

UltraTime Training Manual

Supervisors

Logging In

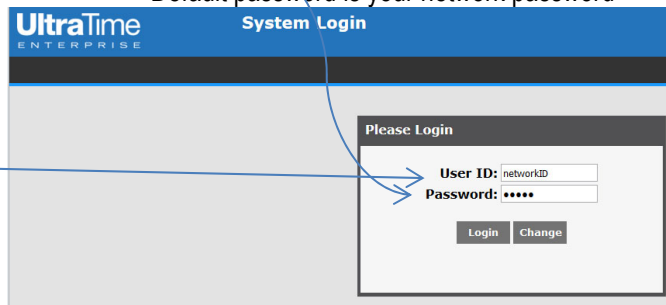
Once you have accessed GVSU's home page click on the **Faculty/Staff** header, Under **Staff** click **UltraTime**.

User ID:

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

Password:

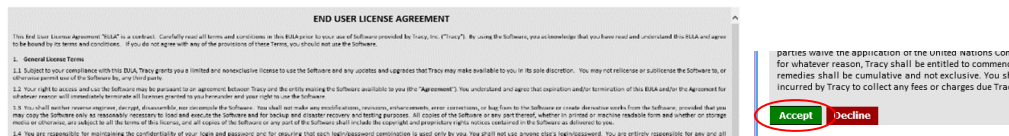
- Default password is your network password



First Time Users

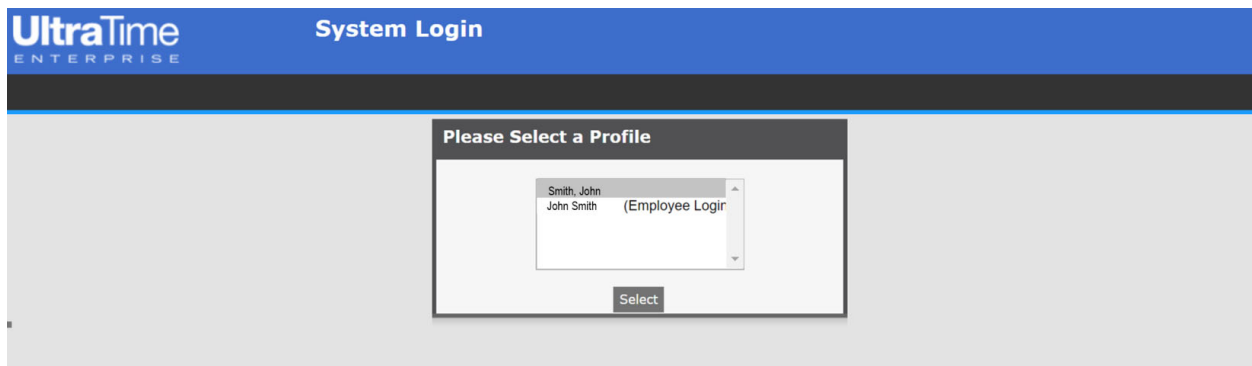
If you are a first time user you will receive an “End User License Agreement” that will need to be accepted prior to accessing UltraTime.

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



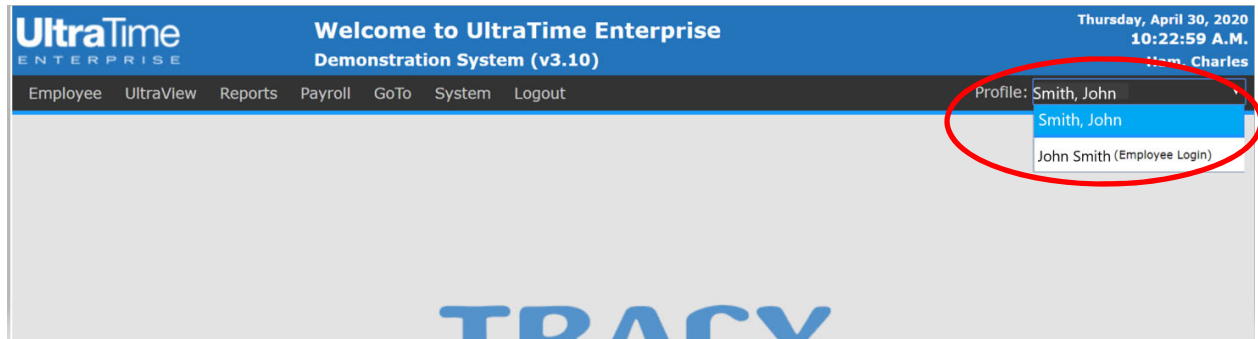
Selecting Employee vs. Supervisor Credentials

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.



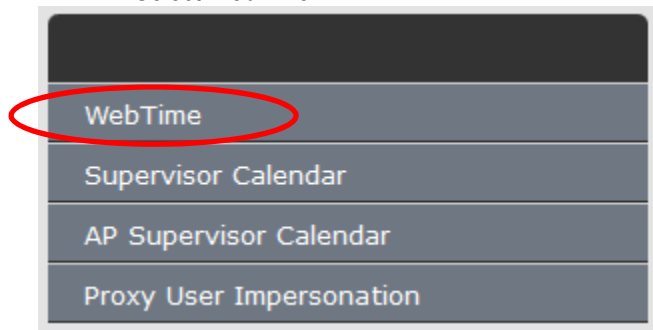
Confirming Hourly Employee Time Sheets

Must be logged into your supervisor credentials

- Confirmation of employee hours is due by 3:00pm on the Monday immediately after the pay period ends
- After confirming, employee will be unable to make any changes to that record

*All Employees for either an **ENTIRE Pay Period** or a **SINGLE Day**:*

- Select WebTime



1. Select *all employees* from the Employee drop down menu
2. Select the current pay period, or the appropriate day from the Pay Period drop down menu
3. Click on the "Confirm" button. A green check mark should appear in the status column next to every day, or for the day selected

Employee Name ▾ Individual Pay Period ▾ Confirm UnConfirm Lock ShowUCO Exit

<|<>|

PrintCalendarProxy

Day	Date	sv	Start	Stop	Lun	Paid	Position	sv	Abs	Hours	Position
Sun	08/13/2017						⌵		⌵		⌵
Mon	08/14/2017						⌵		⌵		⌵
Tue	08/15/2017						⌵		⌵		⌵
Wed	08/16/2017	✓	8:00A	12:00P	0.00	4.00	S1009500 ⌵		⌵		⌵
Thu	08/17/2017						⌵		⌵		⌵
Fri	08/18/2017						⌵		⌵		⌵

*An Individual Employee for either an **ENTIRE Pay Period** or a **SINGLE Day**:*

1. Same procedure as above but select the *appropriate employee* from the Employee drop down menu

UnConfirming

- Same procedure for confirming, but click “UnConfirm” instead of “Confirm”
- Allows your employees to make changes to their own time records



Apply	Cancel	All Employees ▾	Individual Pay Period ▾	Confirm	UnConfirm	Lock	ShowUCO	Exit
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Adding, Deleting, and Editing Time Records

Adding

1. Click in the **Start** column of appropriate day and enter employee's exact start time. 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. Enter lunch break if one was taken, in number of hours (.25, .5, .75, 1) in **Lun** column
4. Select the position number (this will fill in automatically if employee holds only ONE job using UltraTime)
5. Click “Apply,” or hit the enter key

			1	2	3		4					
Day	Date	sv	Start	Stop	Lun	Paid	Position	sv	Abs	Hours	Position	
Sun	08/13/2017						▾		▾		▾	
Mon	08/14/2017		8a	5p	1		S1004300 ▾		▾		▾	

Deleting

1. Click in the **Start** box for the employee's 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 for the record and type in a zero (0)
4. Click “Apply,” or hit the enter key

			1	2	3							
Day	Date	sv	Start	Stop	Lun	Paid	Position	sv	Abs	Hours	Position	
Sun	08/13/2017						▾		▾		▾	
Mon	08/14/2017		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 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	▾

Locking Employee Records

- Clicking “Lock” means employees cannot make **any** additions, edits, or deletions to their time records
- Lock record the Monday morning that confirmation of hours is due to ensure employee is not making any additions after confirmation

To lock ALL employees for an ENTIRE pay period:

1. Select *all employees* from Employee drop down menu
2. Select the current pay period from Pay Period drop down menu
3. Click on the “Lock” button at the top of the screen. A lock symbol will appear in the status column

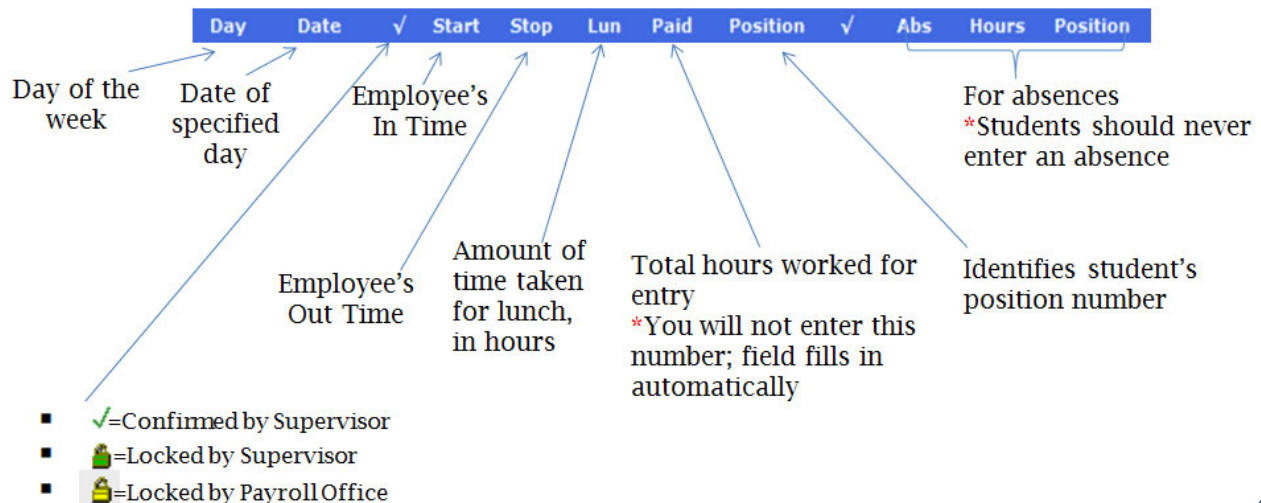
****The system will not allow you to lock a pay period until the pay period end date has passed**

Apply	Cancel	All Employees ▼	Individual Pay Period ▼	Confirm	UnConfirm	Lock	ShowUCO	Exit
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Calendar Feature

This button allows you to view your employee’s 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.

ADDITIONAL INFORMATION



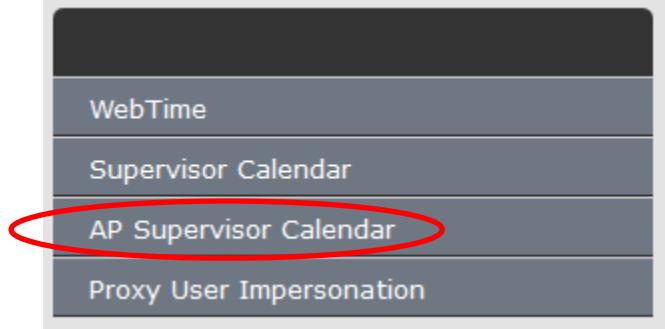
TEMPLATE FUNCTION

Shortcut for entering time if employee works the same time on a daily basis (Ex: 8am to 5pm with a 1 hour lunch break from Mon – Fri)

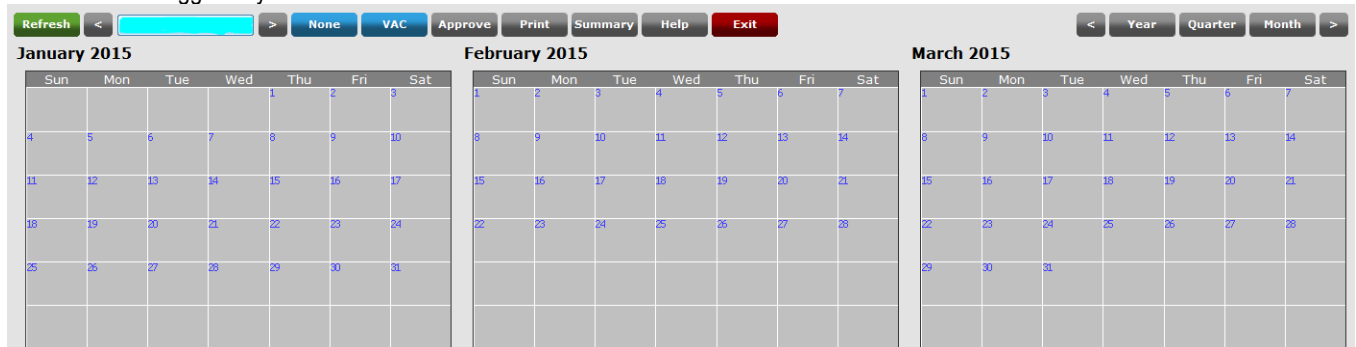
1. Enter a complete time record for one day
2. To enter the **same** time for another day:
 - RIGHT click the mouse anywhere on the time record you entered
 - A message box will appear stating that a template has been set. Click “OK”
3. RIGHT click the mouse on the next day’s **Start** time area. The template time will appear in red
4. Repeat step 3 on the remaining days then click “Apply,” or hit the enter key

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 **DEL**

NONE **DEL**

OK **Cancel**

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.

- Once applied by you as the supervisor the entry will automatically approve and the box will be green with "V #" entered

January 2015

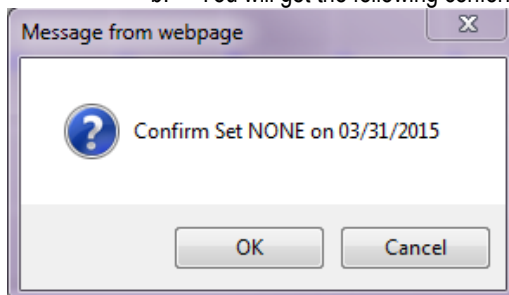
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

on the day that the vacation time is applied to.

- 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



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



Removing Vacation time previously entered:

- To remove any vacation time entered into your Calendars select on the day you wish to remove the time

February 2015

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

Mon February 16 2015

VACATION 8.00 DEL

NONE DEL

OK
Cancel

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

Remember:

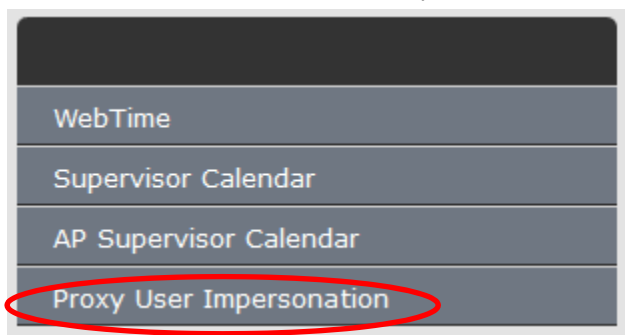
- If you need to **Edit** a record click on the appropriate day to open the hours entry window: Make the desired change then click "OK"
- If you need to **Delete** a record click on the appropriate day to open the hours entry window: click on the red "DEL" button next to the hours entry field then click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

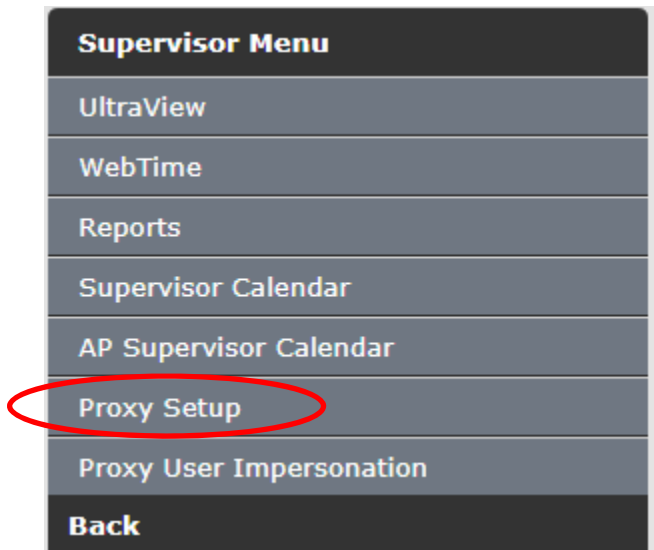
3. Select apply, and access the employees from the WebTime menu option.
 - a. You will notice the name under the Date and Clock in the upper right corner of the screen will change to whom you are logged in as, to return to your menu, simply select the *Proxy User Impersonation* again then click **Restore**

Adding A New Proxy User

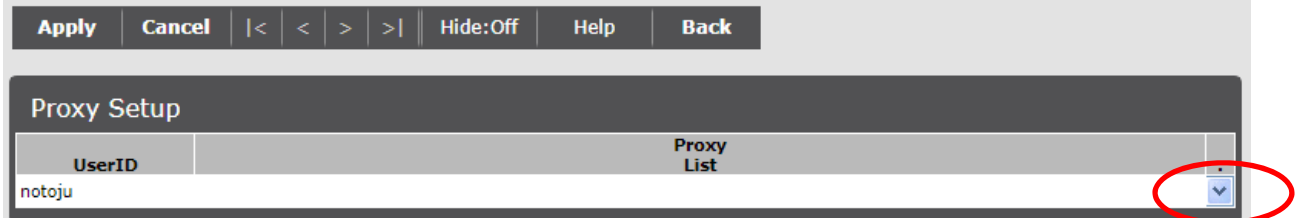
If you need to set up another supervisor up with access to your UltraTime supervisor credentials you are able to add and remove proxy access.

To set up a new proxy user:

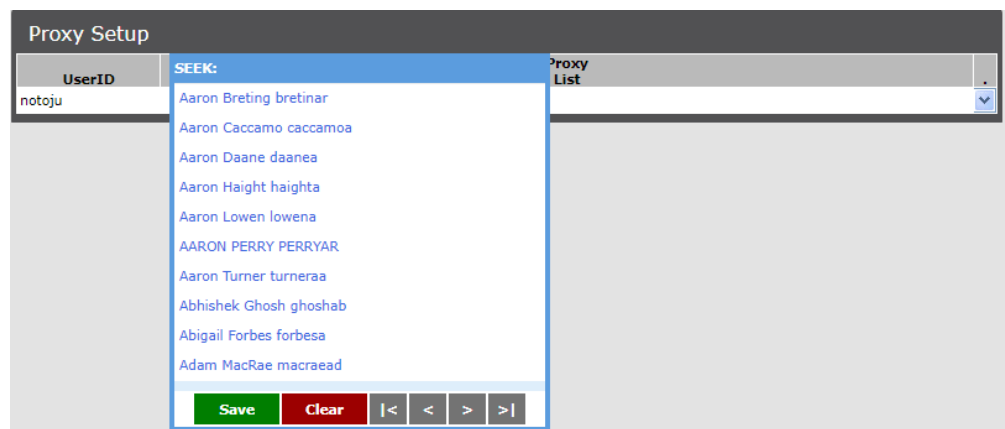
1. Select Proxy Setup from your UltraTime Supervisor Menu



2. You will see your Proxy Setup screen which will show Network ID's of anyone that is currently set up as a proxy user (All payroll staff should be shown there: notoju, sainb, anderj10, payroll1)
 - a. To add a new proxy user select the drop down menu under the **Proxy List**



- b. A search box will open with all current UltraTime Users. Use the **Seek:** field to type in the employee to assign as your proxy; *search by first name*
 - i. If you are not able to find the employee you are trying to set up as a proxy user that means that they are not currently set up with supervisor credentials in UltraTime and an [UltraTime \(New\) Supervisor Setup Request](#) will need to be completed.



- c. Hover over and Select the correct supervisor – once there is a check mark (✓) in front of their name select the green Save button at the bottom.

The image shows two side-by-side screenshots of a 'SEEK' search interface. The left screenshot shows a search for 'JESSICA' with a list of names: Jessica Anderson anderj10, Jessica Jennrich jennricj, Jessica Schoenherr schoenje, Jie Du dujie, Jill Craig craigji, Jill Hamilton hamiltj, Jill Smalldon smalldoj, Jill Wolfe wolfeji, Jim McPherson mcphersj, and Jim Penn pennji. The right screenshot shows the same list with 'Jessica Anderson anderj10' selected and marked with a checkmark. Both screenshots have a 'Save' button at the bottom.

3. You will then see the user's network id in the Proxy List; Select the Apply button at the top of the Proxy Setup box to save the changes. (after saved the network id will change from Red text to Black text) letting you know the changes were saved.

The image shows a 'Proxy Setup' dialog box. At the top, there are buttons: 'Apply' (circled in red), 'Cancel', '<', '>', '>|', 'Hide:Off', 'Help', and 'Back'. Below the buttons is a table with two columns: 'UserID' and 'Proxy List'. The 'UserID' column contains 'notaju'. The 'Proxy List' column contains 'anderj10' in red text.