

UltraTime: Confirming Worked Hours in UltraView

- Once your employee has entered their hours, you have reviewed them, and there are not any pending absences, click on the red check circle to confirm all the **hours worked that week**. The circle should now turn to a **green** checkmark and a **small check mark** appears by the hours in each day.

Hours		Schedules	Absences	Exceptions	Occurrence		
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	Wed
Timeclock, Timothy A 900000001	H:31.45 A 8				8.22 SO	8.18 SO	8.02 SO
	H:23.92 A 16				8.02 SO	7.92 SO	7.98 SO

Hours		Schedules	Absences	Exceptions	Occurrence		
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	Wed
Timeclock, Timothy A 900000001	H:31.45 A 8				√ 8.22 SO	√ 8.18 SO	√ 8.02 SO
	H:23.92 A 16				8.02 SO	7.92 SO	7.98 SO

- If an employee has **more than one job** on campus, clicking the red circle will **only approve the hours worked for you**. Notice how the hours for the other position (in parentheses) do not have check marks, but you are **green** and **good to go**.

Employee Name	Total	Confirm	Sat	Sun	Mon	Tue
Student, Stanley P 900000001	H:13.5				√ 2.00 SO	√ 3.50 (3.00)
	H:16.75			√ 3.75 SO	√ 2.00 SO	(3.00)

IF THE CHECK MARK DOES NOT TURN GREEN, SOME ACTION STILL NEEDS TO BE TAKEN

- The most common reason the check mark doesn't turn green is a **missing punch**. In this case, the whole **day will be red**. If it is after the deadline for the employee to correct this, **click on the day** and **manually enter** the time for the missing punch, then click **Apply**.

Employee Name	Total	Confirm	Sat	Sun	Mon
Student, Stanley P 900000001	H:13.5				√ 2.00 SO
	H:13			0.00 SO MP	√ 2.00 SO

- The other common reason is there is a **Pending Absence** that needs to be approved. In this case, the **day will be yellow**. You will need to go to the **Absences Tab** and approve/deny all pending absences before the red circle will turn to the green check mark.

Hours		Schedules	Absences	Exceptions		
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue
Webtime, Wendy J 900000004	H:32 A 8				√ 8.00 SO	√ 8.17 SO
	H:24 A 10				√ 8.00 SO	VAC: 2.00(P)