UltraTime Student User Guide

This guide will explain how to use the WebTime student view of UltraTime and student employee entry of hours.

[Note that in the above view, employee name appears in 3 spaces – it has been covered here for confidentiality reasons]
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”.

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:

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.
**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”.
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.**
Calendar Feature

The Calendar feature allows you to view your time worked in a calendar format for the period of a month, quarter or year. This is a ‘View Only’ feature. No changes can be made from this view.

Clicking on the ‘Calendar’ button will change your screen to a calendar view:

1. **Refresh**: Refreshes the screen.
2. **Name**: Shows your name.
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