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 'super' (you will be prompted to change this password the first time you log in)

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**

Confirming Employee Hours

- 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**:*

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

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 |

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	s√	Start	Stop	Lun	Paid	Position	s√	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	s√	Start	Stop	Lun	Paid	Position	s√	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
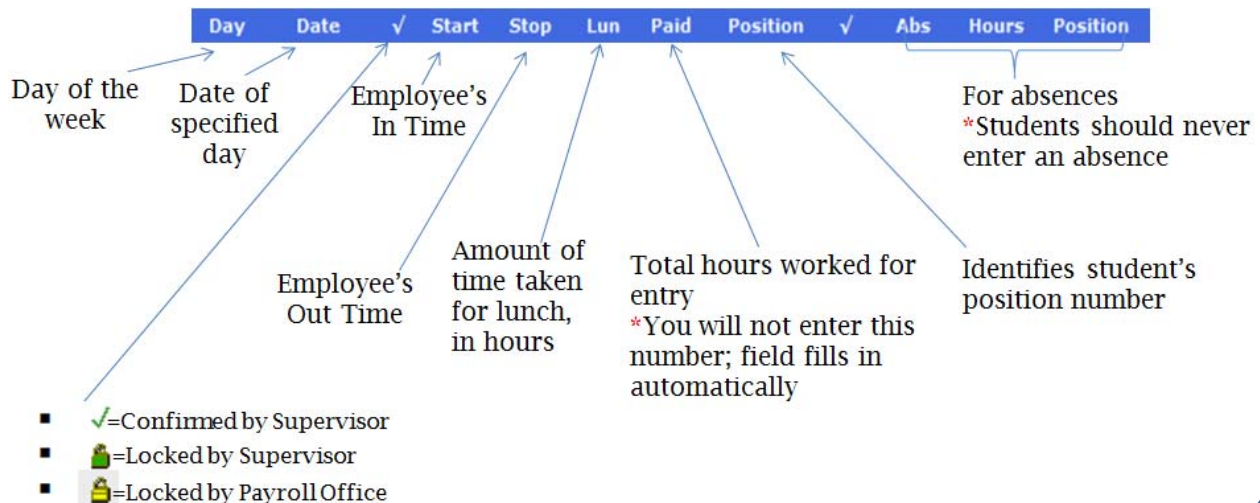
The system will not allow you to lock a pay period until the pay period end date has passed

| Apply | Cancel | All Employees ⌄ | Individual Pay Period ⌄ | Confirm | UnConfirm | Lock | ShowUCO | Exit |

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 <u>no</u> changes can be made.

ADDITIONAL INFORMATION

| Day | Date | √ | Start | Stop | Lun | Paid | Position | √ | Abs | Hours | Position |

Day of the week → Day

Date of specified day → Date

Employee's In Time → Start

Employee's Out Time → Stop

Amount of time taken for lunch, in hours → Lun

Total hours worked for entry *You will not enter this number; field fills in automatically → Paid

Identifies student's position number → Position

For absences *Students should never enter an absence → Abs

- √=Confirmed by Supervisor
- =Locked by Supervisor
- =Locked by Payroll Office

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
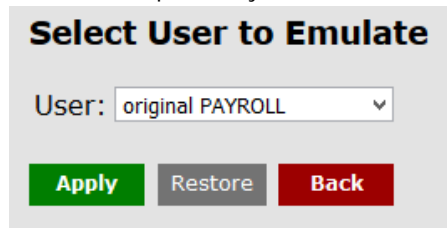
Proxy User Impersonation

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

WebTime
Supervisor Calendar
AP Supervisor Calendar
Proxy User Impersonation
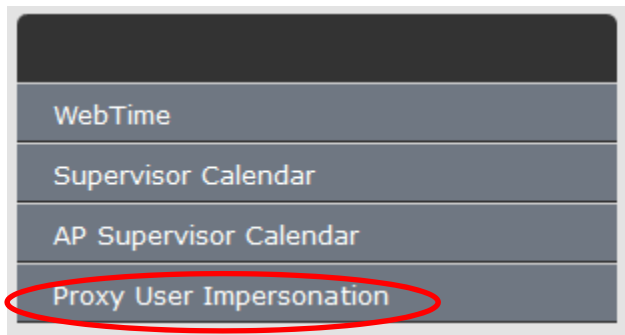
2. Select from the supervisor you need to access under the *User* drop down menu

    Select User to Emulate

    User: original PAYROLL ▾

    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**