

Name: _____

User ID: _____

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?

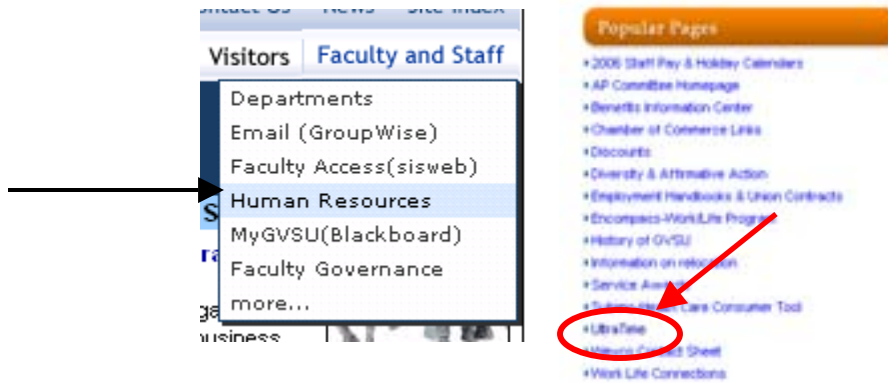
If you have any questions regarding the reporting of vacation usage or approval, please contact the Payroll Office.

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

How to Log In

Access UltraTime at www.gvsu.edu/hro (Human Resources site) or as follows:



Clicking on the link will bring you to the following screen:



Log In Screen

****BEFORE LOGGING IN, ULTRATIME WINDOW **MUST** BE MAXIMIZED!!****

If the window is not maximized, you may not be able to view all information on the screen.

User ID: Your email address *without* @gvsu.edu.

Password: Default password is 'super'. You will be prompted to change your password the first time you log in. If you are already an UltraTime supervisor, your password will be whatever you set it to be.

To create a shortcut on your desktop:

- Right Click on the Desktop
- Go to New > Shortcut
- For **Location**, use: <https://timeclock.gvsu.edu/UltraTime>

Once logged in, you will be brought to your Main Menu screen:



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:

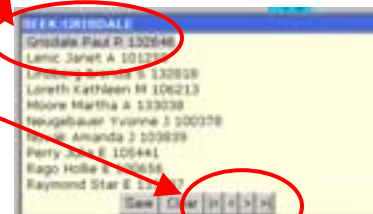


1. **Refresh:** Refreshes the screen you are viewing.
2. **Name:** Shows the name of the staff member you are viewing.
3. **None:** Used to note that no vacation was taken in the quarter.
4. **< >:** Moves the time frame you are viewing forward and backward.
5. **Year, Quarter, Month:** Changes the time 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.



Approving Vacation Time:

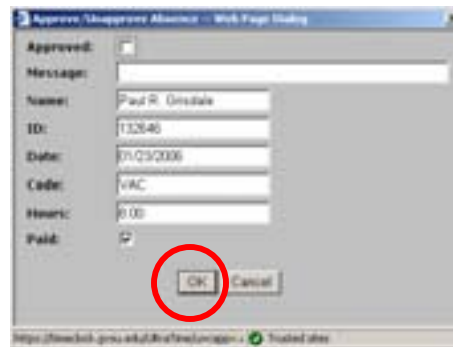
At the end of the quarter, you will review your staff member's vacation time and approve their vacation time taken. Approval of vacation time should always be done in retrospect.

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.

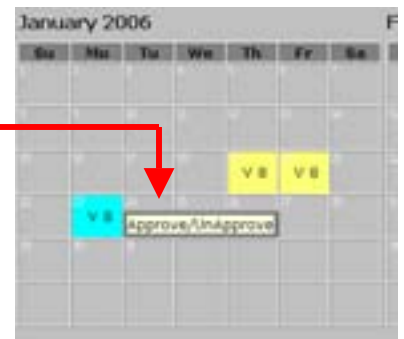
When entering the calendar mode, the screen will default to the current quarter. When reviewing vacation time, be sure that the screen is set to the appropriate quarter.

Marking a Day as Unapproved

1. Right click on the day you want to mark as unapproved.
2. Click on 'Approve/UnApprove'.
3. In the box that appears, click 'OK'. The day will be colored in red to signify that the day was not approved for vacation.

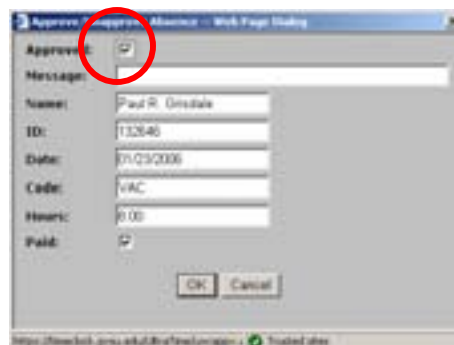


The dialog box titled 'Approve/Unapprove Absence - Web Page Dialog' contains the following fields: 'Approved' (checkbox), 'Message' (text area), 'Name' (Paul R. Grisdale), 'ID' (13246), 'Date' (01/03/2006), 'Code' (VAC), 'Hours' (8:00), and 'Paid' (checkbox). The 'OK' button is circled in red.



Undo the Unapprove

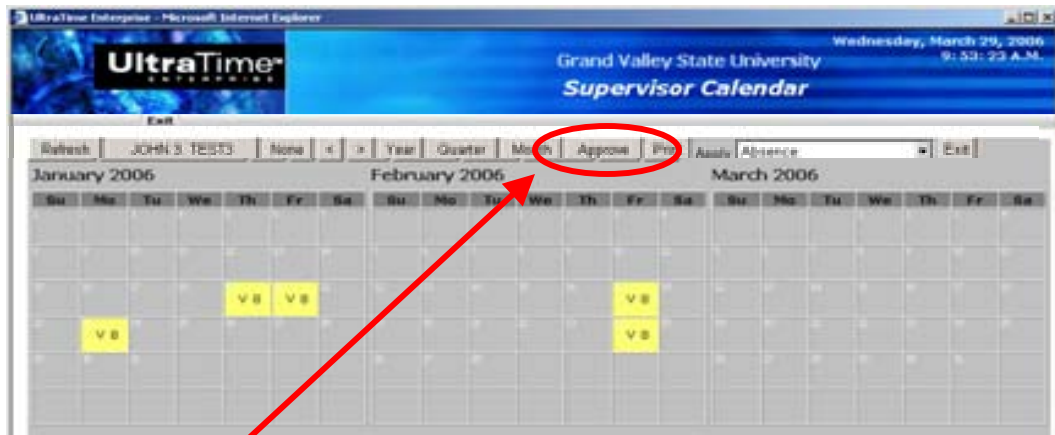
1. Right click on the unapproved day you want to change to approved.
2. Click on 'Approve/UnApprove'.
3. In the box that appears, click in the box marked as 'Approved'. Click on 'OK'. This will change the day from Unapproved to Approved (Red to Green).



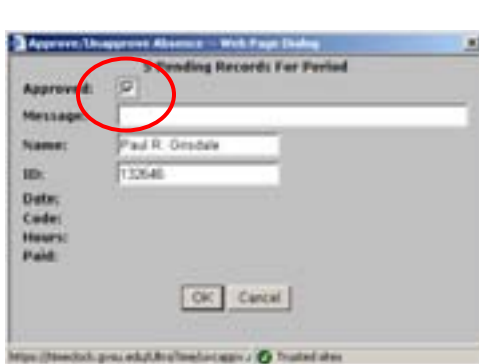
The dialog box titled 'Approve/Unapprove Absence - Web Page Dialog' contains the following fields: 'Approved' (checkbox, checked and circled in red), 'Message' (text area), 'Name' (Paul R. Grisdale), 'ID' (13246), 'Date' (01/03/2006), 'Code' (VAC), 'Hours' (8:00), and 'Paid' (checkbox). The 'OK' button is circled in red.

Approving The Entire Quarter At Once

1. Select the staff member for whom you want to confirm 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, click in the approved check box. Click 'OK'. Days will turn green. Vacation time is now approved.



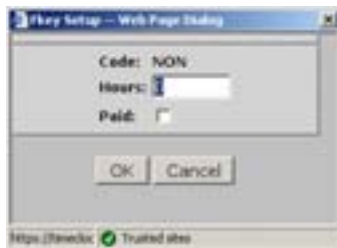
5. Repeat steps 1 – 4 for all staff members.

Adding Vacation Hours for a Staff Member:

Entering 'No Vacation Taken'

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

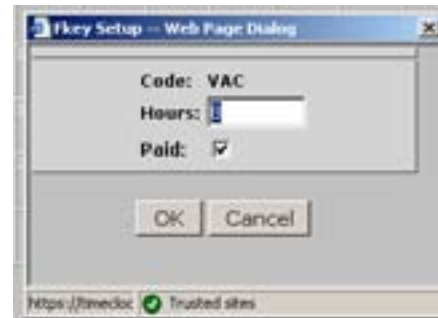
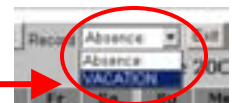
1. Click on the 'None' button.
2. In the box that appears, click 'OK'. Do not change any information in this box.
3. Click on the last day of the quarter. Day will become yellow with an 'N' in it.
4. Once the 'N' appears on the screen, it is considered submitted.
5. To remove the 'No Vacation Taken'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



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.
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.



Deleting or Changing Vacation Time for a Staff Member:

If a staff member forgot to remove 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 remove or change.*
2. An absence record box will appear:



Status	Absence Date	Hours	Code	S	C	PAID	Edit Initials	Edit Date	APPR USER	APPR Date and Time
	02/20/2006	8.00	VAC				brencmp	3/13/2006 9:36:17 AM	brenc	3/13/2006 9:36:17 AM
	02/20/2006									

- 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.



Status	Absence Date	Hours	Code	S	C	PAID	Edit Initials	Edit Date	APPR USER	APPR Date and Time
*	02/20/2006	8.00	VAC				brencmp	3/14/2006 10:21:47 AM	brenc	3/13/2006 9:36:17 AM
	02/20/2006									

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



Status	Absence Date	Hours	Code	S	C	PAID	Edit Initials	Edit Date	APPR USER	APPR Date and Time
	02/21/2006	4.00	VA				brencmp	3/14/2006 10:25:06 AM	brenc	3/13/2006 10:36:06 AM
	02/21/2006									