UltraTime: Employee Time Record

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

Hours	Schedules	Absences	Exceptions		
Employee Name	**Total**	**Confirm**	**Sat**	**Sun**	**Mon**	**Tue**

Employee Name	Total	Confirm	Sat	Sun	Mon	Tue
Webtime, Wendy J 900000004	H:40.17	✔	20	21	22 8.00 SO	23 8.17 SO
	H:32 A 2	✔	27	28	29 8.00 SO	30 VAC: 2.00(P)
			3	4	5	6
			20	21	22	23

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

Webtime, Wendy J
Monday, October 14, 2019

Schedule | Absence

Apply | Cancel | |< | < | > | >| | Help | Map | Close

Punches

Del	Start Time	Stop Time	Position	Shift	Org Code	ECLS Code	Lunch Deduction	Paid Hours	Exception Codes	Tips	Gratuity Eligible	Comments	Catering Event Code	FPL	Fund	Org	Account	Program	Activity	Location
☐	8:00A	5:00P	S9865500	1	47030	S3	-1.00	8.00SO		0.00	☐			FPL	100000	47030	64020	70000		
New:	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	☐	NEW	NEW	FPL	NEW	NEW	NEW	NEW	NEW	NEW

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	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW

Server	Event	Event Description	Title	Section
COMBINED				
NEW	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				