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

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

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

REFERENCE

**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

**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