

UltraTime Training Manual

Supervisors

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 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.

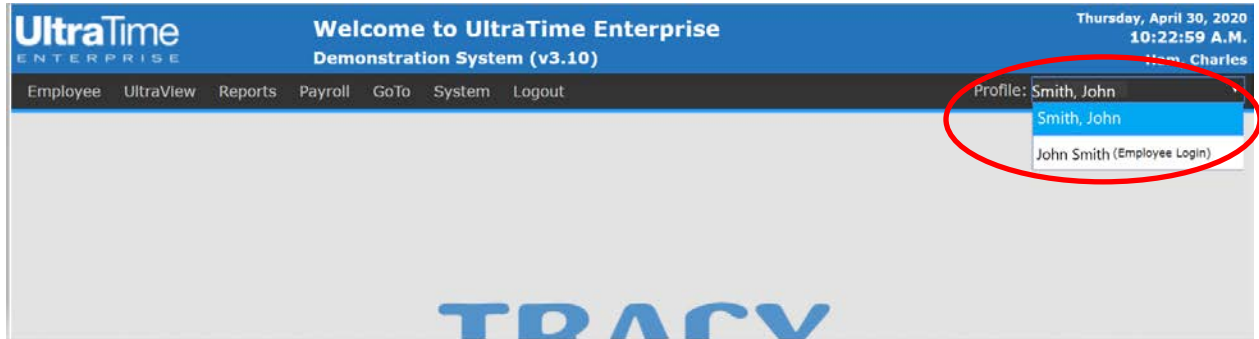
- Scroll to the bottom of the agreement and select **Accept**

Selecting Employee vs. Supervisor Credentials

You will have two options to choose from in the example below John Smith has both Supervisor credentials and an Employee Login

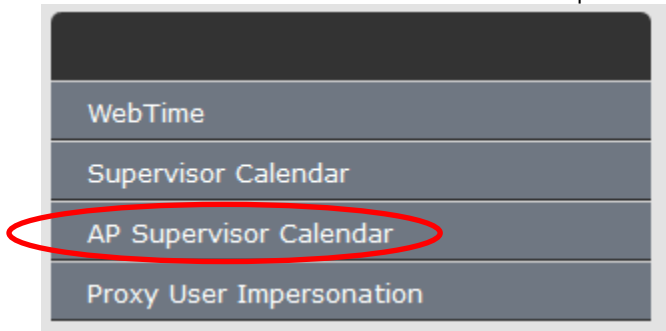
Changing between Credentials

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.

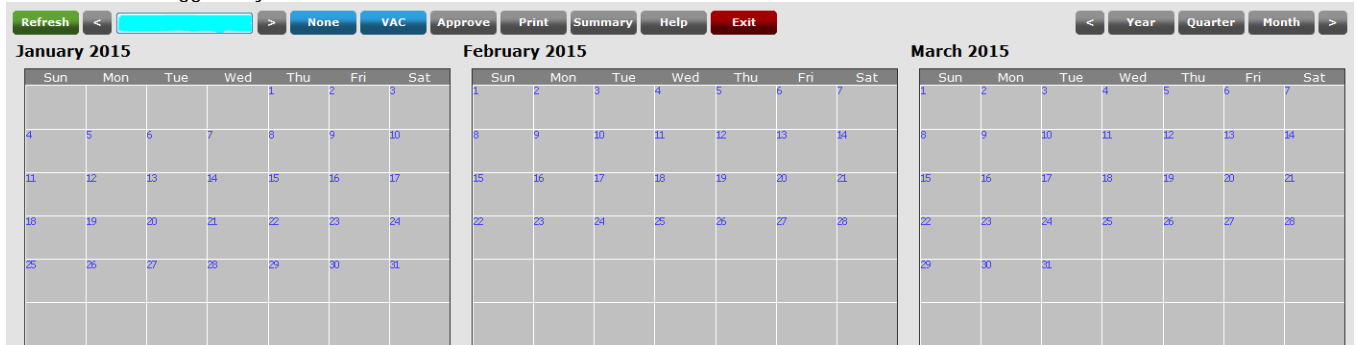


Confirming Quarterly Vacation Hours

- Confirmation of AP employee vacation hours is due every quarter
- Select *AP Vacation Calendar* from the Supervisor menu



1. Once logged in you will see the calendars screen below:



2. Review each employees quarterly calendar prior to approving to ensure all days are properly reported.
3. If you as the supervisor need to add a day Select the VAC button and the box below will appear.

Mon February 16 2015

VACATION

NONE

4. 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.
5. Click the Green OK button when the hours are entered.
6. Once applied by you as the supervisor the entry will automatically approve and the box will be green with "V #" entered

January 2015

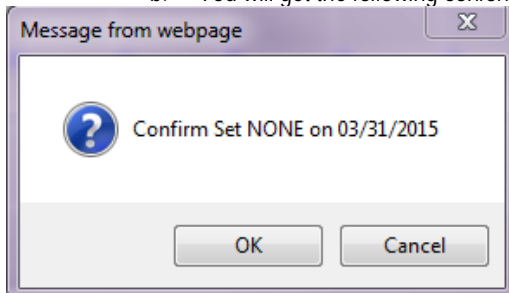
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----------|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 V 8 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

on the day that the vacation time is applied to.

7. If your AP staff did not use any vacation time for the quarter, then they should have NONE reported on their quarterly calendar. If they did not do that please make sure click on the blue "NONE" button next to your name on the menu bar while you are approving



- b. You will get the following confirmation box to confirm no vacation time is being used. Select "OK"



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

NONE

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

Mon February 16 2015

VACATION 8.00

NONE

Remember:

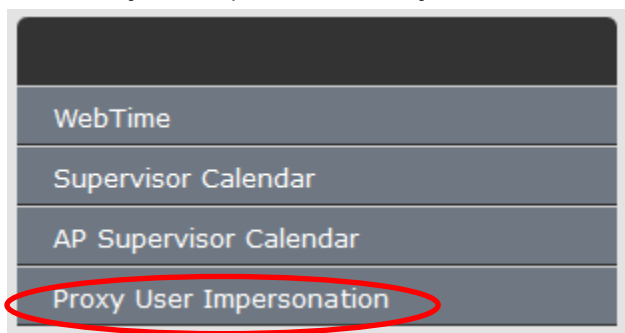
- If you need to **Edit** a record click on the appropriate day to open the hours entry window: Make the desired change then click "OK"
- If you need to **Delete** a record click on the appropriate day to open the hours entry window: click on the red "DEL" button next to the hours entry field then click "OK"

Proxy User Impersonation

This button allows you to view and approve hours for the employees and students assigned to other supervisors that you have access to back up.

To Log into the Proxy User:

1. Select *Proxy User Impersonation* from your Main Menu



2. Select from the supervisor you need to access under the *User* drop down menu

Select User to Emulate

User: ▼

Apply Restore **Back**

3. Select apply, and access the employees from the WebTime menu option.
 - a. You will notice the name under the Date and Clock in the upper right corner of the screen will change to whom you are logged in as, to return to your menu, simply select the *Proxy User Impersonation* again then click **Restore**