UltraTime Training Manual

Hourly Staff

Logging In

Once you have accessed GVSU's home page click on **Current Students** column and then **view all**. Then click **UltraTime**.

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

Password:
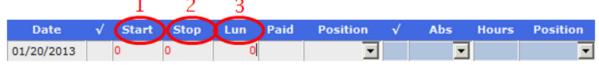- Network Password

Adding, Deleting, and Editing Time Records

Adding

1. Click in the **Start** column of appropriate day and enter exact time punched in. Designate if entry is AM or PM by using a, am, p, or pm after the time
2. Enter exact time punched out in the **Stop** column
3. If you took a lunch break, type the number of hours taken for lunch (.25, .5, .75, 1) in **Lun** column
4. Select the position number (this will fill in automatically if you hold only ONE job using UltraTime)
5. Click "Apply," or hit the enter key

Day	Date	√	Start	Stop	Lun	Paid	Position	√	Abs	Hours	Position
Sun	02/03/2013										
Mon	02/04/2013		8a	5p	1		S1004300				

Deleting

1. Click in the **Start** box for the record and type in a zero (0)
2. Repeat in the **Stop** box
3. If a lunch hour was entered, click in the **Lun** box and type in a zero (0)
4. Click "Apply," or hit the enter key

Date	√	Start	Stop	Lun	Paid	Position	√	Abs	Hours	Position
01/20/2013		0	0	0						

Editing

1. Click on the time that needs to be edited and make the appropriate change
2. Click "Apply," or hit the enter key

Deleting an Absence Record

Since students are NOT eligible for absences, you may only need to delete an absence record if one has been entered by mistake.
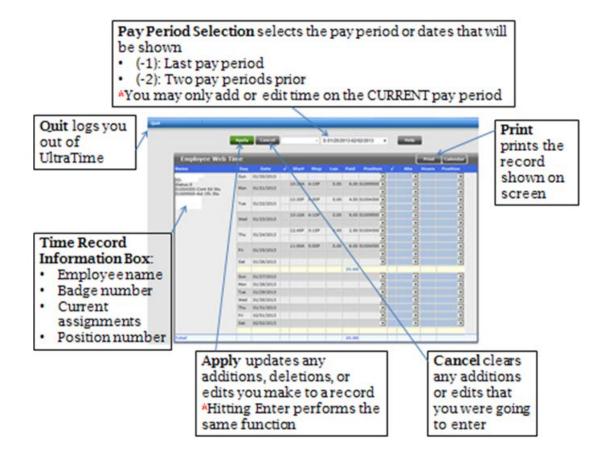
To do so:

1. Click on the "Hours" column of the absence record
2. Type in a zero (0) for the number of hours
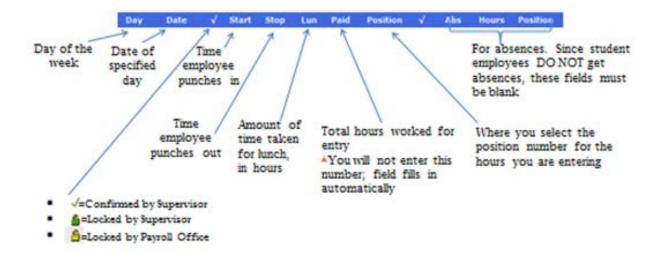3. Click "Apply," or hit the enter key

Date	√	Start	Stop	Lun	Paid	Position		√	Abs		Hours	Position	
01/20/2013							▼			▼	0		▼

REFERENCES

Calendar Feature

This button 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, so no changes can be made.

UltraTime Tool Bar

| Day | Date | √ | Start | Stop | Lun | Paid | Position | √ | Abs | Hours | Position |

Day of the week — Day of the week

Date of specified day — Date of specified day

Time employee punches in

Time employee punches out

Amount of time taken for lunch, in hours

Total hours worked for entry ⁕You will not enter this number; field fills in automatically

Where you select the position number for the hours you are entering

For absences. Since student employees DO NOT get absences, these fields must be blank

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

TEMPLATE FUNCTION

Shortcut for entering time if the same time is worked on a daily basis (Ex: 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 you entered
   - A message box will appear stating that a template has been set. Click "OK"
3. RIGHT click the mouse on the next day's **Start** time area. The template time will appear in red
4. Repeat step 3 on the remaining days then click "Apply," or hit the enter key