UltraTime: Supervisor Login							
Features & Functions							
Accessing UltraTime Supervisor Login							
1. Log in to InsideND.nd.edu and search for ultratime 3. If you are both a supervisor and hourly employee,							oyee,
in the search bar.			select	select just your name to access the supervisor menu.			
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INSID				Ficase Se			
search. click. done.				Doe, John ▲ John Doe (Employee Login)			
2. Click on the Ultra Th							
2. Click on the <b>Oltra Line: Login</b> task. <i>TP:</i> Save this					C-last	•	
	t cashy the next time.		, i		Select		
	traTime: Login r best results use Chrome Browser						
		]					
Main Menu Features & Functions							
UltraTime Welcome to UltraTime Enterprise							
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- 1. <u>UltraView</u>: This is the main screen that you will use to **review** and **confirm** your employee's hours and absences.
- 2. <u>Pending Absence Requests:</u> Shows a yearly calendar of **Pending** absences for your employees.
- 3. <u>Reports:</u> Takes you to various reports available.
- 4. <u>Payroll</u>: Takes you to additional reports available, including Unconfirmed Hours and Unconfirmed Absences.
- 5. <u>Approve My Payroll</u>: This is a function used to by some administrators/departments and is not a standard feature.
- 6. <u>My FOAPALS</u>: This is table with all available FOAPALS.
- 7. <u>Terminated Employees:</u> Used to view past hours and absences for employees that have been terminated.
- 8. <u>Proxy Supervisor Sign On:</u> To sign on as another approver's **Proxy**, this is where you log in to see their employees.
- 9. <u>Proxy/Back Up Supervisor Setup</u>: Allows you to designate another supervisor as your Proxy in your absence.