UltraTime Training Manual

AP Vacation Reporting

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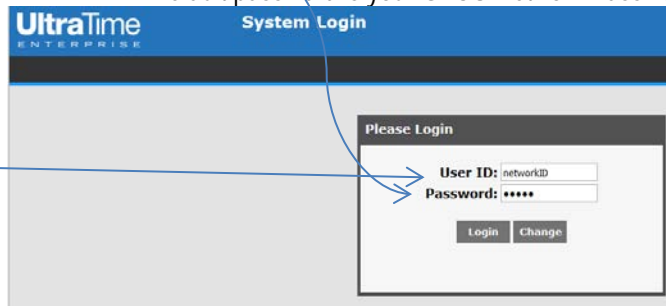
Once you have accessed GVSU's home page click on the **Faculty/Staff** header, Under **Staff** click **UltraTime.**

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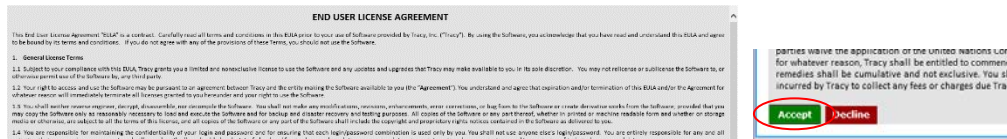- Network ID (GVSU email address minus *@gvsu.edu*)

Password:
- Default password is your GVSU Network Password
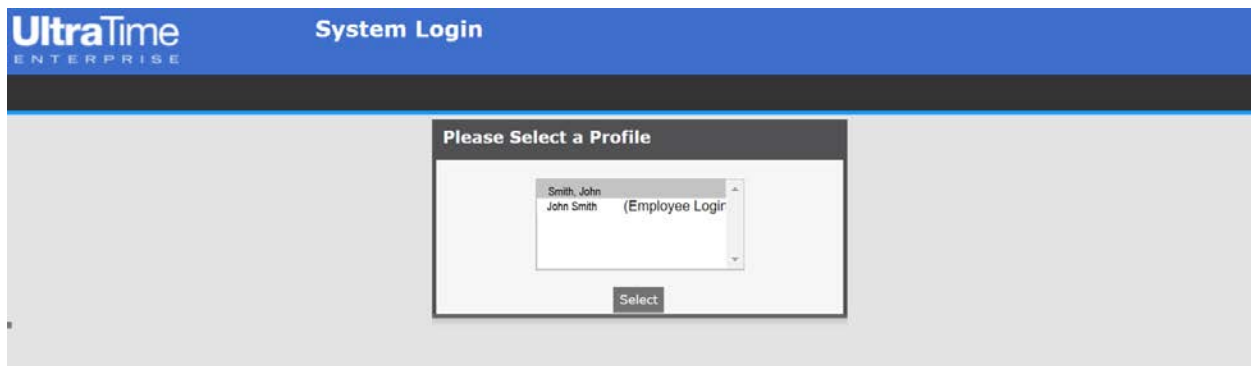

First Time Users

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**
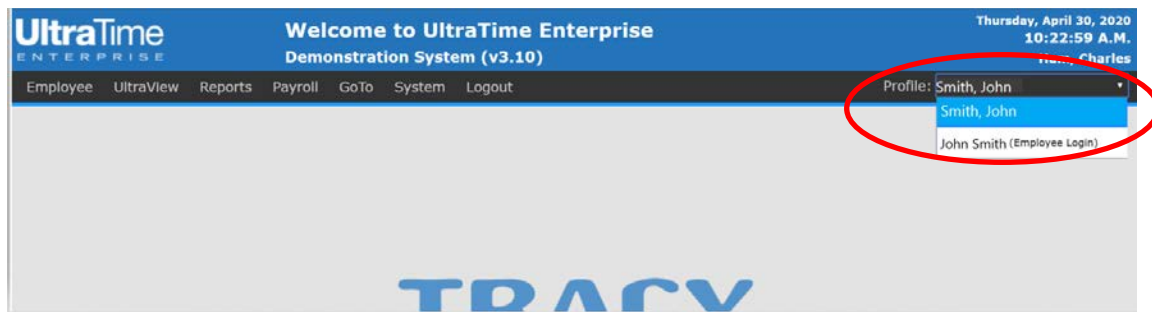

Selecting Employee vs. Supervisor Credentials

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.
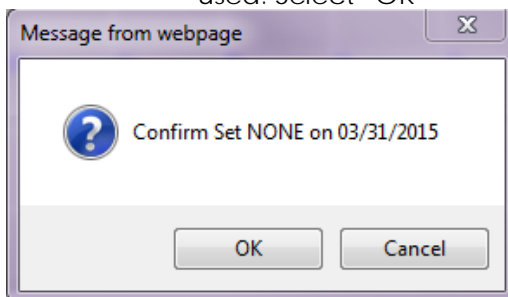
February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 V 8	17	18	19	20	21
22	23	24	25	26	27	28

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

| Refresh | Employee Name | None | VAC | Print | Summary | Help |

a. You will get the following conformation box to confirm no vacation time is being used. Select "OK"

Message from webpage

? Confirm Set NONE on 03/31/2015

OK   Cancel

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

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 V 8	17	18	19	20	21
22	23	24	25	26	27	28

Mon February 16 2015

VACATION 8.00   DEL

NONE   DEL

OK   Cancel

2. Click on the red "DEL" button next to the Vacation then select "OK"

Mon February 16 2015

VACATION 8.00   DEL

NONE   DEL

OK   Cancel

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"