# UltraTime: Employee Time Entry Instructions

Entering Your Worked Hours

1. From the main menu, click on **Time Entry**.

2. Enter your actual **Start** and **Stop** times and any time you took for a **Lunch** break. The lunch time may be entered in either minutes or as a decimal up to 1 hour and will display in minutes. You may also enter a comment regarding your time. Click **Apply** when you are finished.
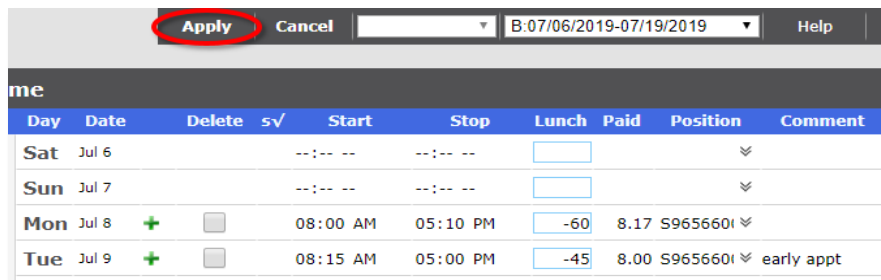
3. If you have a break longer than 1 hour, you will need **two entries** for the day with the start and stop times. Enter the **Start** and **Stop** time for the first part of the day and click **Apply**. Then a **green plus sign** + will appear. Click on the plus to enter the time for the second part of your day.
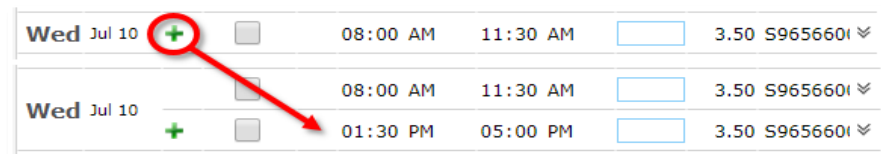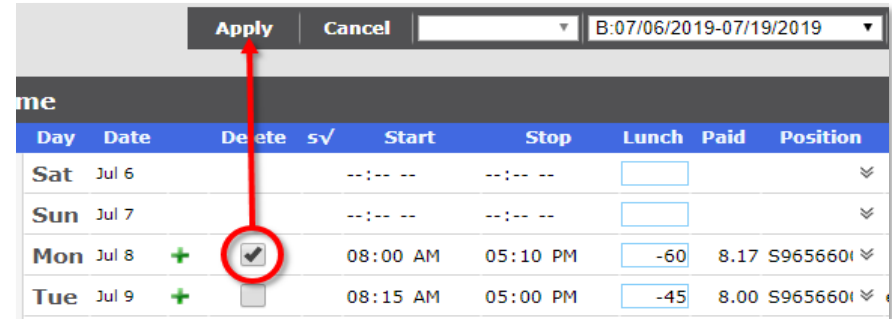

4. If you have more than one job on campus, you will need to select your **Position Code** from the drop down arrow.
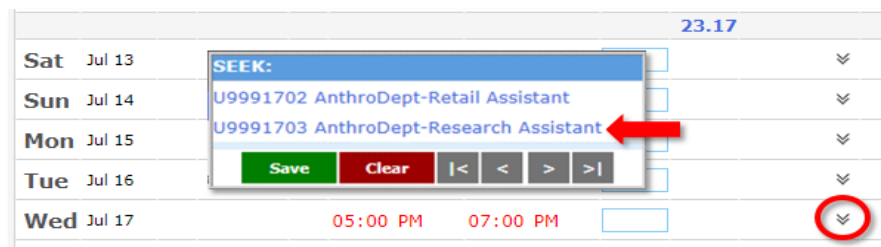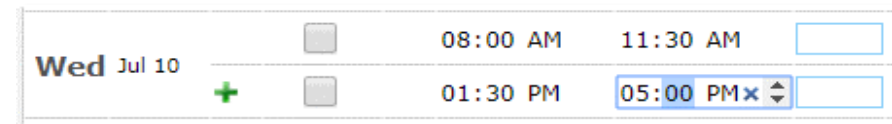

Deleting or Editing Your Time

1. If you made a mistake entering your time and need to delete an entry, check the **Delete** box and click **Apply** to remove it.


2. If you need to correct or change time that has already been entered, **highlight and type over the time**, then click **Apply**.

NOTE: You **cannot** delete or change time **after** your supervisor has confirmed that time. Any changes at that point must be made **by your supervisor**.

3. If you realize you have entered something incorrectly but **have not** clicked Apply yet, you can delete it by clicking **Cancel**.
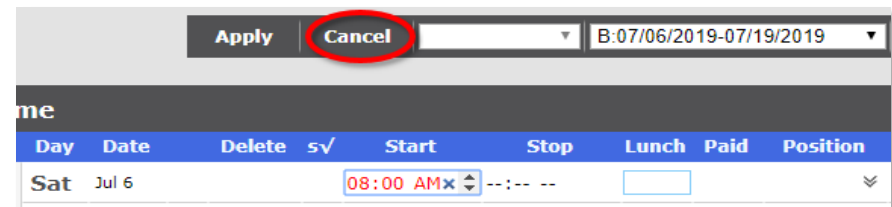
To exit back to the main menu, click the **Back** button.