UltraTime: Supervisor Login Features & Functions
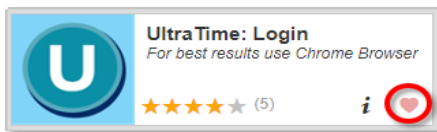
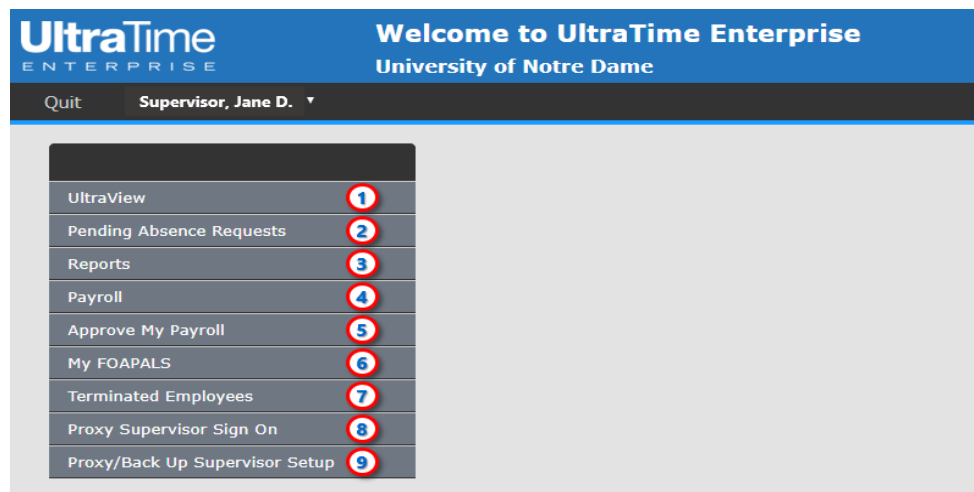## Accessing UltraTime Supervisor Login

1. Log in to InsideND.nd.edu and search for **ultratime** in the search bar.

2. Click on the **UltraTime: Login** task. *TIP:* Save this as a favorite to find it easily the next time.

3. If you are both a supervisor and hourly employee, select **just your name** to access the **supervisor menu**.

Main Menu Features & Functions

1. **UltraView:** This is the main screen that you will use to **review** and **confirm** your employee's hours and absences.

2. **Pending Absence Requests:** Shows a yearly calendar of **Pending** absences for your employees.

3. **Reports:** Takes you to various **reports** available.

4. **Payroll:** Takes you to additional reports available, including **Unconfirmed Hours** and **Unconfirmed Absences.**

5. **Approve My Payroll:** This is a function used to by some administrators/departments and is not a standard feature.

6. **My FOAPALS:** This is table with all available **FOAPALS**.

7. **Terminated Employees:** Used to view past hours and absences for employees that have been **terminated**.

8. **Proxy Supervisor Sign On:** To sign on as another approver's **Proxy**, this is where you **log in** to see their employees.

9. **Proxy/Back Up Supervisor Setup:** Allows you to **designate** another supervisor as your **Proxy** in your absence.