



UltraTime™
ENTERPRISE

USER GUIDE

time & attendance systems

version 4.10



TRACY
the ultimate choice in time

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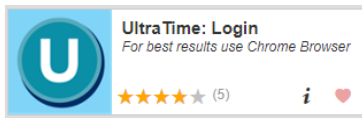
WELCOME TO ULTRATIME ENTERPRISE

Logging in to UltraTime

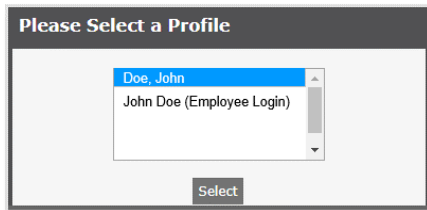
1. From your computer, log into InsideND and search for 'ultratime' in the search bar.



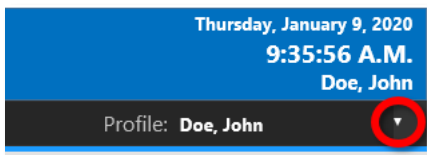
2. Click on the 'UltraTime: Login' task. **Tip:** Click on the heart in the lower right corner to save it as a Favorite and find it easily the next time.



3. If you are both an hourly employee and a supervisor, you will have a pop-up menu to select your profile. Your supervisor login will be just your name.



4. Once you are logged in, in the upper right corner of your screen, in the black bar, you will see which profile you are logged into. You can toggle to your employee profile by clicking on the dropdown arrow.



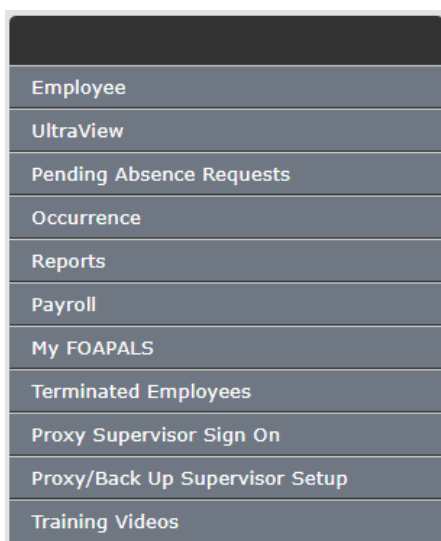
Navigating UltraTime Enterprise

Navigating UltraTime Enterprise is straightforward using a combination of basic mouse and keyboard functions. By using the mouse to click on various buttons and fields throughout the system you will be able to move around, review information, and apply necessary changes.

Basic Supervisor Main Menu Page

The main menu page consists of links to the different areas of UltraTime:

- **Employee** – View employee information records.
- **UltraView** – Manage employees' time worked, schedules, and absences.
- **Pending Absence Requests** – Manage future absences for employees.
- **Occurrence** – Access for departments using the Occurrence Module.
- **Reports** – Access to system reports.
- **Payroll** – Access payroll reports.
- **My FOAPALS** – Manage commonly used FOAPALS for Time Entry.
- **Terminated Employees** – Access reports available for terminated employees.
- **Proxy Supervisor Sign On** – Log on as a Proxy Backup Approver for another supervisor.
- **Proxy/Back Up Supervisor Set Up** – Assign another supervisor to be your backup approver.
- **Training Videos** – View general UltraTime training videos. **Note:** *These are not specific to the University of Notre Dame.*

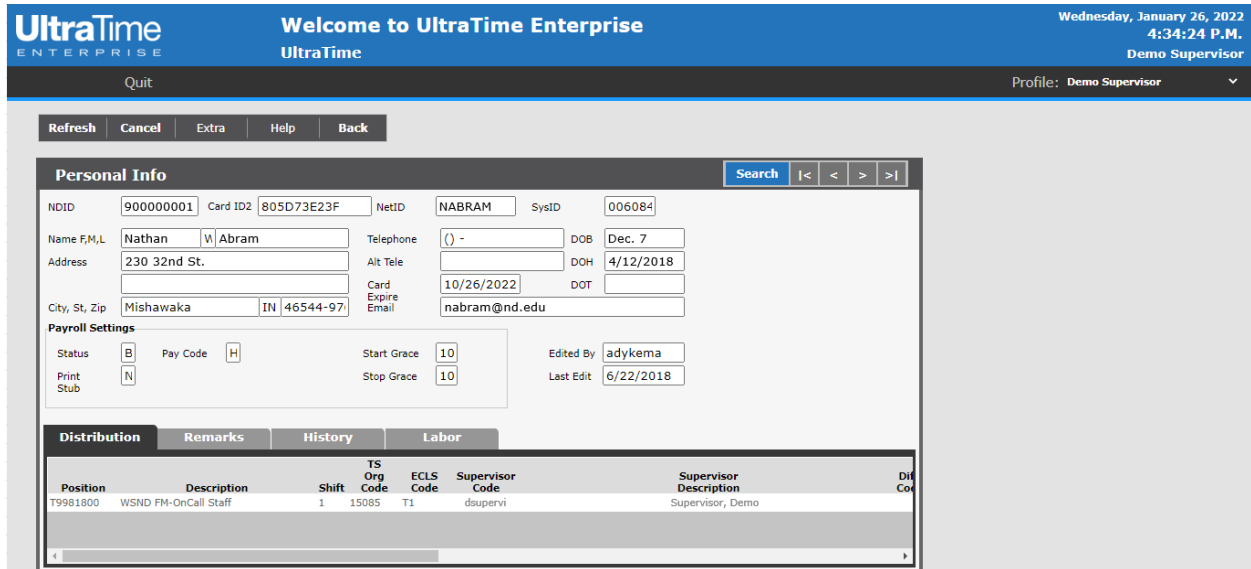


Employee
UltraView
Pending Absence Requests
Occurrence
Reports
Payroll
My FOAPALS
Terminated Employees
Proxy Supervisor Sign On
Proxy/Back Up Supervisor Setup
Training Videos

EMPLOYEE MENU

Overview of Employee Menu

The employee menu allows you to view employee information and job records.



Screen Layout

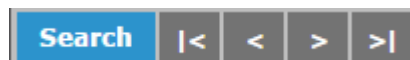
Buttons



Keyboard shortcuts listed in brackets []

- **Refresh** – Refreshes the current screen.
- **Cancel** – Cancels the action when in the middle of an add or edit [ESC].
- **Extra** – Accesses infrequently used functions on the employee screen.
- **Help** – Provides access to Help Tips and User Manual.
- **Back** – Backs out of Employee Menu Tab to home page.

Navigation Tool Bar



Search for an employee.



Scroll to the first record or last record.



Scroll to the previous or next record.

Locating an Employee Record

1. Click the 'Search' button.
2. Enter known information in the field you wish to search on.
3. Click 'Apply' or press Enter on the keyboard.
 - If more than one result is returned for the search criteria, a pop-up box will appear with possible matches.
 - Click on the name of the employee you wish to view. **Note:** Partial information may be entered and then select the desired employee from the pop-up window as described above.

NAME	SysID	Status	Paycode	Number	RECKEY
ADAMS JOSH M	103157	S	A	103157	ADAMS JOSH M
ADAMS SARA L	101224	S	A	101224	ADAMS SARA L

Reviewing an Employee's Punches from the Employee Record

An employee's punches can be easily reviewed from the Employee Punch screen without having to enter into the UltraView menu option.

Note: Punches cannot be edited here. This is for review purposes only. Any changes will need to be made in UltraView.

1. Locate the employee that you would like to review.
2. Click on the 'Extra' button and then 'Punches'.
3. A window will appear with the employee's most recent punches shown on top. Scroll to the right to show additional punch details. To find a punch on a particular day use the navigation buttons to page through the punch records.

Date	Day	Start Time	Stop Time	Position Code	Shift	Area Code	Job Code	Adjust Hours	Paid Hours	Exception Codes	Comments
1/2/2022	Sun	5:00P	7:00P	T9981800	1	15085	T1	0.00	2.00	SO	
12/19/2021	Sun	5:00P	8:00P	T9981800	1	15085	T1	0.00	3.00		
11/28/2021	Sun	5:00P	8:00P	T9981800	1	15085	T1	0.00	3.00		
10/24/2021	Sun	5:00P	8:00P	T9981800	1	15085	T1	0.00	3.00		
10/17/2021	Sun	5:00P	8:00P	T9981800	1	15085	T1	0.00	3.00		
8/15/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
8/8/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
8/1/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
7/25/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
7/18/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
7/11/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
7/4/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
6/27/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
6/20/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
6/13/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
6/6/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		
1/31/2021	Sun	7:00P	9:00P	T9981800	1	15085	T1	0.00	2.00		

ULTRAVIEW

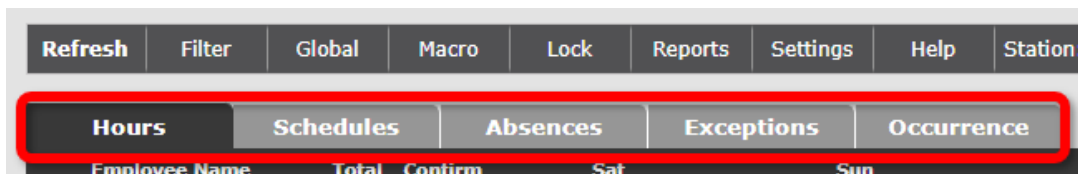
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Abram, Nate 901234567	R:40	✓	5	6	7	8	9	10	11
	H:39 A:1	○	12	13	14	15	16	17	18
			19	20	21	22	23	24	25
Adell, Louis D 902345678	R:40 O:0.64	✓	5	6	7	8	9	10	11
	H:39.37	✓	12	13	14	15	16	17	18
	H:14.23 A:16	○	19	20	21	22	23	24	25
Agne, Sid R 903456789	R:10	✓	5	6	7	8	9	10	11
	H:10.8	○	12	13	14	15	16	17	18
	H:2.33	○	19	20	21	22	23	24	25
Albin, Natlie J	R:40 O:1.59	✓	5	6	7	8	9	10	11
			12	13	14	15	16	17	18
			19	20	21	22	23	24	25

Overview of UltraView

UltraView allows a supervisor to schedule, review, edit, and confirm their employees' work and absence hours at-a-glance. Each employee's work totals, schedules, and absences can be found in each individual cell to allow for easy viewing. The screen can be customized to view the specific time frame, group of employees, and number of employees that the supervisor desires to see.

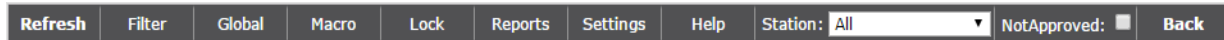
The Global functionality allows for quick application of punches, schedules, or absences to a group of employees. Color coded cells alert the supervisor to a possible infraction which allows for quick and easy reviewing.

Overview of Tabs

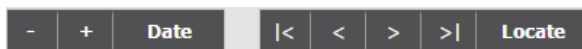


- **Hours** – Provides access for editing, reviewing and confirming employees' punch, hours, and exception information for a selected time frame.
- **Schedules** – Allows a supervisor access to set and manage work schedules for their employees.
- **Absences** – Provides access for editing, reviewing and confirming employees' absences.
- **Exceptions** – Track employee exceptions (ex. In Late, Out Late, Missing Punch, etc.)
- **Occurrence** – Provides access for editing and reviewing employees' occurrence points. **Note:** Only for departments with access to the Occurrence Module.


Overview of Menu Buttons



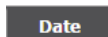
- **Refresh** – Refresh the screen with current information.
- **Filter** – Select a sub-group of employees for review and editing.
- **Global** – Select a group of employees to apply a mass change.
- **Macro** – A shortcut that turns the mouse pointer into a pre-defined function for quick application of leave time, schedules, etc.
- **Lock** – Prevent employees from making changes for prior pay periods.
- **Reports** – Quick access to select reports useful for reviewing punches.
- **Settings** – Set the time period and number of employees or group by supervisor or shown on the UltraView screen.
- **Help** – Access to the User Guide and to a list of exception codes.
- **Station** – Filter to show records by time clock.
- **Not Approved** – Check to only show employees with unapproved cells.
- **Back** – Close the UltraView screen and return to the main menu.





Keyboard shortcuts listed in brackets []

 Move viewed date range backward one week.


 Move viewed date range forward one week.

 Jump to a user defined date.

 First page of the employee listing [Home].

 Previous page of the employee listing [Page Up].

 Next page of the employee listing [Page Down].

 Last page of the employee listing [End].

 Locate an employee.

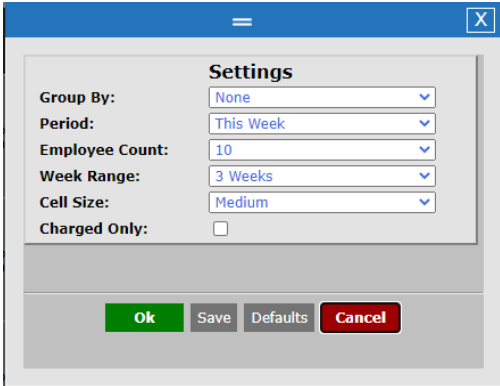
Note: When the locate search box appears, start typing the employee's last name and records that match the keyed value will move to the top of the listing.

Settings

Settings allow the user to choose how their UltraView screen appears in relation to date range and group of employees shown on the screen. Using the Settings function, the user can also change their default view for when they sign in to UltraView.

Changing the View

1. Click on 'Settings'.
2. In the pop-up box, select the following:
 - **Group By** - Select the grouping for displayed employees, such as by Supervisor.
 - **Period** – Select the time period to view.
 - **Employee Count** – Select the number of employees to view on the screen at one time.
Note: An employee count greater than 25 will significantly slow how quickly UltraView refreshes.
 - **Week Range** – Select the number of weeks to view on the screen at one time. It is recommended to use a 3 Week Range.
 - **Cell Size** – Selects the number of lines per cell. Smaller cells allow for more employees to be displayed on the screen at the same time.
 - **Charged Only** – Only display employees with punches charged to your access.
3. After selections have been made:
 - Click on the 'OK' button to use these settings for this one session only.
 - Or, first click the 'Save' button to make these settings the new user view for every session.



Tagging Employees

Tagging employees allows a method for selecting employees for use with the Global function.

- **Tag Employee:** Right-click on employee's name – the name box will change to green.
- **Un-Tag Employee:** Right-click again on a tagged employee's name changing the name box back to gray.
- **Clear Tags for Multiple Employees:** [Ctrl + Right-Click] on an employee's name to remove all tags from all employees.

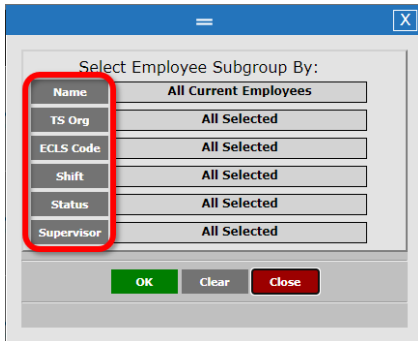


Hours		Schedules	
Employee Name	Total	Con	
Abram, Nate 901234567	R:40		✓
Abram, Nate 901234567	H:39 A 1		⊘
Abram, Nate 901234567	R:40		✓

Filter

Setting Filter

1. Click on the 'Filter' button.
2. In the pop-up box, click on the dark gray button defining how to filter the employees.



3. When the search criteria box appears, search for the desired filter information by:

- Keying the desired filter criteria – matches will move to the top.
- Using the navigation arrows to page through the list.
- Using the Up and Down arrows to scroll through the records.
- Multiple records may be selected, then click 'Save'.



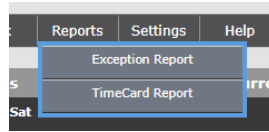
4. In addition, multiple filters may also be selected.
5. From the Filter dialogue, click the 'OK' button.
6. Another dialog box will appear confirming the number of employees selected Click 'OK' to continue and UltraView will now show employees based on selected filter criteria. Canceling will return to the filter selection.

Removing Filter

1. Click on the 'Filter' button.
2. Without selecting any filters, click the 'OK' button – A dialog box will appear confirming the number of employees.
3. Click 'OK' – UltraView will now show all employees again.

Reports Available in the UltraView Window

The Reports button allows for quick access to two reports: Exception Report and Timecard Report. Running the reports from UltraView prevents the user from having to move out of UltraView and in to the Reports menu from the main screen.



For instructions on how to run a report, see the *Reports Menu* section of the manual.

Exception Report

This report lists scheduling infractions for employees. This is a traditional method for a supervisor to review exceptions.

Timecard Report

This report produces a timecard detailing an employee's worked and leave hours categorized by pay classifications, including: regular, overtime, double time, shift premiums and comp time.

USING THE HOURS TAB

The cells on the hours tab report the daily hours for an employee. The column to the immediate right of the employee's name contains the total hours for the week. **Note:** Notre Dame's pay weeks are Saturday through Friday.

If the timecard process has been run, the hours will be reported as Regular (R), Overtime (O), or Absence (A).

If the timecard process has not been run, all worked hours reported will be listed as Hours (H) and Absences (A). **Note:** Overtime calculations are only done after the pay period is closed and the timecard process has run.

Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	Wed
Abram, Nate 901234567	R:40 H:39 A 1	✓ ○			√ 8.00 SO R:8	√ 8.00 SO R:8	√ 8.00 SO R:8
Adell, Louis D 902345678	R:40 O:0.64 H:39.37 H:14.23 A 16	✓ ✓ ✓ ○	√ 4.12 SO R:12			√ 10.07 SO R:10.07	√ 8.75 SO R:8.75 √ 10.00 SO
Agne, Sid R 903456789	R:10 H:10.8 H:2.33	✓ ○ ○			R:40 O:0.64	7:57A SO MP	√ 1.77 SO R:1.77 1.70 SO
	R:40 O:1.59	✓	√ 4.63 SO R:4.63			√ 9.63 SO R:9.63	√ 9.25 SO R:9.25

Drilling into a Cell

To review detailed punch information, click on the desired cell. All the information about the day's punches is listed here including any exceptions. Move the horizontal scroll bar to the right to review all information.

Del	Start Time	Stop Time	Position	Shift	Org Code	ECLS Code	Lunch Deduction	Paid Hours	Exception Codes	Tips	Gratuity Eligible
<input type="checkbox"/>	8:00A	5:00P	S9875700	1	47035	S3	-1.00	8.00	SO	0.00	<input type="checkbox"/>
New:											

Cell Color Coding

- **Gray** – Default color, no exceptions or the cell has been confirmed.
- **Light Blue** – Indicates a potential schedule infraction or the cell has not been confirmed.
- **Red** – Indicates a critical error and the employee will not be paid for hours worked. Examples are a missing punch, an unscheduled absence, a time overlap or charged account errors.

Adding a New Punch Record

1. From the main Hours Tab view, click on the cell to which punches need to be added.
2. In the line labeled 'New', enter the appropriate punch information, tabbing between each field. Required fields are Start Time, Stop Time, and Position code.

Abram, Nate
Monday, February 21, 2022

Schedule **Absence**

Apply **Cancel** |< < > >| **Help** **Map** **Close**

Punches

Del	Start Time	Stop Time	Position	Shift	Org Code	ECLS Code	Lunch Deduction	Paid Hours	Exception Codes	Tips	Gratuit Eligible
New:	8:00a	5:00p	S9875700	1	47035	S3	-1	NEW	NEW	NEW	<input type="checkbox"/>

3. Click 'Apply' or press 'Enter' on the keyboard. **Note:** *These hours will need to be confirmed with all other hours before the end of the pay period.*
 - Any additions or changes are tracked by the NetID of the user who made them and are displayed in the last five fields on the right-hand side of the punch information box.

Deleting a Punch

1. Click on the cell in which a punch needs to be deleted.
2. Click the checkbox labeled 'Del' (Delete) to the left of the Start Time. A check mark will appear in the box.
3. Click 'Apply' or press 'Enter' on the keyboard.
 - Punch information turns red and will remain in the detailed cell information for tracking purposes but will not be included in work hour totals or payroll exports.

Del	Start Time	Stop Time	Position	Shift	Org Code
<input checked="" type="checkbox"/>	8:00A	5:00P	S9656600	1	47035
New:	NEW	NEW	NEW	NEW	NEW

Un-Deleting a Punch

1. Click on the cell in which a punch needs to be un-deleted.
2. Uncheck the box labeled 'Del' (Delete).
3. Click 'Apply' or press 'Enter' on the keyboard.
 - Punch information will change from red to blue and will be included in work hour totals and payroll exports. These hours will need to be confirmed with all other hours before the end of the pay period.

Exception Codes

Exception codes indicate potential errors with an employee's records. Exception codes will appear in the cells, in the detailed punch information, and the Exception tab. **Note:** A red cell indicates a critical exception and the employee will not be paid for hours worked. Non-critical exceptions are relevant only if there is a schedule entered for the employee.

7:00A MP UH

Del	Start Time	Stop Time	Position	Shift	Org Code	ECLS Code	Lunch Deduction	Paid Hours	Exception Codes
<input type="checkbox"/>	7:00A		U9885600	1	55015	U2	0.00	0.00	MP UH
New:	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW

Code	Description	Cell Color
AL	Auto Lunch	Blue
ABS	Scheduled-no punches	Red
BC	Break Count	Blue
CB	Call Back	Blue
CD	Charge Dept	Blue
CJ	Charge Job	Blue
CO	Class Overlap	Blue
DLS	Daylight Savings	Blue
DC	Position Code Error	Red
DE	Department Error	Blue
FH	Future Hire	Red
IE	In Early	Blue
IL	In Late	Blue
JE	Job Error	Blue
JN	Job Number Error	Blue
JS	Job Step Error	Blue
LB	Long Break	Blue
LL	Long Lunch	Blue
LO	Location Override	Blue

Code	Description	Cell Color
ML	Missing Lunch	Blue
MO	Manager Override	Blue
MP	Missing Punch	Red
NH	Negative Hours	Blue
NR	No Return	Blue
OE	Out Early	Blue
OH	Over Hours	Blue
OL	Out Late	Blue
PC	Punch Count	Blue
PE	Punch Error	Red
PO	Part/Operation Error	Blue
SB	Short Break	Blue
SC	Schedule Conflict	Blue
SL	Short Lunch	Blue
SO	Scheduled Off	Blue
TE	Terminated	Red
TO	Time Overlap	Blue
UB	Unauthorized Break	Blue
UH	Under Hours	Blue

Confirming Punches for Worked Hours

Daily - To confirm punches for a single day, right-click on the cell that needs to be confirmed. A check mark will appear next the hours total. **Note:** Cells with a critical error, highlighted in red, cannot be confirmed until the errors are corrected.

√ 8.00

Weekly – To confirm punches for a whole week, left-click on the red circle in the Confirm column at the beginning of the week for that employee.

Employee Name	Total	Confirm
Abram, Nate 901234567	R:40	✓
	H:39	○
	A 1	○
Adell, Louis D 902345678	R:40	✓
	O:0.64	✓
	H:39.37	✓
	H:14.23 A 16	○

Confirmed (green arrows pointing to checkmarks)
Unconfirmed (red arrows pointing to red circles)

Note: Cells with an absence, highlighted in yellow, cannot be approved by clicking on the Unconfirmed red circle. You must go to the Absences Tab to approve these yellow absences.

Using the Global Button in the Hours Tab

The Global button can be used to create in, out, or transfer punches for a group of employees at the same time.

Using the Global Button with Filtering

1. Click on the 'Global' button.
2. In the pop-up box, select a group or groups of employees using the same method used for the Filter button.
3. In the lower section of the box, click the radio button for 'In', 'Out', or 'Transfer'.

- For an 'In' punch:
 - a) Enter the date for the In punch to be applied.
 - b) Enter the start time in the 'At Time:' field.
 - c) If needed, enter the length of time worked in the 'For Hours' field. This will automatically create an out punch based on the number of hours entered. Leave blank if an out punch is not needed.

Select Employee Subgroup By:

Name	All Current Employees
TS Org	All Selected
ECLS Code	All Selected
Shift	All Selected
Status	All Selected
Supervisor	All Selected

Punch: IN OUT TRANSFER

On Date:

At Time:

For Hours:

Show All Areas:

Note: If an employee has a lunch or break regularly scheduled, this time will automatically be subtracted from the hours entered in this field.

- For an 'Out' punch:
 - a) Enter the date to which the Out punch is to be applied.
 - b) Enter the stop time in the 'At Time:' field.
 - c) Punches will only be added for employees that already have an In punch.
- For a 'Transfer' punch:
 - a) Enter the date to which the Transfer punch is to be applied.
 - b) Enter the time in the 'At Time:' field.
 - c) Enter the length of time worked at new location on that day. If this field is left blank, the employee will be transferred in the system until their next punch.

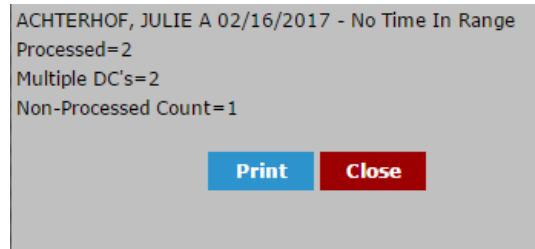
4. Click 'OK' at the bottom of the pop-up window.

- A dialog box will appear confirming the number of employees.



5. Click 'OK' in the new pop-up window.

- A dialog box will appear confirming the number of employees processed and not processed.
- Employees not processed should have a reason listed for not processing.

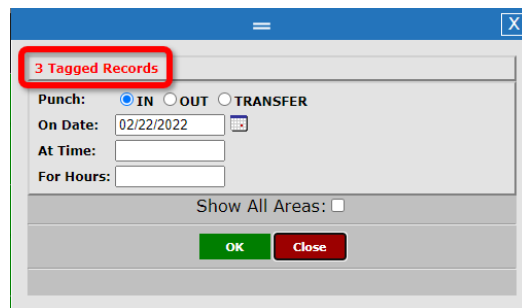


6. Click 'Close'.

7. Click 'Exit' on the first pop up box.

Using the Global Button with Tagging

1. Tag the desired employees by right-clicking on their names and the cell will turn green. (See instructions for 'Tagging Employees' above.)
2. Click on the 'Global' button. **Note:** In the pop-up box, the number of employees tagged will appear in the top portion of the box.



3. In the lower section of the box, click the radio button for 'In', 'Out', or 'Transfer'.
 - For an 'In' punch:
 - a) Enter the date to which the In punch is to be applied.
 - b) Enter the start time in the 'At Time:' field.
 - c) Enter the length of time worked in the 'For Hours' field.

Note: *If an employee has a lunch or break regularly scheduled, this time will automatically be subtracted from the hours entered in this field.*
 - For an 'Out' punch:
 - a) Enter the date to which the Out punch is to be applied.
 - b) Enter the stop time in the 'At Time:' field.
 - c) Punches will only be added for employees that are already in.
 - For a 'Transfer' punch:
 - a) Enter the date to which the Transfer punch is to be applied.
 - b) Enter the time in the 'At Time:' field.
 - c) Enter the length of time worked at new location on that day. If this field is left blank, the employee will be transferred in the system until their next punch.
 - d) Repeat steps to return employees to original location.
4. Click 'OK' at the bottom of the pop-up window.
 - A dialog box will appear confirming the number of employees.
5. Click 'OK' in the new pop-up window.
 - A dialog box will appear confirming the number of employees processed and not processed.
 - Employees not processed will have a reason listed for not processing.
6. Click 'Close'.
7. Click 'Exit' on the first pop up box.

Using the Macro Button in the Hours Tab

The Macro button allows for quick application of a function by just clicking the mouse on the appropriate cells.

1. Click on the 'Macro' button.

2. Choose the function to be applied to employee's records.
3. In the pop-up box, enter the number of hours to be applied to the function.
4. The 'Paid' checkbox will fill in automatically based on the type of entry.
 - If desired, enter a comment in the Message field regarding the Macro function. This is not necessary for all Macro functions
5. Click 'OK'.
6. The cursor now changes into the chosen function.
7. Click on the cells to which the function is to be applied to.
8. To turn off the function, click on 'Macro' → 'None' or Right-click the mouse.

USING THE SCHEDULES TAB

The Schedules tab allows supervisors to create schedules for their employees. Each cell displays the active schedule for that day. The column to the immediate right of the employee's name contains the total number of scheduled hours.

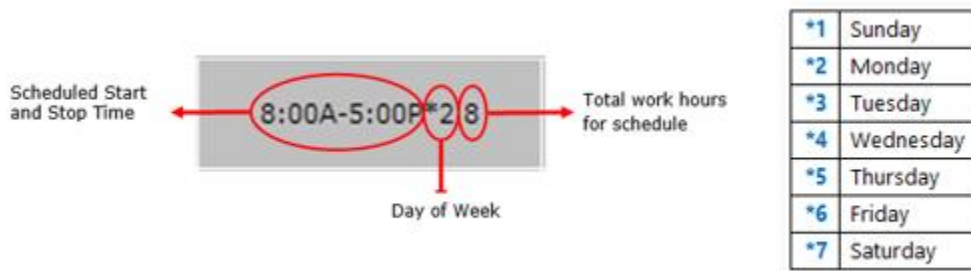
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Employee, Edward 901234567	S 35		7:00A-11:30P 6.50	8:30A-1:30P 5	3:00P-11:00P 8	3:00P-11:00P 8			5:00P-12:30A 7.50
	S 29.25		7:00A-12:30P 5.50		5:15P-10:30P 5.25	5:15P-10:30P 5.25	5:15P-10:30P 5.25		5:30P-1:30A 8
	S 26		7:00A-9:30A 2.50 4:00P-8:30P 4.50	7:00A-9:30A 2.50 4:00P-6:30P 2.50	7:00A-9:30A 2.50 4:00P-8:30P 4.50	7:00A-9:30A 2.50 4:00P-8:30P 4.50			
Staff, Stephanie 902345678	S 40		6:00A-2:30P*7 8	7:00A-3:30P*1 8			6:00A-2:30P*4 8	6:00A-2:30P*5 8	6:00A-2:30P*6 8
	S 40		6:00A-2:30P*7 8				6:00A-2:30P*4 8	6:00A-2:30P*5 8	6:00A-2:30P*6 8

Employee Name	Total	Confirm	Sat
Employee, Edward 901234567	S 35		7:00A-11:30P 6.50
	S 29.25		7:00A-12:30P 5.50
	S 26		7:00A-9:30A 2.50 4:00P-8:30P 4.50

Viewing Information on Schedules Tab

A schedule can be set by a specific date or day of week (DOW). Commonly, a schedule will be set by the day of the week but setting a schedule by date allows for temporary overrides in times of employee absence.

The cells in the Schedules Tab summarize the schedule information:



Drilling into the cell provides schedule detail:

Staff, Stephanie
February 10 2021

Apply Cancel |< < > >| Help Close

ActiveOnly

Del	Schedule Date	Scheduled Start	Scheduled Stop	Lunch Deduction	Scheduled Hours	Effective Start Date	Effective Stop Date	Scheduled Event	Event Description	Title	Section	Adjust User	Adjust Date and Time
<input type="checkbox"/>	*4	6:00A	2:30P	0.50	8.00	2/10/2021						apeak	2/23/2021 11:45:25 AM
New: 02/10/2021													

Setting a Schedule – Using the Global Button in the Schedules Tab

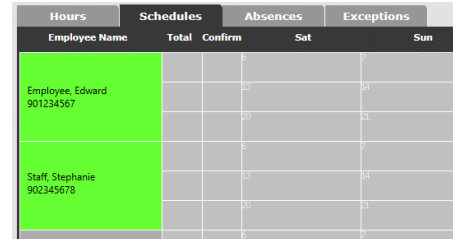
The Global button is the quickest way to set a schedule for an employee or group of employees.

Using the Global Button with Tagging (*preferred method*)

1. Tag the desired employees by right-clicking on their names and the cell will turn green.

2. Click on the 'Global' button.

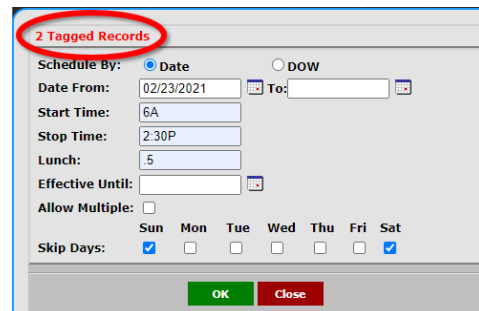
- In the pop-up box, the number of employees tagged will appear in the top portion of the box.
- Fill out the remaining scheduling criteria:



Employee Name	Total	Confirm	Sat	Sun
Employee, Edward 901234567				
Staff, Stephanie 902345678				

- a) **Schedule By:** radio buttons – This determines what type of schedule will be created.

- **Date:** a temporary or override schedule lasting only for specific date(s).
- **DOW:** Day of Week, a repeating schedule that goes on until schedule is changed or an Effective Until date is provided.



2 Tagged Records

Schedule By: Date DOW

Date From: 02/23/2021 To: []

Start Time: 6A

Stop Time: 2:30P

Lunch: .5

Effective Until: []

Allow Multiple:

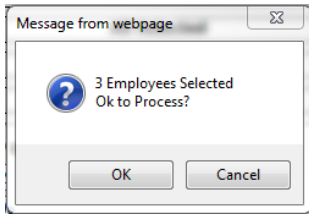
Skip Days: Sun Mon Tue Wed Thu Fri Sat

OK Close

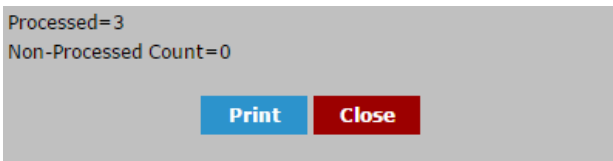
- b) **Date From:** - Enter the start date corresponding to the first date to apply the schedule.
- c) **To:** - Enter the corresponding stop date for the last date the employee is to be scheduled. If scheduling for a single day leave the 'To:' field blank.
- d) **Start Time:** Enter daily start time in 12 or 24 hour format. Ex: 0800, 8a or 8:00 AM.
- e) **Stop Time:** Enter daily stop time in 12 or 24 hour format. Ex: 1700, 5p or 5:00 PM.
- f) **Lunch:** Enter the length of any applicable scheduled lunch break as a positive number. Ex: .5 = 30 minutes
- g) **Effective Until:** Allows the entry of ending date of schedule.
- h) **Allow Multiple:** Allows the creation of multiple, non-overlapping schedules in a single day.
- i) **Skip Days:** Any day of the week that is checked will not have the schedule that is being created assigned to it.

3. Click 'OK'.

- A dialog box will appear to confirm the number of employees selected. ****Make sure the employee count is correct before you Click 'OK'.**** Once you click 'OK' this cannot be undone.



- A dialog box will appear confirming the number of employees processed and not processed. Employees not process will have a reason listed for not processing.
- Click 'Close'.



- Click 'Close' on the first pop up box.

Using the Global Button with Filtering

- While on the Schedules Tab, Click on the 'Global' button.
- In the pop-up box, click on the dark gray buttons defining how to filter the employees.
- When the search criteria box appears, search for the desired filter information by:
 - Typing the title of the desired filter criteria – matches will move to top of listing.
 - Using the navigation arrows to move up and down in the listing by one page.
 - Using the Up and Down arrows on the keyboard to scroll through the data.
 - Select one or many filters.
 - Fill out the remaining scheduling criteria:
- Schedule By:** radio buttons –

Select Employee Subgroup By:

Name	All Current Employees
TS Org	All Selected
ECLS Code	All Selected
Shift	All Selected
Status	All Selected
Pay Code	All Selected
Supervisor	All Selected

Schedule By: Date DOW

Date From: 02/23/2021 To: []

Start Time: 6A

Stop Time: 2:30P

Lunch: .5

Effective Until: []

Allow Multiple:

Skip Days: Sun Mon Tue Wed Thu Fri Sat

OK Close

SEEK:AGUI

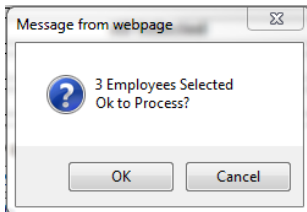
AGUIRRE MONICA L 100053
AKHTAB BILAL M 105329
ALBIN ATALIE J 103545
ALBRECHT AARON M 101708
ALBRECHT MARY L 100056
ALDER SALLY A 100510
ALEXANDER DEAN L 101469
ALEXANDER SUE K 102846
ALLEN DAVE R 102123
AL-TAWIL AHMED H 102048

Save Clear |< < > >|

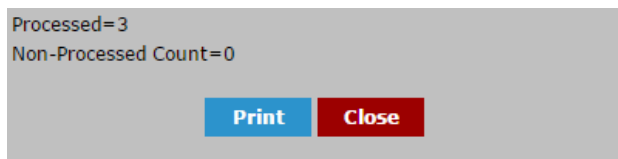
This determines what type of schedule will be created.

- Date:** a temporary or override schedule lasting only for specific date(s).

- **DOW:** Day of Week, a repeating schedule that goes on until schedule is changed or an Effective Until date is provided.
5. **Date From:** - Enter the start date corresponding to the day of the week for the schedule.
 6. **To:** - Enter the corresponding stop date for the day of the week that the schedule will end. If scheduling for a single day leave the 'To:' field blank.
 7. **Start Time:** Enter daily start time in 12 or 24 hour format. Ex: 0800, 8a or 8:00 AM.
 8. **Stop Time:** Enter daily stop time in 12 or 24 hour format. Ex: 1700, 5p or 5:00 PM.
 9. **Lunch:** Enter the length of any applicable scheduled lunch break as a positive number. Ex: .5 = 30 minutes
 10. **Effective Until:** Allows the entry of ending date of schedule.
 11. **Allow Multiple:** Allows the creation of multiple, non-overlapping schedules in a single day.
 12. **Skip Days:** Any day that is checked will not have the schedule that is being created assigned to it.
13. Click 'OK'.
 14. A dialog box will appear to confirm the number of employees selected. ****Make sure the employee count is correct before you Click 'OK'.**** Once you click 'OK' this cannot be undone.



15. A dialog box will appear confirming the number of employees processed and not processed. Employees not process will have a reason listed for not processing.
16. Click 'Close'.



17. Click 'Close' on the first pop up box.

Overriding a Day of Week (DOW) Work Schedule

Often it is necessary to change an employee's schedule for a short period of time, for example a day, week, or month. At the conclusion of that time period, the employee's schedule needs to be reverted back to their default.

There are two methods in which a DOW schedule can be overridden: 1) Overriding for every day of a specified date range, or 2) Overriding for a specific day(s) of the week.

The screenshot shows a dialog box titled "2 Tagged Records". It has two radio buttons: "Date" (selected and circled in red) and "DOW". Below these are several input fields: "Date From:" with the value "02/23/2021", "To:" (empty), "Start Time:" with "6A", "Stop Time:" with "2:30P", "Lunch:" with ".5", and "Effective Until:" (empty). There is an "Allow Multiple:" checkbox which is unchecked. Below that is a "Skip Days:" section with a row of checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The "Sun" and "Sat" checkboxes are checked. At the bottom of the dialog are two buttons: "OK" (green) and "Close" (red).

Overriding DOW Schedule for Specified Date Range:

1. Locate the desired employee.
2. Tag the employee by right-clicking on the employee's name and the cell will turn green.
3. Click on the 'Global' button.
 - In the pop-up box, be sure that the 'Date' radio button is selected – this instructs the system to produce an override, date-based schedule.
4. Enter the start date for the override schedule in the 'Date From:' field.
5. Enter the stop date for the override schedule in the 'To:' field.
6. Enter the daily start time and stop times in the correct format (for example 0-23 hours, or 8a or 5:30p) in their respective fields.
7. Enter the length of the scheduled lunch in hours in the 'Lunch:' field if applicable.
8. Check the 'Allow Multiple:' field if you would like to allow multiple, non-overlapping schedules for an employee in a single day.
9. For any days of the week that should not be scheduled, put a check in the corresponding 'Skip Days' field.
10. Click 'OK'.
11. A dialog box will appear confirming the number of employees Click 'OK'.
12. A dialog box will then appear confirming the number of employees processed and not processed.
13. Click 'Close'.
14. Click 'Exit' on the first pop up box.

The cells will appear in light blue on the Schedules Tab to indicate that there has been a schedule override. The Day of Week indicator will no longer show in the cell.

6:00A-2:30P 8

Overriding DOW Schedule for a Specific Day of the Week:

1. Locate the desired employee.
2. Tag the employee by right-clicking on the employee's name and the cell will turn green.
3. Click on the 'Global' button.

- In the pop-up box, be sure that the Day of Week (DOW) button is selected – this instructs the system to produce an override, day of week based schedule.
- Enter the start date of the new schedule in the 'Date From:' field.
- Example: If Wednesday DOW schedule is being overridden, and February 24th is the date of the first Wednesday the override is to be in effect, enter 2/22/2021 in the 'Date From:' field.
- If the override schedule is for a range of days, like Wednesday through Friday, also enter the 'Date To:' field. For example, 2/26/2021 can be entered in the 'Date To:' field.

1 Tagged Records

Schedule By: Date DOW

Date From: 02/24/2021 To: 02/26/2021

Start Time: 7a

Stop Time: 4p

Lunch: 1

Effective Until:

Allow Multiple:

Skip Days: Sun Mon Tue Wed Thu Fri Sat

OK Close

4. Enter the daily override start time in the 'Start Time:' field.
5. Enter the daily override stop time in the 'Stop Time:' field.
6. Enter the length of the scheduled lunch in hours and hundredths in the 'Lunch:' field if applicable. For example, a half hour lunch is entered as 0.50, an hour is entered as 1.
7. Enter the date that this override schedule will be effective in the 'Effective Until:' field. If ongoing then leave this field blank.
8. If entering a range of days and there are days within that range that should not be scheduled, put a check in the corresponding 'Skip Days' field.
9. Click 'OK'.
 - A dialog box will appear confirming the number of employees
10. Click 'OK'.
 - A dialog box will then appear confirming the number of employees processed and not processed.
11. Click 'Close'.
12. Click the 'Exit' button.

13. The override schedule can also be modified at any time.
14. Drill into the cell with the DOW override schedule by clicking on it.
15. For example, in the row that contains the override schedule, enter an end date for the override schedule in the 'Effective Stop Date' field. Entering this will allow the regular DOW schedule to resume after this date.

Del	Schedule Date	Scheduled Start	Scheduled Stop	Lunch Deduction	Scheduled Hours	Effective Start Date	Effective Stop Date	Sched Even
<input type="checkbox"/>	*4	6:00A	2:30P	0.50	8.00	2/10/2021		
<input type="checkbox"/>	02/24/2021	7:00A	4:00P	1.00	8.00	2/24/2021	3/03/2021	
New:	02/24/2021	NEW	NEW	NEW	NEW	02/24/2021	NEW	NEW

16. Click 'Apply'.
17. Click 'Exit'.

Creating Multiple Schedules in a Day (Split Shifts)

If an existing schedule already exists for a day, a secondary schedule may be added to create a split shift.

Secondary schedule times must not overlap existing schedule. Ex. 7:00A-3:00P and 10:00A-6:00P.

Note: The 'Schedule By:' type must match existing schedule type. Choosing a single Date schedule type when existing schedule is DOW will create an override of the current schedule.

1. Select the employee or group of employees by tagging and using the Global button (see instructions for 'Using the Global Button with Tagging' above).
2. When tagging an employee and selecting the Global Button, it will show the number of employees tagged at the top of the window.
3. Choose the 'Schedule By:' type and make sure that it matches the current schedule type.
4. Fill in the new Start and Stop times.
5. Enter a lunch period, if applicable.
6. If the secondary schedule is for just that day, enter the same 'Effective Until:' date as the 'Date From:' date. If secondary schedule is ongoing and this is a DOW schedule, leave the 'Effective Date:' blank.

7. ****Important and necessary step**** Check the 'Allow Multiple' box.
8. Make sure the day of the week for the schedule does not have a check in the 'Skip Days:' field.
9. Click 'Ok'.
10. A dialog box will appear confirming the number of employees Click 'OK'.
11. A dialog box will appear confirming the number of employees processed and not processed. Click 'Close'.
12. Click 'Close' on the first pop up box.

ActiveOnly

Schedules

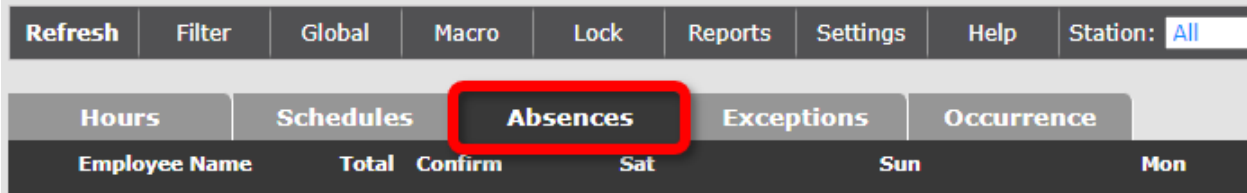
Del	Schedule Date	Scheduled Start	Scheduled Stop	Lunch Deduction	Scheduled Hours	Effective Start Date	Effective Stop Date
<input type="checkbox"/>	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER
<input type="checkbox"/>	*7	6:00A	2:30P	0.50	8.00	10/23/2021	
<input type="checkbox"/>	*7	2:31P	6:31P	0.00	4.00	10/30/2021	10/30/2021
New: 10/30/2021		NEW	NEW	NEW	NEW	10/30/2021	NEW

On the Schedules Tab, the face of the Schedules cell will be highlighted yellow and show both schedules.

2:31P-6:31P*7 4
 6:00A-2:30P*7 8

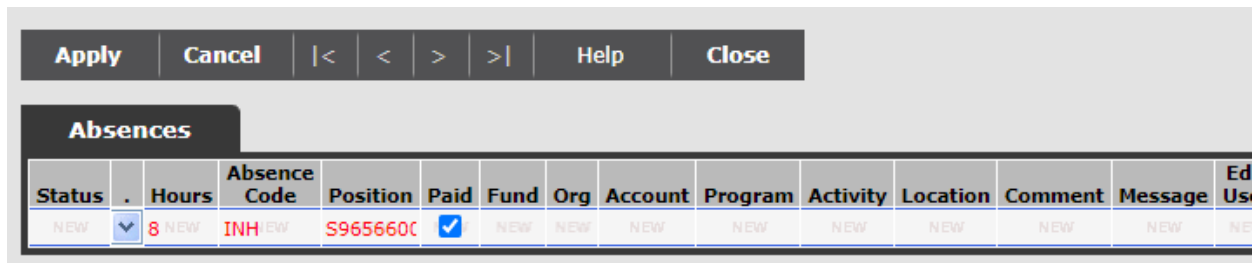
USING THE ABSENCES TAB

The Absence Tab allows a supervisor to record, edit, and confirm absences for their employee or groups of employees.



Entering an Individual Absence Record

1. Locate the employee.
2. Click on the cell to begin entering the absence.



3. In the pop-up box, enter the absence information in the row labeled 'New' by tabbing between the required fields.
 - **Hours** – Enter the number of hours for the absence.
 - **Absence Code** – Click in the 'Absence Code' field and press the 'Tab' key. Click on the desired absence. **Note:** There are multiple pages of codes, so use the arrow buttons at the bottom of the window to scroll between pages.
 - **Position Code** – With the cursor in the 'Position' field, press the 'Tab' key. If the employee only has one position on campus, the code will automatically populate. If the employee has more than one job, a dropdown window will come up for you to select the appropriate position.
 - **Message** – Enter a comment or message to the employee if desired.
4. Click 'Apply' or press 'Enter' on the keyboard.
5. Click 'Exit'.

Approving an Absence Record

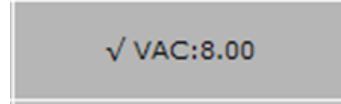
Friday, February 18, 2020

P	A	W	Name	Code	Hours	Balance	Position	Seniority	Requested	Paid	Message
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Webtime	VAC VACATION Regular	2.00	10.80	ActsPay	01/01/1993	01/01/0001	<input checked="" type="checkbox"/>	doctors appt

P = Pending, A = Approved, W = Withdrawn

Apply Cancel Close

1. Find the absence(s) to approve.
2. **Right-click** on the cell and review the information.
3. Click the 'A' (Approved) radio button.
4. Click 'Apply' and 'Close'.



Cell 'check' indicating approval

Withdrawing an Absence Record

A supervisor may only 'Withdraw' an absence that an employee enters. This is for auditing purposes.

1. Find the absence(s) to withdraw.
2. **Right-click** on the cell and review the information.
3. Click the 'W' (Withdrawn) radio button.
4. Click 'Apply' and 'Close'.



Note: A withdrawn absence will remain visible on the Absences Tab and the cell will be highlighted orange with a '(W)' next the hours. This is only for auditing purposes and the hours will not be total with the absence hours, nor paid to the employee.

Using the Global Button in the Absences Tab

The Global button in the Absence tab allows the supervisor to assign multiple days of absence to an employee with one action as opposed to entering it on individual days. It is also used to assign an absence to multiple employees all at once.

Assigning Multiple Absence Days to a Single Employee

1. Tag the desired employee by right-clicking on their name and the cell will turn green.
2. Click on the 'Global' button.
3. In the pop-up box, enter the start date for the absence in the 'Date From:' field.

4. Enter the stop date for the absence in the 'To:' field.
5. Click on the grey 'Absence' button to select a type of absence. **Note:** *There are multiple pages of codes, so use the arrow buttons at the bottom of the window to scroll between pages.*
6. Enter the *daily* number of absence hours in the 'Hours:' field.

7. The appropriate radio button denoting whether the absence is paid (Yes) or not (No) will automatically be assigned based on the code.
8. In the 'Skip Days' area, select days for the absences to skip.
 - For example: if the employee doesn't normally work Saturdays and Sundays, check the corresponding check boxes and the absence will not be assigned to those days.
9. Click 'OK'.

10. A dialog box will appear confirming the number of employees.

11. Click 'OK'.
12. A dialog box will appear confirming the number of employees processed and not processed.
13. Click 'Close'.
14. Click 'Exit'.

Assigning the Same Absence to Multiple Employees

1. Click on the 'Global' button.
2. In the pop-up box, click on the dark gray buttons defining how to filter the employees.
3. When the search criteria box appears, search for the desired filter information by:
 - Typing the title of the desired filter criteria – matches will move to top of listing.
 - Using the navigation arrows to move up and down in the listing by one page.
 - Using the Up and Down arrows on the keyboard to scroll through the data.
4. Select one or many filters.

5. In the lower portion of the box, enter the start date for the absence in the 'Date From:' field.
6. Enter the stop date for the absence in the 'To:' field.
 - If the absence is only one day, enter the same day as the 'Date From:' field in the 'To:' field.
7. Click on the grey 'Absence' button to select a type of absence. **Note:** *There are multiple pages of codes, so use the arrow buttons at the bottom of the window to scroll between pages.*
8. Enter the *daily* number of absence hours in the 'Hours:' field.
9. The appropriate radio button denoting whether the absence is paid (Yes) or not (No) will automatically be assigned based on the code.
10. In the 'Skip Days' area, select days for the absences to skip.
 - For example: if the employees don't normally work Saturdays and Sundays, check the corresponding check boxes and the absence will not be assigned to those days.

11. Click 'OK'.

- A dialog box will appear confirming the number of employees.



12. Click 'OK'.

- A dialog box will appear confirming the number of employees processed and not processed.

13. Click 'Close'.

14. Click 'Exit'.

Deleting an Absence Using the Global Button

If an absence was inappropriately assigned to an employee or group of employees, the Global button can also be used to delete the absence record. **This must be done on the same day by the same person who initiated the original punch.**

1. Click on the 'Global' button.
2. In the pop-up box, click on the dark gray buttons defining how to filter the employees.
3. When the search criteria box appears, search for the desired filter information by:
 - Typing the title of the desired filter criteria – matches will move to top of listing.
 - Using the navigation arrows to move up and down in the listing by one page.
 - Using the Up and Down arrows on the keyboard to scroll through the data.
4. Select one or many filters.

5. In the lower portion of the box, enter the start date for the absence to be deleted in the 'Date From:' field.
6. Enter the stop date for the absence to be deleted in the 'To:' field. Click on the 'Absence' button to select a type of absence.
7. Enter the *daily* number of absence hours in the 'Hours:' field.
8. Check the 'Delete?:' check box.
9. Click 'OK'.
 - A dialog box will appear confirming the number of employees.
10. Click 'OK'.
 - A dialog box will appear confirming the number of employees processed and not processed.
11. Click 'Close'.
12. Click 'Exit'.

Using the Macro Button in the Absences Tab

The Macro button allows for quick application of a function with just clicking the mouse on the appropriate cells.

1. While on the Absences tab, click on the 'Macro' button.
2. Choose the function to be applied to employee's records.
3. In the pop-up box enter the number of hours for the absence.
4. The Paid checkbox will fill in automatically based on the type of entry.
5. Click 'OK'.
 - The cursor now changes into the chosen function.
6. Click on the cells to which the function is to be applied to.
7. To turn off the function, click on 'Macro' → 'None' or Right-click on the mouse.

REPORTS MENU

Overview of Reporting in UltraTime

UltraTime provides a listing of reports that allow a supervisor to review a wide variety of information within the system. Using filters, the supervisor can customize the report to look at specific sets of employees, date ranges and more. Reports can be downloaded into various different formats that allow a supervisor to choose how the information is presented.

This section will first explain how to run the reports, then will list the standard UltraTime reports with a brief description of each report.

Using Filters for Reports

Filters allow a supervisor to narrow down and specify the information to be reviewed on the report. Without filters, a report will run for all information available to the report. This may be a lot of information and may cause a delay in the production of the report.

Selecting Filters

Clicking on a report name from the Reports listing will open up the filter criteria box. The filters for each report may vary. Filters are chosen by using a combination of drop-down menus, radio buttons, and calendars. Click on the down arrow next to a filter to see the available options.

The screenshot shows the 'Attendance Summary' report filter criteria box. The form includes the following fields and options:

- Report Title: Attendance Summary
- Report Select: by Name
- Period Select: This Month (dropdown menu is open showing options: Today, Yesterday, This Week, Last Week, This Month, Last Month, User Defined Dates)
- Report Subtitle: Period Filter None User: []
- Start Date: []
- Stop Date: []
- Employee: Equal To []
- Status: Equal To []
- Org Code: Equal To []
- ECLS Code: Equal To []
- Shift: Equal To []
- Pay Code: Equal To []
- Location: Equal To []
- Supervisor: Equal To []
- Job Title: Like []
- Activity: Like []
- Export Format: Adobe Acrobat (PDF)

Buttons: Submit, Clear, Close

1. **Report Title** – Title of report selected.
2. **Report Select** – Choose from available versions of a report. These are typically by Name or by System ID.
3. **Period Select** – Choose the time period for which the report should run.
 - If 'User Defined Dates' is selected, user must enter dates in the Start and Stop Date filters.

4. **Report Subtitle** – Choose a subtitle for the report if desired.
 - **Period:** subtitle will be the time period selected for report.
 - **Filter:** subtitle will be the filters chosen for report.
 - **None:** no subtitle will be listed.
 - **User:** subtitle will be user defined with the information typed in the field to the immediate right of the User radio button.
5. **Grouped By 1, 2, 3** – Choose how the report should be grouped.
6. More than one level for grouping is possible. To insert a page break between each group, check the 'Break' box after each grouping selection.
7. **Start Date and Stop Date** – Start and stop dates for the report to pull information.
 - Used in conjunction with 'User Defined Dates' option under the 'Period Select' filter.
8. **Status** – Choose the employee status for the report.
9. **Org Code** – Choose the work org (ie area or department) for the report.
10. **ECLS Code** – Choose the ECLS (ie job code) for the report.
11. **Shift** – Choose the work shift for the report.
12. **Pay Code** – Choose the pay code for the report.
13. **Location** – Choose the location for the report.
14. **Supervisor** – Choose the supervisor for the report.
15. **Export Format** - All reports default into Adobe Acrobat (pdf) format. Other available formats include:
 - Comma Delimited (csv)
 - Excel Document (xls)
 - TIFF Image (tif)
 - XML Document (xml)
 - MHTML Viewer (MIME HTML)
 - HTML Viewer (HTML 4.0)

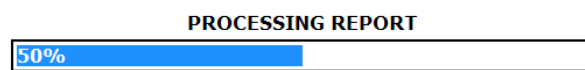
Choose the best format for the report from the 'Export Format' drop down menu.

To clear filters and start over, simply click the 'Clear' button at the bottom of the box.

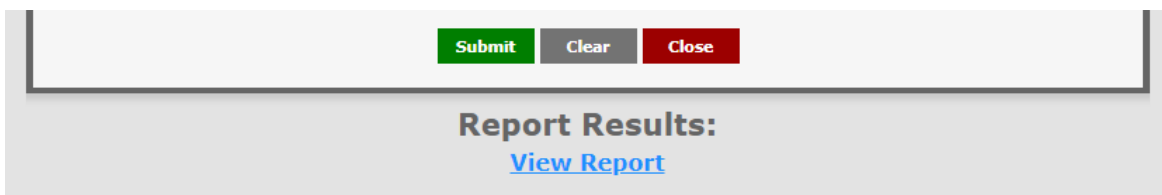
Running a Report

1. Choose desired report from the report listing.
2. Enter Filter criteria as described above.
3. Click the 'Submit' button.
 - A new window will open up stating "Generating Report, Please Wait..."

Generating Report, Please Wait...



- Once the report is completed, it will return to the Filter criteria window with a link at the bottom with the message "Report Results:" and a link to 'View Report.' When you click on the link, the report will open in the specified format and can be saved, printed, emailed, etc. to meet the user's needs.



Report Listing

- **Punch Exception** – Daily report on all employees that punched off schedule.
- **Absent and Tardy** – Daily report of all absent and tardy employees.
- **Organization Distribution** – Daily report detailing employees' hours by Charged Org.
- **Daily Punch Detail** – Daily report detailing employees' punches and schedule.
- **Employee Schedule** – Report of employees' schedules (1 week – 4 week).
- **Daily Employee Status** - Report of employee's scheduled absence and start time
- **Weekly Hours Summary** – Report of employee's detailed daily hours and weekly summary.
- **Attendance Summary** – Summary of absence worked hours by area and shift.
- **Approaching Overtime** – Report listing employees who are approaching overtime.

- **Hours Projection (Schedule, OT)** – Report of employee hours scheduled, worked and projected OT.
- **Yearly Attendance Calendar** – A 12 month calendar summarizing employee hours and absences.
- **Scheduled Absence** – Report of the scheduled absences for a date range.
- **Punch History** - Historical view of individual punch details.
- **Punch History by Terminal** – Historical view of individual punch details by timeclock terminal.
- **Punch Audit – Shows Edits** – Historical view of individual punch details along with any edits to the time entries.
- **Under Hours Report** - Report listing employees with under X hours.
- **Miscellaneous Report Menu** – Menu of additional reports.
 - **Employee Information** – Employee’s pay code, differential, exception, status and grace.
 - **Employee Info – No CardID** - Employee ID information by name or SysID.
 - **Extended Employee Information** – Listing of employees and their positions, email, job effective date, pay code, original hire date, differential code, occurrence rule, web time entry and timeclock access levels, supervisor, and job org.
 - **Employee Position with NDID** - Listing of employees and their position (distribution) codes.
 - **Employee Position with NetID** - Employee position codes for Athletics.
 - **Employee Address** – Report of employee’s address, telephone number and hire date.
 - **Fiscal Hours Report** - Report of fiscal hours for the facilities operations.
 - **Tips Report** – Employee labor hours with reported tips
 - **Fiscal Year Reports** - Fiscal year reports of hours worked vs budget for library.
 - **Non-Exempt Timecard** - Non-Exempt employee honor sheet.
 - **Call In Report** - Call ins for absences, late arrivals, and leaving early.
 - **Missing Absence Report** - Report listing employees who have zero hours of an absence.
 - **Timeclock Listing Report** - List of timeclocks and locations.