UltraTime: Reviewing Worked Hours in UltraView

1. From the main menu, select **UltraView**.

2. Your screen will show your employees listed, with the **current week** and **two prior weeks** of hours.

3. If you approve more than 10 employees, use the **arrows** at the **upper right** of the screen to toggle through the pages. To find a specific employee, use the **Locate** button and type their **last name** after **SEEK:**.
   TIP: If you make the **Employee Count** in your settings more than **25**, it will significantly **slow down** the loading time!

4. If you need to see a different week than what is in your view, use the **+** or **-** signs to move forward or backwards, or click on the **Date** button to enter a **specific date**.
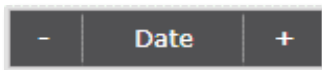
5. The **Hours Tab** is where you go to review and confirm your employee's hours and absences. On the **upper left** side of the screen there are three columns;
   ① **Employee Name,** ② **Total** and
   ③ **Confirm**.

① Click on the cell with the **Employee Name** and **NDID number** and a window pops up that gives basic **Personal Information, Schedule Information** and **Benefit Accrual Information** (if applicable).

② Click on the cell in the **Total** column where the totals are listed and a window pops up with a **summary of hours**. If the employee has any **Pending** or **Denied Absences**, you will see these listed separately.

If the employee has **more than one job**, you will also see those hours listed under **Other Supervisor Hours**.

③ If your employee has entered their hours correctly and there are not any pending absences, you may now **confirm the time for the entire week** with one click of the **red check mark**.