

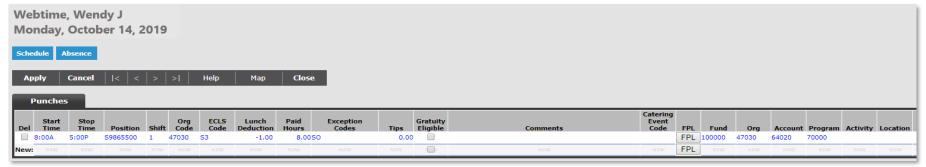




1. To view the **details** of a time entry, **click on the cell** for the appropriate date.



2. Doing so will open up a **Time Record** window that looks like this:



Scroll to the right to see additional information:

Actual In Date and Time	Actual Out Date and Time	In Punch	Out Punch	Confirm User	Confirm Date and Time	In Station	Out Station	Supervisor	Supervisor Description	In Edit User	Out Edit User	Adjustment Edit User	Last Edit Date and Time
				iapprove	10/25/2019 1:52:47 PM	WT	WT	iapprove	Approver, Isabelle	USR	USR	USR	10/17/2019 6:11:59 PM
NEW				NEW		NEW			NEW				



Column Header	Description	Column Header	Description	Column Header	Description	
Del	Delete check box	FPL	Used to assign recurring FOAPL	In Station	Time clock used to punch in	
Start Time	Start time	Fund	Banner fund field	Out Station	Time clock used to punch out	
Stop Time	Stop time	Org Code	Banner org field	Supervisor	Supervisor code	
Position	Position code	Account	Banner account field	Supervisor Description	Supervisor name	
Shift	Shift employee is scheduled for	Program	Banner program field	In Edit User	User who edited in punch	
Org Code	Timesheet Org code	Activity	Banner activity field	Out Edit User	User who edited out punch	
ECLS Code	ECLS code	Location	Banner location field	Adjustment Edit User	User who edited lunch punch	
Lunch Deduction	Time taken for unpaid lunch (enter negative hours)	Actual In Date and Time	Actual in time - only for time clock users	Last Edit Date and Time	Date and time of last edit to this record	
Paid Hours	Total time to be paid (hours and hundredths)	Actual Out Date and Time	Actual out time - only for time clock users	Server	UltraTime department group	
Exception Codes	Exception codes for this record	In Punch	In punch code (I - In, R - Lunch return)	Event	Event code	
Tips	Tip value (entered in dollars and cents)	Out Punch	Out punch code (O - Out, L - Lunch Out)	Event Description	Event description	
Gratuity Eligible	Used for determing gratuity eligibility	Confirm User	Supervisor that confirmed the time	Title	Event position title	
Comments	Comment field	Confirm Date and Time	Time and Date record was confirmed	Section	Event section worked	
Catering Event Code	Catering event code					