

ULTRATIME SUPERVISOR TRAINING

The background is a solid blue gradient. On the right side, there are several white, parallel diagonal lines that create a sense of motion or speed, extending from the top right towards the bottom left.

WHAT WE WILL COVER...

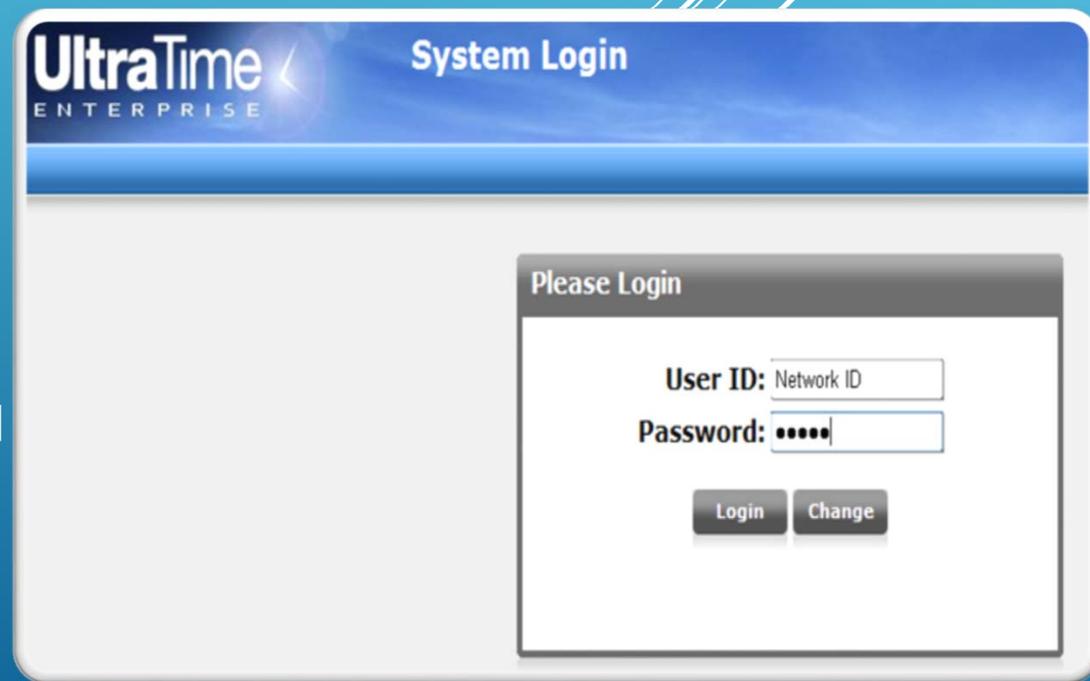
- ▶ Logging In
 - ▶ WebTime Access
 - ▶ UltraTime Toolbar
 - ▶ Confirming Employee Hours
 - ▶ Un-Confirming Employee Hours
 - ▶ Adding an Employee Time Record
 - ▶ Utilizing a Template
 - ▶ Deleting an Employee Time Record
 - ▶ Locking Employee Records
 - ▶ Proxy User Impersonation
 - ▶ Calendar Feature
 - ▶ Additional Information
 - ▶ FAQ's
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Logging In...

Once you have accessed GVSU's home page click on **Faculty & Staff** column then **UltraTime** under the Staff Section.

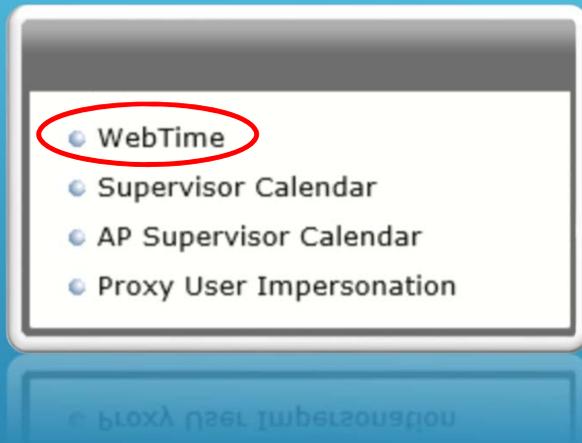
User ID: Network ID
(GVSU email address minus *@gvsu.edu*)

Password: Default password is 'super'
(you will be prompted to change this password the first time you log in)



The screenshot shows the 'UltraTime ENTERPRISE System Login' interface. At the top, the logo 'UltraTime ENTERPRISE' is on the left and 'System Login' is on the right. Below the header is a large, empty white area. In the bottom right corner, there is a 'Please Login' dialog box. This dialog box contains two input fields: 'User ID: Network ID' and 'Password: ●●●●●'. Below these fields are two buttons: 'Login' and 'Change'.

WEBSITE ACCESS



- ▶ Employee Selection view
- ▶ Time Record Information
 - ▶ Employee Name
 - ▶ G Number
 - ▶ Current Assignments
 - ▶ Position Number(s)
 - ▶ Employee Email
- ▶ Add/Edit time records
 - ▶ Template Functions
- ▶ Confirm/Un-Confirm time records

TIME RECORD INFORMATION

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
------	-----	------	---	-------	------	-----	------	----------	---	-----	-------	----------

Day of the week

Date of specified day

Employee's Start time

Employee's Stop time

Amount of time taken for lunch

Total hours worked for entry *You will not enter this number

Identifies position number

For absences
*Students should never enter an absence

- ✓=Confirmed by Supervisor
- 🔒=Locked by Supervisor
- 🔒=Locked by Payroll Office

Name
Employee Name
ID: G00000000
Status: S
S1009500-Act Ofc Stu
✉
☎

CONFIRMING EMPLOYEE HOURS

- ▶ Confirmation of employee hours are **due by 3:00pm** on the Monday immediately after the pay period ends
- ▶ After confirmed - the employee will be *unable* to make any changes to that record

*Access the **WEBTIME** menu to approve timesheet entries*

*Confirm All Employees for either an **ENTIRE Pay Period** or a **SINGLE Day**:*

- ▶ Select *all employees* from the Employee drop down menu
- ▶ Select the current pay period, or the appropriate day from the Pay Period drop down menu
- ▶ Click on the "Confirm" button. A green check mark should appear in the status column next to every day, or for the day selected

*Confirm An Individual Employee for either an **ENTIRE Pay Period** or a **SINGLE Day**:*

- ▶ Same procedure as above but select the *appropriate employee* from the Employee drop down menu

UN-CONFIRMING EMPLOYEE HOURS

Access the **WEBTIME** menu to UnConfirm timesheet entries

*UnConfirm All Employees for either an **ENTIRE Pay Period** or a **SINGLE Day**:*

- ▶ Select *all employees* from the Employee drop down menu
- ▶ Select the current pay period, or the appropriate day from the Pay Period drop down menu
- ▶ Click on the "UnConfirm" button. The green check mark will disappear in the status column next to every day, or for the day selected

*UnConfirm An Individual Employee for either an **ENTIRE Pay Period** or a **SINGLE Day**:*

- ▶ Same procedure as above but select the *appropriate employee* from the Employee drop down menu

ADDING A TIME RECORD

1. Click in the **START** column of the appropriate day and enter employees exact start time. (Designate if entry is AM or PM by using **a, am, p, or pm** after the time.)
2. Click in the **STOP** column of the appropriate day and enter employees exact start time. (Designate if entry is AM or PM by using **a, am, p, or pm** after the time.)
3. Enter lunch break if one was taken, in number of hours (0.25, 0.5, 0.75, 1)
4. Select the position number
 - Fills in automatically if employee only has ONE job using UltraTime
 - Must click down arrow in "Position" box and select appropriate job if employee has MORE than one job using UltraTime
5. Click "Apply" or hit enter key to save

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sun	02/12/2017										
Mon	02/13/2017		8:00A	5:00P	1.00	8.00	S1009500				

UTILIZING TEMPLATE FUNCTIONS

Templates are used as a shortcut for entering time

- ▶ Use if an employee works the same time on a daily basis

Example:

- ▶ Employee works 8am to 5pm with a 1 hour lunch break from Mon-Fri
1. Enter a complete time record for one day
 2. To enter the **same** time for another day:
 - ▶ RIGHT click the mouse anywhere on the time record entered
 - ▶ A message box will appear stating that a template has been set. Click "OK"
 3. RIGHT click on the next day's **START** time – the template will then appear in red
 4. Repeat steps 3 on the remaining days
 5. Click "APPLY" or enter key to save

Template Set:7:30A,4:30P,1.00,8.00,31030100,,,9.00,,,1,,31030100,,SO,,

OK

DELETING A TIME RECORD

- ▶ Click on the **STOP** time box and enter the time the same as the start time
- ▶ Click "Apply" or enter and the time entry should delete itself.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sun	02/12/2017										
Mon	02/13/2017		8:00A	8a	1.00	8.00	S1009500				

EDITING A TIME RECORD

- ▶ Click on either the **START** or **STOP** time that needs to be edited, and make the appropriate change
- ▶ Click "Apply" or enter to save
- ▶ Changes can only be made on UnConfirmed Hours

LOCKING EMPLOYEE RECORDS

- ▶ Clicking “LOCK” means employees cannot make *any* additions, edits, or deletions to their time records.
- ▶ It’s best to lock your employees time records the Monday morning that the confirmations of hours are due to ensure your employees are not making any additions after you have confirmed their hours

To Lock ALL employees for and 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 “LOCK” button at the top of the screen; a lock symbol will appear in the status column



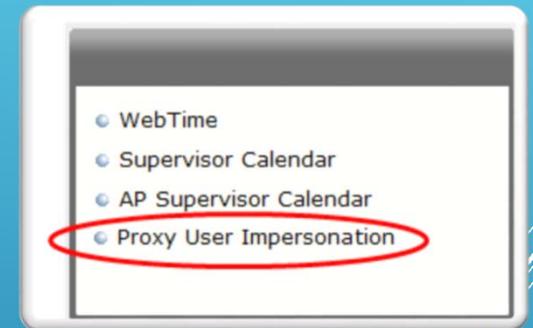
*Please note the system will not allow you to lock a pay period until the pay period end date has passed

PROXY USER IMPERSONATION

- ▶ This allows you to view and approve hours for the employees and students assigned to other supervisors that you have access to back up.

To Log into the Proxy User:

- ▶ Select *Proxy User Impersonation* from your Main Menu
- ▶ Select from the supervisor you need to access under the *User* drop down menu
- ▶ Select *apply*, and access the employees from the WebTime menu option.
 - ▶ You will notice the name under the Date and Clock in the upper right corner of the screen will change to whom you are logged in as, to return to your menu, simply select the *Proxy User Impersonation* again then click *Restore*



MORE ON CALENDAR...

Shows the name of the employee you are currently viewing

Move back and forth dates

Prints a yearly attendance calendar

View returns to WebTime entry screen

Refreshes the screen

Move back and forth through the employee list

Changes the view between 12, 3, and 1 month

View a summary of time and hours worked

To select a different employee:
Click on the employees name – a drop down box will appear for you to select the employee that you would like to view.

SEEK:

Employee Name: XXXXXXXX
Employee Name: XXXXXXXX

Save Clear |< >|>

Save Clear |< >|>