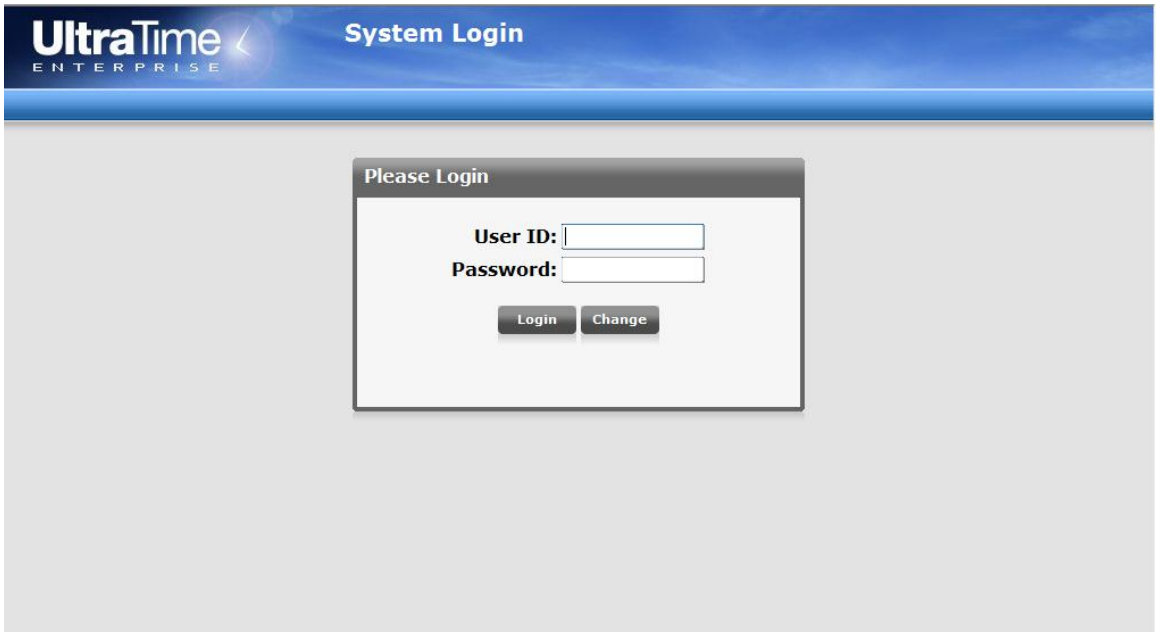
Name:______________________________

User ID:_____________________________

UltraTime Student Supervisor User Guide

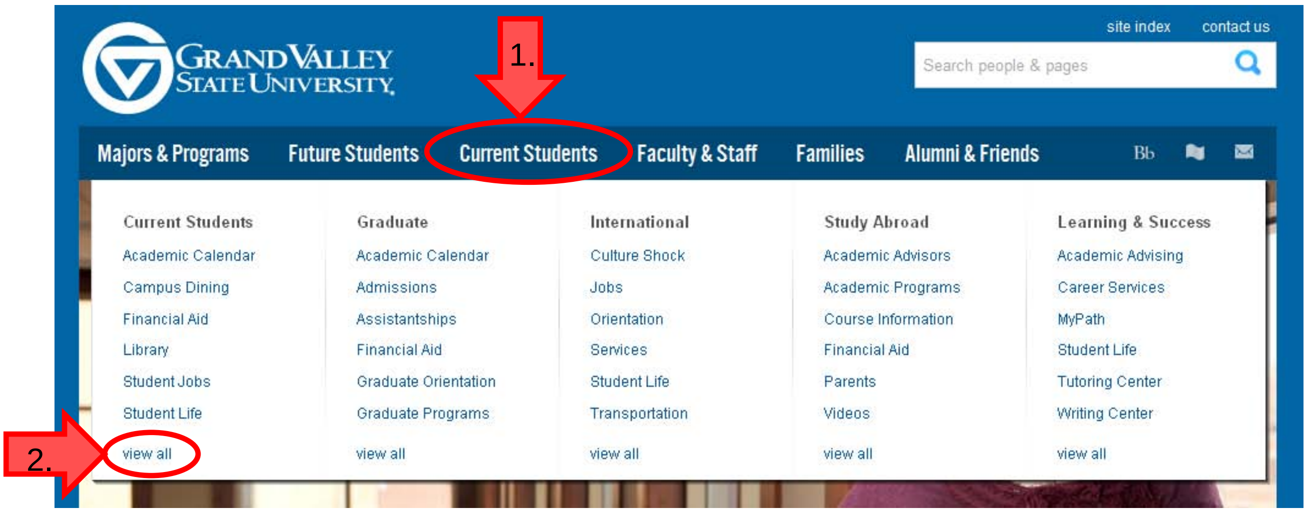


This guide will explain how to use the WebTime supervisor view of UltraTime to approve student employee hours.

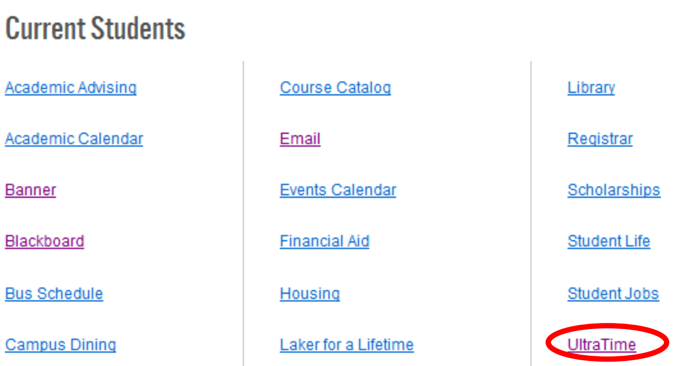
How to Log In

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

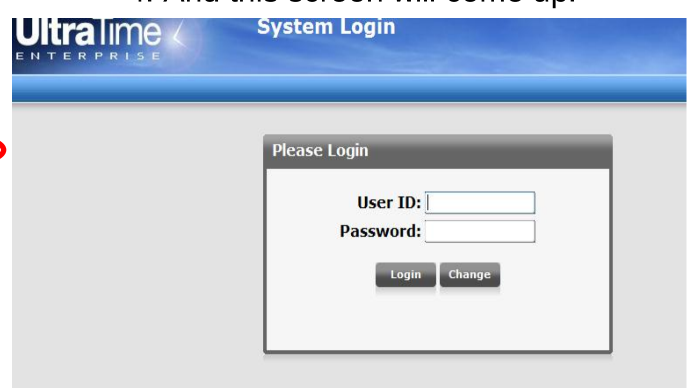
1. Current Students
2. Under the "Current Students" column click "view all".



3. Then click UltraTime.



4. And this screen will come up.



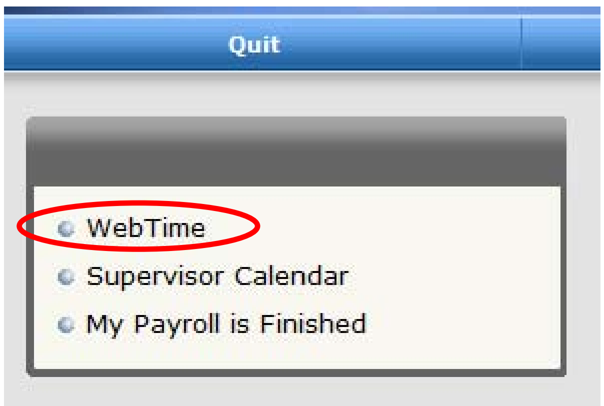
Log In Screen

User ID: Your user ID is your Network ID – your GVSU email address minus @gvsu.edu (case sensitive)

Password: Your password is defaulted as 'super' (case sensitive).

You will be prompted to change your password the first time you log in!!

Upon login, you will be brought here:

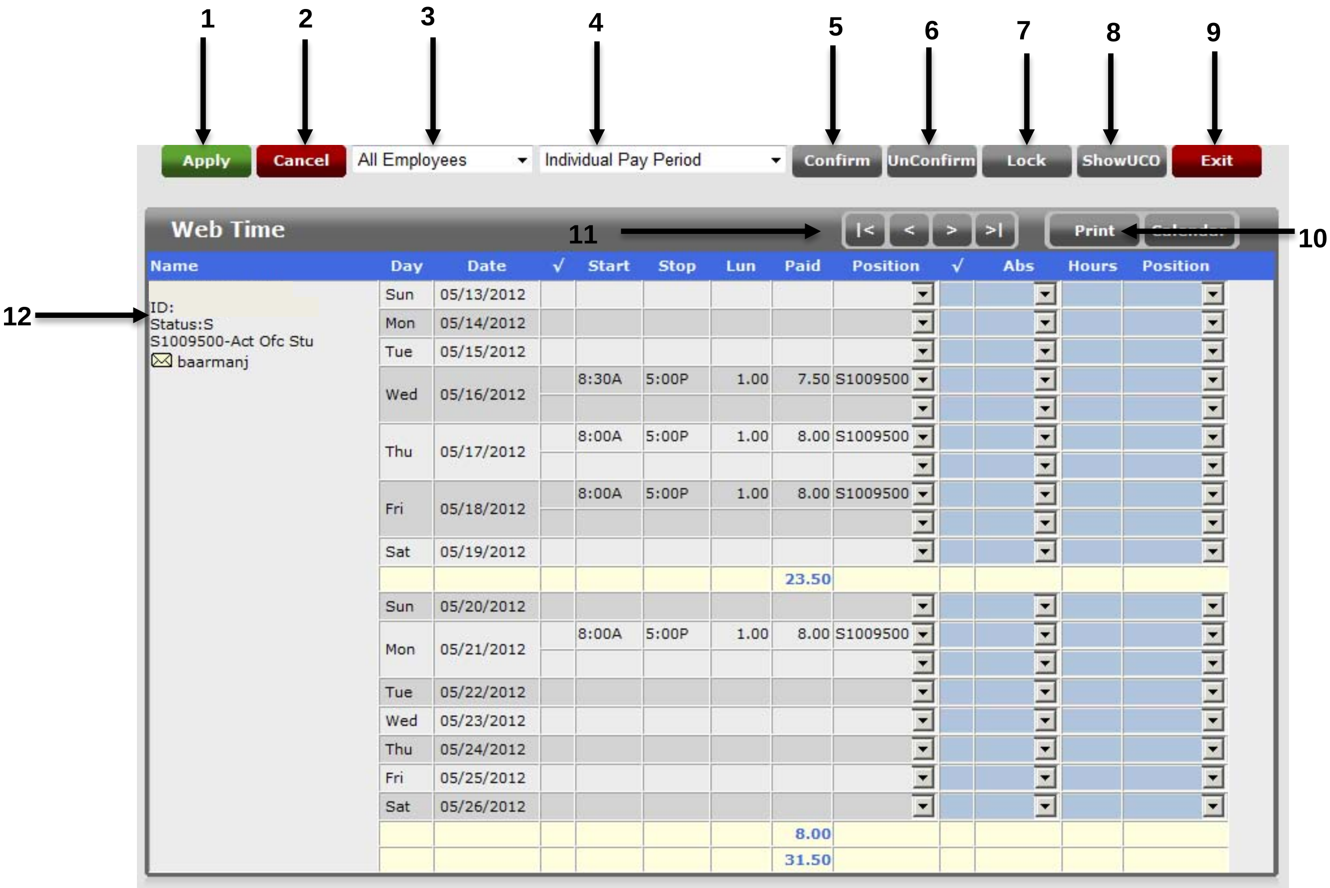


Choose WebTime to approve student time.

You can also view student time in the supervisor calendar. This will be addressed later in this guide.

Explanation of Supervisor Screen

The following will explain all of the fields, buttons, and areas of your supervisor screen. The function of each of the buttons will be explained in detail later in the instruction packet:



1. *Apply:* This will enter any additions, deletions, or edits that you have made to a record. Hitting the Enter key will perform the same function.

2. *Cancel:* This cancels an action that you are about to enter.

3. This is a drop down menu where you select the employees you'd like to view. You may view "All Employees" or view each employee on an individual basis. When "All Employees" is selected, any action taken will apply to all employees that you supervise.

4. This is a drop down menu to select the dates that you'd like to view. Dates are on a two week pay period basis, and you may view the current pay period, the prior pay period (-1), two pay periods prior (-2), or individual days.

5. *Confirm:* This will confirm the hours for employees that are in the current view.

6. *Unconfirm:* This will unconfirm the hours for employees that are in the current view.

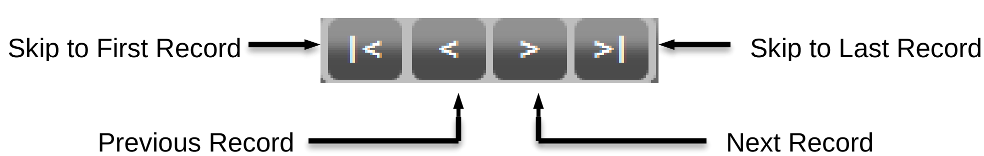
7. *Lock:* This will lock all of the records for the employees that are in the current view.

8. *ShowUCO:* Hitting this button changes your employee view so that you only see employees that have unconfirmed hours. (This button will change to Show All and hitting this button will change the view back to All Employees.)

9. *Exit:* This will return you to the screen where you choose WebTime, Supervisor Calendar, or My Payroll is Finished.

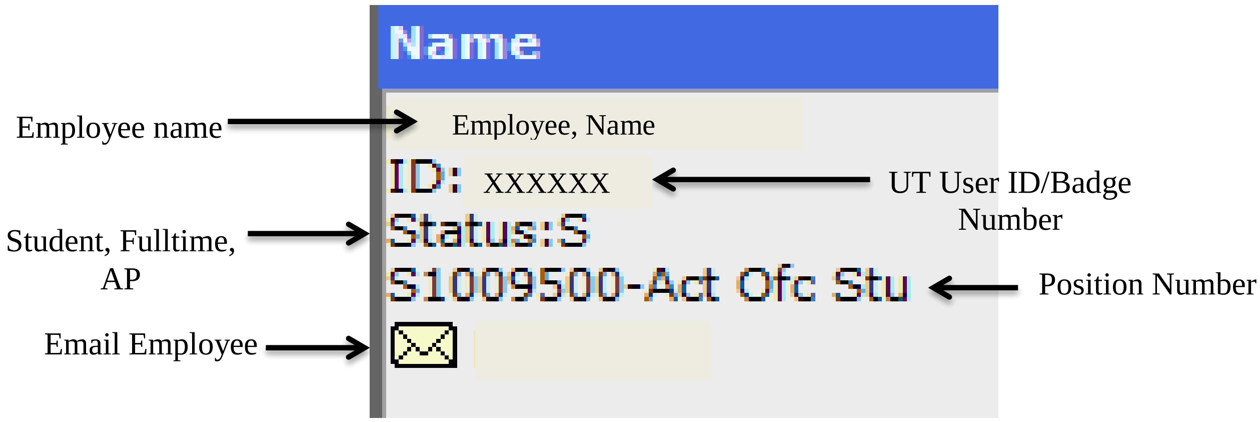
10. *Print:* This will print whatever is in your current employee view. Printing in Landscape form works best.

11. *Navigation keys:* to move forward or back in employee records.



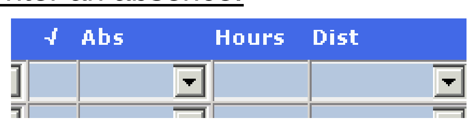
12. *Record Information Box:*

- *Name:* Lists the employee's name along with current assignments, badge number, and position number.



Toolbar:

- *Day:* Day of the Week
- *Date:* Date
- √ : This tells you the status of the record:
    - Confirmed by Supervisor
    - (Green Lock) = Locked by Supervisor
    - (Yellow Lock) = Locked by Payroll Office
- *Start:* Employee's In Time
- *Stop:* Employee's Out Time
- *Lunch:* 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:* Identifies the student's position number
- The following four columns are for entering absences. Students should never enter an absence.



<u>**Adding, Editing, and Deleting Time Records**</u>

<u>To Add a Time Record:</u>

1. Click in **Start** column for the appropriate day - a cursor should appear. Enter employee's start time. <u>Be sure to designate whether the entry is AM or PM</u> (a, p, am, or pm).
2. Click in **Stop** column for the appropriate day (or you can tab over from the Start column) – a cursor should appear. Enter employee's stop time. <u>Be sure to designate whether the entry is AM or PM.</u>
3. Enter lunch if one was taken. Lunch will be done in number of hours (.5 for example for half an hour).
4. Enter position number.
    a. <u>*If* employee has only ONE job</u> using web based UltraTime, position number will automatically be entered.
    b. <u>*If* employee has MORE THAN ONE job</u> using the web based UltraTime, click on the down arrow in the 'Position' column and select the appropriate job from the pop-up box.

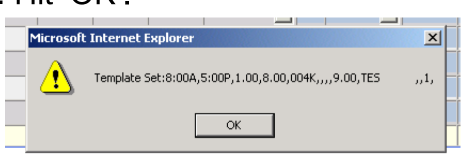
Day	Date	√	Start	Stop	Lun	Paid	Position
Sun	05/13/2012						
Mon	05/14/2012						
Tue	05/15/2012						
Wed	05/16/2012	√	8:30A	5:00P	1.00	7.50	S1009500

5. Click 'Apply' with the mouse or hit the 'Enter' key.

<u>Using the Template Function to Enter Time:</u>

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 in time record for one day (ex. Monday)
2. To enter the same time for Tuesday, RIGHT click the mouse on Monday's time record. A message box appears stating that 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 a zero (0).
2. Select the appropriate STOP box for the record – Type in a zero (0).
3. If a value is entered for Lunch, enter zero (0) here as well.
4. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

Deleting an Absence Record for a Student

Students should never have an absence entered. This is for use of full time staff only. If there is an absence entered, it must be deleted.

Deleting and Absence Record

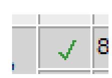
1. Click on the ‘Hours’ column of the appropriate absence record.
2. Type in a zero (0) for the number of hours.
3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

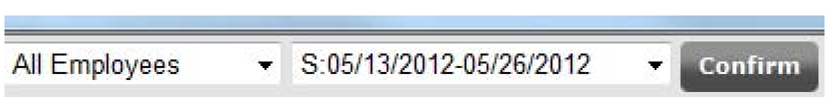
Confirming Employee Hours

The confirmation of employee hours is due by 3:00pm on the Monday immediately after the pay period has ended. After you have confirmed a time record for an employee, they are no longer able to make any changes to that record. They *are* able to add new entries. You will still have the ability to make any changes necessary. We strongly recommend that you confirm hours on a daily basis!

To confirm ALL employees for an ENTIRE pay period:

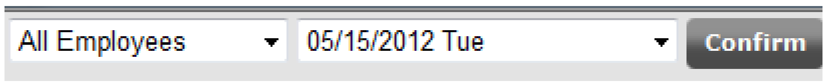
1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the current pay period from the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (✓) should appear in the status column next to all of the time records.





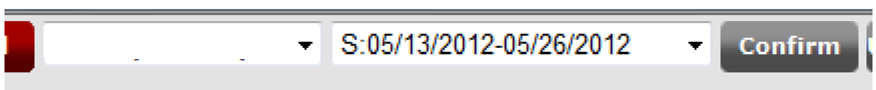
To confirm ALL employees for a SINGLE day:

1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the appropriate day from the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (✓) should appear in the status column next to all of the time records for that day.



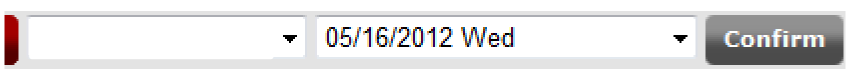
To confirm ONE employee for an ENITRE pay period:

1. Select the appropriate employee from the Employee drop down menu.
2. Select the current pay period form the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (✓) should appear in the status column next to all of the time records for that employee.

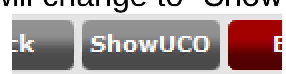


To confirm ONE employee for a SINGLE day:

1. Select the appropriate employee from the Employee drop down menu.
2. Select the appropriate day from the Pay Period drop down menu.
3. Click on the ‘Confirm’ button at the top of the screen. A green check mark (✓) should appear in the status column next to the appropriate time record for that employee.



Use the “ShowUCO” button to view all the time records that have not yet been confirmed. Once clicked, this button will change to “Show All”. Click Show All to return to the All Employee view.



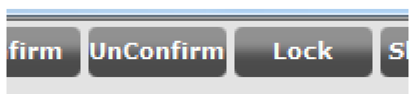
To unconfirm an employee’s hours, follow the same instructions for confirming, but click on “UnConfirm” instead of confirm. This will allow your employee to make changes to their own time records.

Locking An Employee Record

The locking feature is used to lock the time entry system for your employees. Once the record is locked, they will no longer be able to make ***any*** additions, edits, or deletions to their time records. It would be beneficial for you to lock the record Monday morning that the confirmation of hours is due. This would ensure that your employee is not making any additions after you have already confirmed their hours.

To lock ALL employees for an ENTIRE pay period:

1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the current pay period from the Pay Frequency drop down menu. Click on the 'Lock' button at the top of the screen. A lock symbol will then appear in the status column.



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

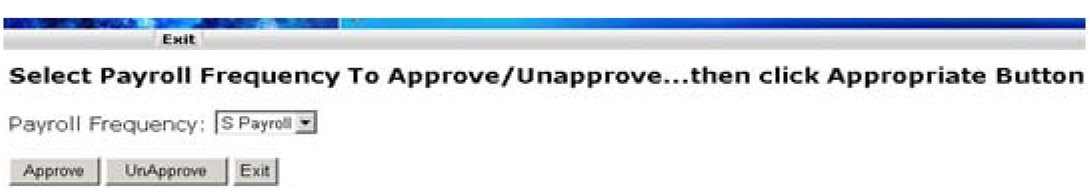
My Payroll Is Finished

My Payroll is Finished is the last step in processing your student payroll. This lets the Payroll Office know that you are completely done making any additions or edits to your students' time records.

Reminder: Payroll is due at 3pm the Monday after the pay period finishes!

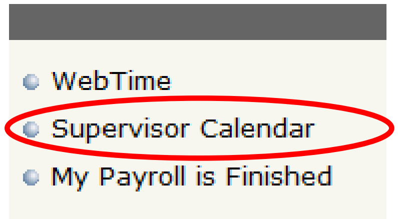
To Finish Student Payroll:

1. Exit WebTime using the exit button and click 'My Payroll is finished' on main menu screen.
2. Select pay period. For approving student payroll select 'S Payroll'
3. Click 'Approve'. A message should appear in green that looks like picture below:

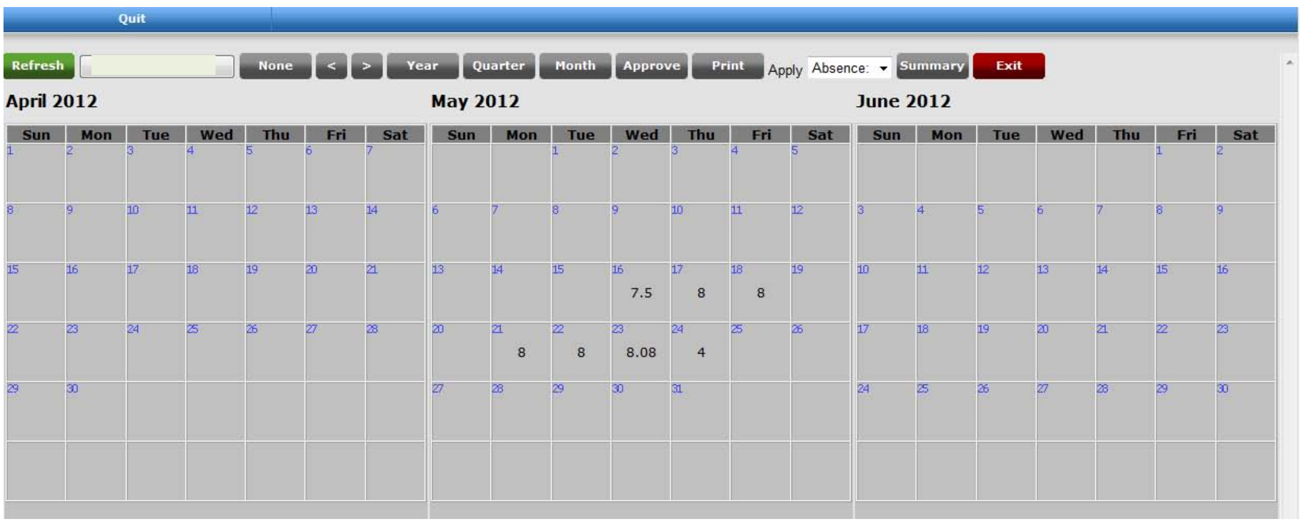


Calendar Feature

The Calendar feature 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. No changes can be made from this view.



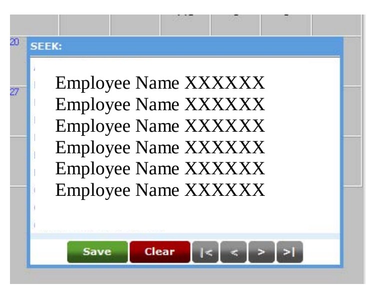
Clicking on Supervisor Calendar will change your screen to a calendar view:



1. *Refresh:* Refreshes the screen.
2. *Name:* Shows the name of the employee you are currently viewing. Clicking the employee's name will bring up the menu to choose a different employee. You can type the employee's last name to filter for him/her.
3. *None:* Has to do with vacation time which students are not eligible for.
4. *< >:* Moves you forward or backward through time.
5. *Year, Quarter, Month:* Changes the view between twelve, three, and one months on the screen. Above is a "Quarter" view.
6. *Print:* Prints a Yearly Attendance Calendar.
7. *Exit:* Takes you back to WebTime time entry screen.

To select a different employee:

1. Click on the Name button.
2. A box will appear with your employee's names. Select the employee that you would like to view.



Payroll Office Contacts:

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