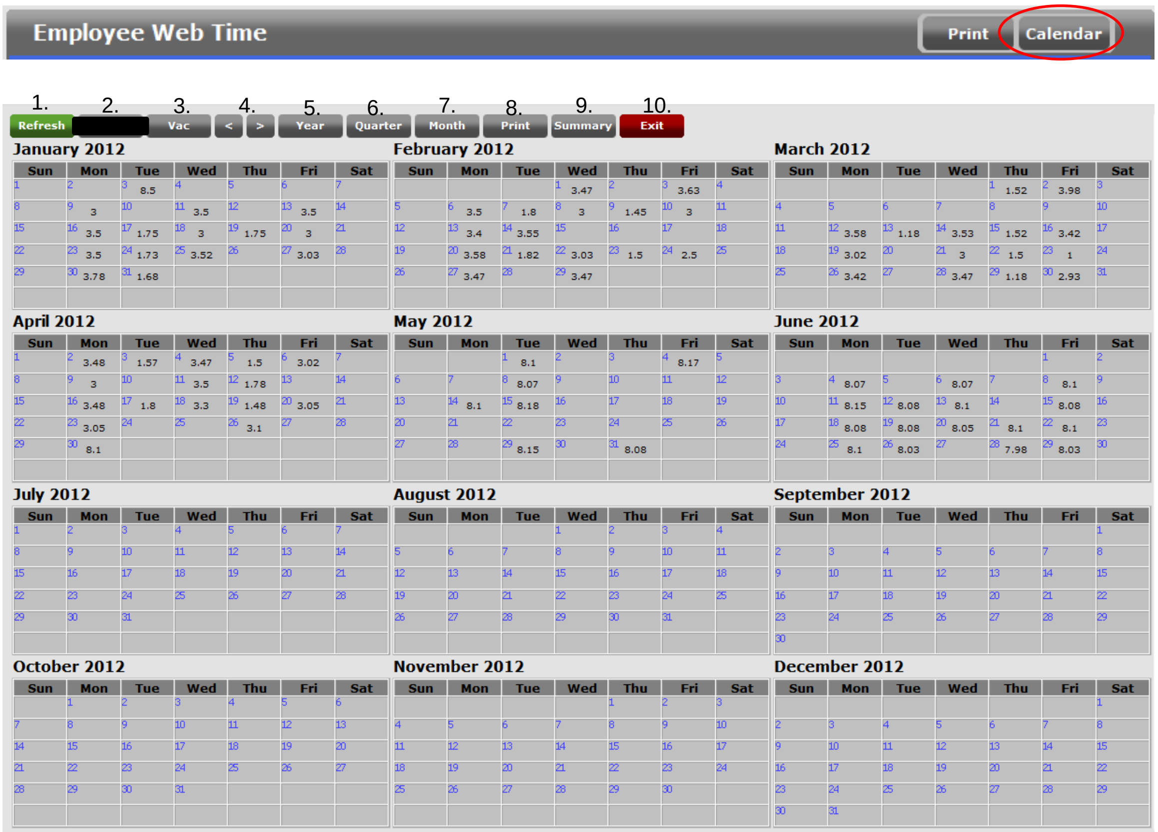
1. Click on the absence record that needs to be edited.
2. Make the appropriate change to the record.
3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

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 and tab all the way over to ‘Position’.
3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

Calendar Feature

The Calendar feature allows you to view your 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.



Contact Information

If you have any questions or concerns, please contact the Payroll Office:

(616) 331-2237 payroll@gvsu.edu