

Name: _____

User ID: _____

UltraTime Student User Guide

UltraTime ENTERPRISE Grand Valley State University Tuesday, May 15, 2012 9: 07: 30 A.M.

Quit

Apply Cancel S:05/13/2012-05/26/2012 Help

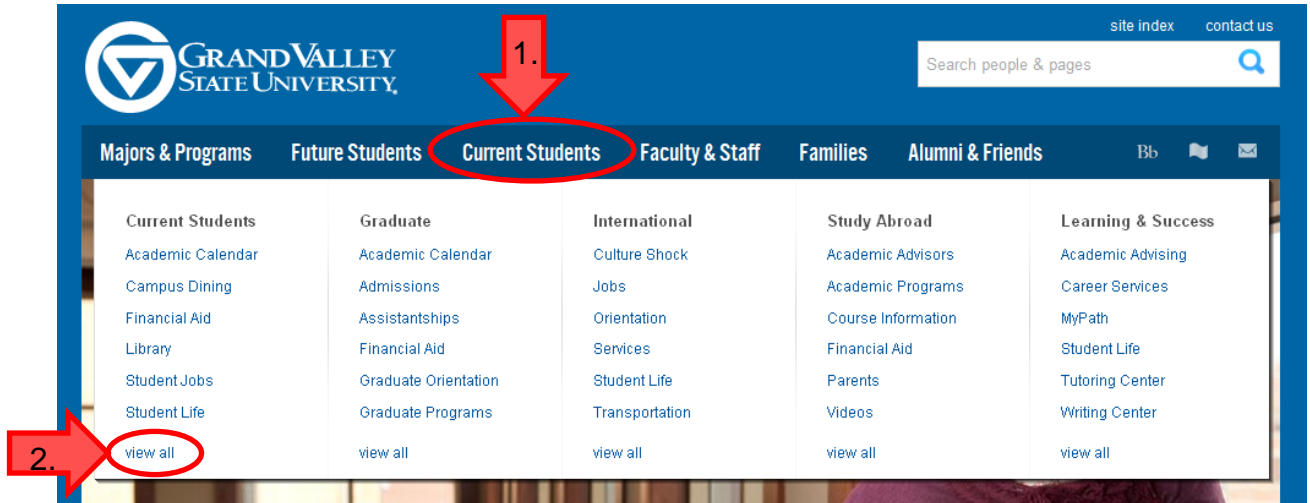
Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Status:S S1009500-Act Ofc Stu Payroll	Sun	05/13/2012										
	Mon	05/14/2012										
	Tue	05/15/2012										
	Wed	05/16/2012										
	Thu	05/17/2012										
	Fri	05/18/2012										
	Sat	05/19/2012										
	Sun	05/20/2012										
	Mon	05/21/2012										
	Tue	05/22/2012										
	Wed	05/23/2012										
	Thu	05/24/2012										
	Fri	05/25/2012										
	Sat	05/26/2012										
Total												

How to Log In

UltraTime can be accessed from Grand Valley State University's main web page.

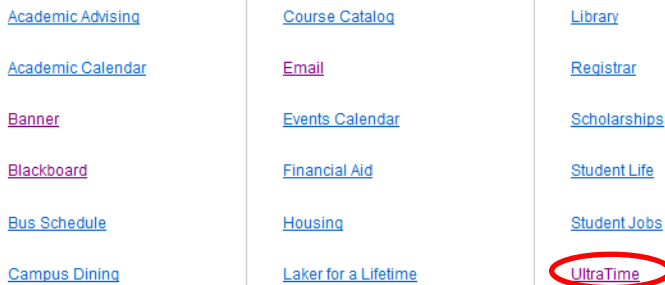
Go to:

1. Current Students
2. Under the "Current Students" column click "view all".



3. Then click "UltraTime".

Current Students



4. And this screen will come up.



User ID: Your G-Number

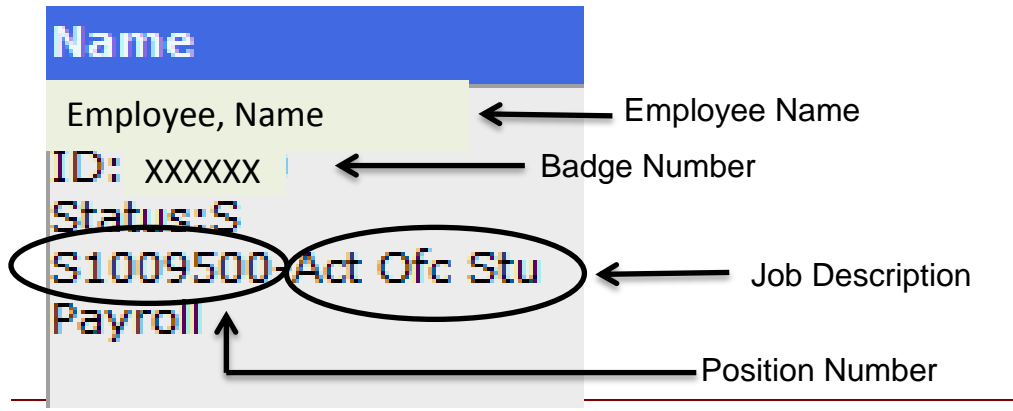
Password: Your password is the last four digits of your social security number.

How to Enter a Time Record

The Employee Input Screen:

The screenshot shows the UltraTime Enterprise interface for Grand Valley State University. At the top, there is a navigation bar with a 'Quit' button. Below this, there are several controls: an 'Apply' button (labeled 2), a 'Cancel' button (labeled 3), a date range selector 'S:05/13/2012-05/26/2012' (labeled 4), and a 'Help' button (labeled 5). The main content area is titled 'Employee Web Time' and contains a table with the following columns: Name, Day, Date, Start, Stop, Lun, Paid, Position, Abs, Hours, and Position. The table lists days from Sunday (05/13/2012) to Saturday (05/26/2012). A 'Print' button and a 'Calendar' button are located to the right of the table. A 'Quit' button is also visible on the left side of the screen (labeled 1). A box containing employee information is on the left (labeled 6).

1. **Quit:** This will log you out of the UltraTime system.
2. **Apply:** This will update any additions, deletions, or edits you made to a record. Hitting the Enter key will perform the same function.
3. **Cancel:** This clears any additions or edits that you are about to enter.
4. **Pay Period Selection:** This selects the pay period or dates that are being shown. (-1) is the last pay period and (-2) is two pay periods prior.
 - NOTE: You may only add or edit time on the current pay period.
5. **Print:** Prints the record shown on screen
6. **Time Record Information Box:**
 - **Name:** Lists the employee name along with current assignments, badge number, and position number.



Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
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- Day: Day of the Week
- Date: Date of the specified day
- ✓ This tells you the status of the time record:
 - ✓ Confirmed by Supervisor
 - 🟢 (Green Lock) = Locked by Supervisor
 - 🟡 (Yellow Lock) = Locked by Payroll Office
- Start: Time employee punches in
- Stop: Time employee punches out
- Lun: Time taken for lunch in number of hours
- Paid: Total hours worked for that entry – This field will fill in automatically. You will not be able to enter anything in this area.
- Position: Where you choose the position number for the hours you are entering

***The last three fields are used for absences.*

STUDENT EMPLOYEES DO NOT GET ABSENCES

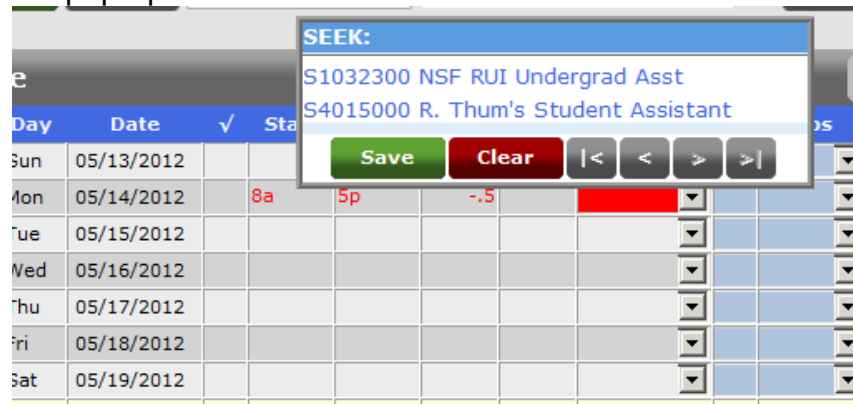
If anything is entered in this field, it must be deleted.

See below for deletion instructions.

Adding, Editing, and Deleting Time Records

To Add a Time Record:

1. Click in the **Start** column for the appropriate day - a cursor should appear. Enter the exact time punched IN. (So if you arrived at 7:58AM type in 7:58AM, not 8A.) Be sure to designate whether the entry is AM or PM by using a, p, am, or pm after the time.
2. Click in **Stop** column for the appropriate day (or tab over from the Start column) – a cursor should appear. Enter time the exact time punched OUT. (So if you left at 4:52 PM type in 4:52PM, do not round.) Be sure to designate whether the entry is AM or PM using a, p, am, or pm after the time.
3. Enter lunch if necessary – use the *number of hours*, not the out/in time for lunch [ex. “.5”].
4. Enter position number.
 - a. If only ONE job using web based UltraTime is held, position number will automatically be entered when hitting ‘Apply’ or ‘Enter’.
 - b. If MORE THAN ONE job using the web based UltraTime is held, click on the down arrow in the “Position” box and select the appropriate job from the pop-up box.



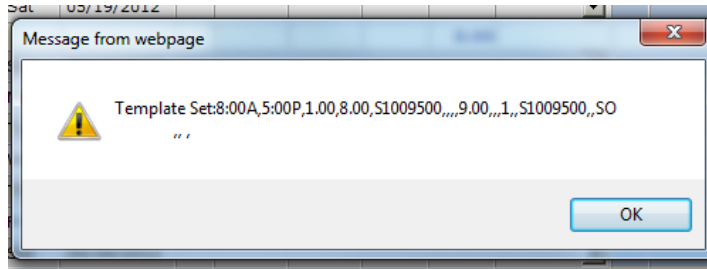
5. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

Using the Template Function to Enter Time:

The template function can be used if the same time is worked on a daily basis (example: employee works 8am to 5pm with a 1 hour lunch every day of the week).

This function is a shortcut for entering time. To do this:

1. Enter a complete time record for one day (example: Monday).
2. To enter the **same** time for Tuesday, RIGHT click the mouse on Monday’s time record. A message box will appear stating that a template has been set. Hit ‘OK’.



3. RIGHT click the mouse on Tuesday's Start time area. The template time will appear in red.
4. Repeat step 3 on following days if necessary.
5. Click 'Apply' with the mouse or hit the 'Enter' key.

To Edit a Time Record:

1. Click on the appropriate time that needs to be edited.
2. Make the appropriate change.
3. Click 'Apply' with the mouse or hit the 'Enter' key.

To Delete a Time Record:

1. Select the appropriate START box for the record – Type in "8a".
2. Select the appropriate STOP box for the record – Type in "8a".

Day	Date	✓	Start	Stop	Lun	Paid	Position
Thu	01/23/2014		8a	8a	1.00	8.00	S1009500

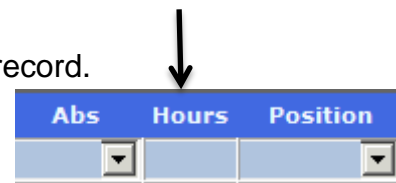
3. Disregard any lunch breaks, they will be cleared automatically.
4. Click 'Apply' with the mouse or hit the 'Enter' key.

Adding, Editing, and Deleting Absence Records

If an absence record is entered by mistake it MUST be deleted.

To Delete an Absence Record:

1. Click on the 'Hours' column of the appropriate absence record.
2. Type in a zero (0) for the number of hours.
3. Click 'Apply' with the mouse or hit the 'Enter' key.



*** Instructions for adding and editing absence records are omitted since student employees are not eligible for absences.*

3. Vac: This feature is not used for student employees.
4. < >: Moves you forward or backward through time.
5. Year, Quarter, Month: Changes the view between twelve, three, and one month.
6. Print: Prints a Yearly Attendance Calendar.
7. Summary: Gives a summary of time and hours worked.
8. Quit: Takes you back to WebTime time entry screen.

Contact Information

If you are having any problems with UltraTime, please contact your supervisor first, then contact the Payroll office. Lastly, you may contact IT.

Payroll Office Contact Information:
Main Office: (616) 331-2237
Email: Payroll@gvsu.edu

CTS/IT Helpdesk:
Phone: (616) 331-2101