UltraTime’s P.C. Time clock module has the capability turning a computer P.C. into a time clock, allowing hourly employees to punch in and out for their scheduled shifts.

Setup Instructions:
1. Once the PC is authorized as a time clock through the payroll department; from the PC location go to https://timeclock.gvsu.edu/uteup

2. Employees punching in will need to enter their G# on the line provided

3. Once G# is entered employees will be prompted to enter their 4 digit PIN number (last 4 digits of their social security number)
4. The time clock will then appear for employees to punch IN, OUT, Leave For Lunch, Return From Lunch, or they can submit a Query to view other options.

5. Under the Query mode employees will see the following options

6. PUNCHES: They are able to view the punches for the current pay period
7. **ABSENCES**: Employees can view any absences they have (i.e. Vacation/Sick time)

8. **SCHEDULES**: If a schedule is loaded into UltraTime for the employee they are able to see the schedule for the current pay period.