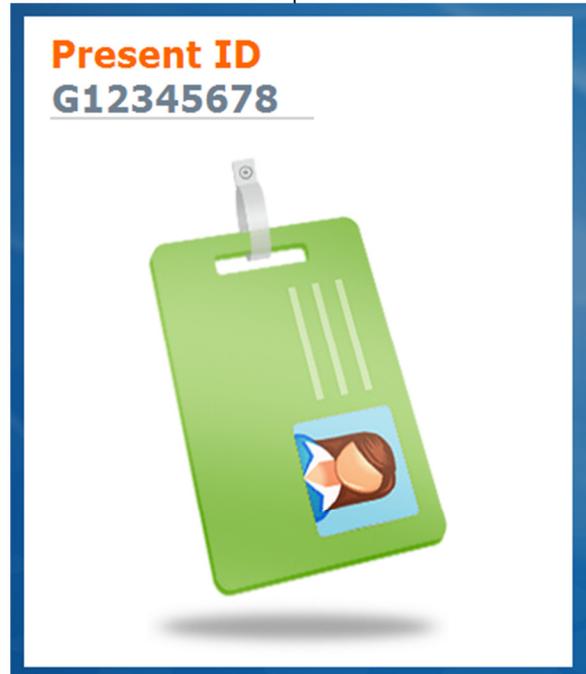


P.C. Timeclock Instructions

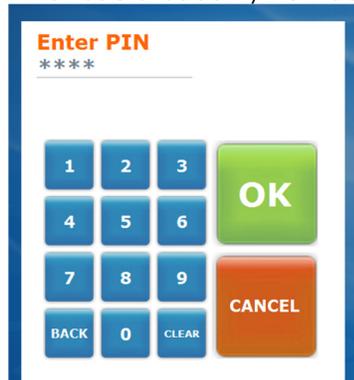
UltraTime's P.C. Time clock module has the capability turning a computer P.C. into a time clock, allowing hourly employees to punch in and out for their scheduled shifts.

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)



- 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.



- Under the Query mode employees will see the following options



- PUNCHES: They are able to view the punches for the current pay period

Pick a Query

Recent Punches

Punch Date	Start	Stop	Adjust Hours	Paid Hours	Exceptions
8/9/2014	5:00P	1:00A	0.00	8.00	
8/9/2014	7:00A	4:30P	0.00	9.50	SO
8/8/2014	5:00P	12:15A	0.00	7.25	
8/8/2014	7:55A	1:00P	0.00	5.17	SO
8/7/2014	8:00A	3:00P	0.00	7.50	SO
8/6/2014	7:45A	5:00P	-0.50	8.75	SO
8/5/2014	7:45A	2:00P	0.00	6.25	SO
8/4/2014	7:45A	3:00P	-1.00	8.25	SO
8/4/2014	4:00A	4:30A	0.00	0.50	SO
8/2/2014	9:40P	2:15A	0.00	4.58	

PUNCHES

ABSENCES

OCCURRENCES

SCHEDULES

BACK

7. ABSENCES: Employees can view any absences they have (i.e. Vacation/Sick time)

Pick a Query

PUNCHES

ABSENCES

OCCURRENCES

SCHEDULES

BACK

Recent Absences

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

Pick a Query

PUNCHES

ABSENCES

OCCURRENCES

SCHEDULES

BACK

Upcoming Schedules

No Schedules

Schedules

Day	Date	Start	Stop	Work
Fri	08/08			OFF
Sat	08/09			OFF
Sun	08/10			OFF
Mon	08/11			OFF
Tue	08/12			OFF
Wed	08/13			OFF
Thu	08/14			OFF
Fri	08/15			OFF