Logging In
Once you have accessed GVSU’s home page click on the Faculty/Staff header, Under Staff click UltraTime.

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

**Password:**
- Default password is your GVSU Network Password

**First Time Users**
If you are a first time user you will receive an “End User License Agreement” that will need to be accepted prior to accessing UltraTime.
- Scroll to the bottom of the agreement and select Accept

**Selecting Employee vs. Supervisor Credentials**
If you also have supervisor credentials in UltraTime you will have two options to choose from in the example below
John Smith has both Supervisor credentials and an Employee Login
Changing between Credentials

If you are logged into your supervisor credentials and need to switch over to your Employee credentials you can do so without logging out of the system. You will also see a profile selection option at the top right of the screen that you can use to switch between profiles at any time, by selecting the drop down.

AP Vacation Reporting Instructions:

1. Once logged in you will see the calendars screen below:

2. Click on the desired day to open the Vacation menu
3. Enter the number of Vacation hours that need to be recorded for that day.
   a. You can enter the hours as “8” or as “8.00” etc.
4. Click the Green OK button when the hours are entered.
5. Once applied you will see a yellow box with “V #” entered on the day that the vacation time is applied to. Once your supervisor approves the leave the cell with change from yellow to green.

6. Repeat for all vacation days used.

7. If you did not use any vacation time for the quarter, click on the blue “NONE” button next to your name on the menu bar
   a. You will get the following confirmation box to confirm no vacation time is being used. Select “OK”

**Removing Vacation time previously entered:**

1. To remove any vacation time entered into your Calendars select on the day you wish to remove the time
2. Click on the red “DEL” button next to the Vacation then select “OK”

Remember:

- If you need to **Edit** a record click on the appropriate day to open the hours entry window: Make the desired change then click “OK”
- If you need to **Delete** a record click on the appropriate day to open the hours entry window: click on the red “DEL” button next to the hours entry field then click “OK”