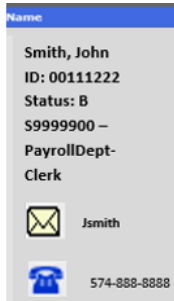


WebTime Entry Supervisor Screen Features & Functions



1. **Apply:** Saves any additions, deletions or edits you have done to a time sheet. The Enter key will perform the same function.
2. **Cancel:** Cancels an action you are about to enter.
3. This is a drop-down menu to view your all of your employees or select a single employee.
4. This is a drop-down menu of the pay periods; you may view the current pay period, the two prior pay periods or individual days
5. **Confirm:** This will confirm the hours for the employees who in the current view.
6. **Unconfirm:** This will unconfirm the hours for the employees who are in the current view.
7. **Lock:** This will lock all of the records for the employees in the current view
8. **ShowUCO:** This button will locate any employees who have unconfirmed hours and take you to their time sheet for confirmation
9. Navigation keys to move forward or back thru the employees time sheets
10. **Print:** This will print the time sheet of the employee you are currently viewing
11. **Calendar:** View hours worked in a calendar format monthly, quarterly or yearly
12. Time Sheet Colum Headers:

- Name: Employee's name, NDID, position number, position title, email and phone number



- Day = day of the week, Date = date of the week
- √: Tells you the status of the record as outlined below
 - Green checkmark = Hours are confirmed
 - Green lock = Hours are locked
 - Green lock with checkmark = Hours are confirmed and locked
 - Yellow Lock = Hours are locked by Payroll, no further additions or edits allowed

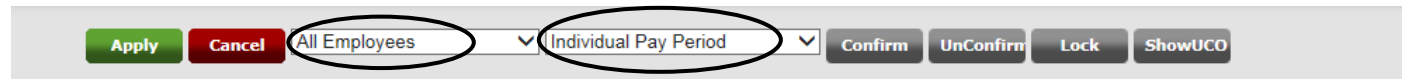
- Start & Stop = Employee's time in and out for the day. Lunch = time taken for lunch (cannot exceed 1.0 hr)
- Paid: Total hours worked for that record
- Position: Identifies which position hours are being recorded for
- The ABS, Hours and Position columns are to record paid time off such as vacation, personal and incidental hours, students and temp employees should never have hours entered here as they are not eligible.

Locking & Confirming Employee Hours

Supervisors must review and confirm hours by 9:00 am on Monday morning following the end of the pay period. Once the hours have been confirmed employees are not able to alter their hours, however, they are able to add additional hours until the lock feature is applied. It is recommended you first apply the lock then start the review and confirmation process to avoid further entries being made at the same time you are trying to complete the process. Applying the lock only locks out employees, it does not affect your ability as a Supervisor to edit, add or confirm hours. Payroll will apply a system-wide lock after the deadline to lock out all Supervisors and no changes can be made at this point.

NOTE: The Lock feature cannot be applied until the pay period has come to an end every other Saturday morning at 12:00 am.

By selecting different options under the All Employees and the Individual Pay Period drop-down menus, you are able to confirm and/or lock hours you can confirm the hours for the entire pay period or select an individual employee or day.



Below is an example of a time sheet for a full-time staff employee who is eligible for paid-time off benefits. If the hours entered for the pay period are correct, the next step is to approve the hours by selecting the confirm button.

Welcome to UltraTime Enterprise
University of Notre Dame

Apply Cancel **Smith, John** B:01/07/2017-01/20/2017 Confirm UnConfirm Lock ShowUCO

Web Time |< < > >| Print Calendar Pending

Name	Day	Date	Start	Stop	Lun	Paid	Position	Abs	Hours	Position
Smith, John	Sat	01/07/2017								
	Sun	01/08/2017								
	Mon	01/09/2017	8:00A	5:00P	1.00	8.00	S9196100			
	Tue	01/10/2017	8:00A	5:00P	1.00	8.00	S9196100			
	Wed	01/11/2017	8:00A	5:00P	1.00	8.00	S9196100			
	Thu	01/12/2017	7:00A	6:30P	1.00	10.50	S9196100			
	Fri	01/13/2017	7:00A	9:00A	0.00	2.00	S9196100			
			4:00P	7:30P	0.00	3.50	S9196100			
						40.00				
	Sat	01/14/2017								
	Sun	01/15/2017								
	Mon	01/16/2017	8:00A	5:00P	1.00	8.00	S9196100			
	Tue	01/17/2017	8:00A	5:00P	1.00	8.00	S9196100			
	Wed	01/18/2017	8:00A	5:00P	1.00	8.00	S9196100			
	Thu	01/19/2017	8:00A	5:00P	1.00	8.00	S9196100			
								VAC	8.00	S9196100
						32.00			8.00	
						72.00			8.00	

Total hours for week #1

Absence hours only in the blue section – employee selected code VAC (vacation) from the drop-down menu under the Abs column and entered lump-sum total of 8 hrs.

NOTE: Students should never have hours entered in this section

Total hours for week #2

Total hours for the pay period

Total absence hours for the pay period

When the lock feature is applied, a green lock symbol will appear in the ✓ column for the records that have been locked and you will receive a message stating the number of records that were locked. Below is an example of hours that have been locked but not confirmed yet.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	🔒	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	🔒	7:00A	9:00A	0.00	2.00	S9196100				

After the hours have been confirmed a green checkmark will appear in the status column and you will receive a message stating the number of records that were confirmed. In order to ensure all hours have been confirmed click on the “ShowUCO” button. If there are unconfirmed records it will take you to the individual time sheet(s) and you will need to confirm the hours. Below is an example of hours that have been confirmed but the lock feature has not been applied yet

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	✓	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	✓	7:00A	9:00A	0.00	2.00	S9196100				

If there are no unconfirmed hours you will receive the ‘All Employees Approved’. If you encounter issues and need to make corrections, please refer to the Editing, Entering and Deleting section below.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	✓	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	✓	7:00A	9:00A	0.00	2.00	S9196100				

After the hours have been both locked and confirmed for the pay period, the ✓ column will show a green lock with a black checkmark.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	🔒	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	🔒	7:00A	9:00A	0.00	2.00	S9196100				

Payroll will apply a system-wide lock after the 9:00 am deadline. At this point, Supervisors will no longer have access to edit their employee's hours. The lock icon will turn yellow and the blank rows will be removed to condense the time sheet.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017	🔒									
Sun	01/08/2017	🔒									
Mon	01/09/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	🔒	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	🔒	7:00A	9:00A	0.00	2.00	S9196100				
						40.00					
Sat	01/14/2017	🔒									
Sun	01/15/2017	🔒									
Mon	01/16/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/17/2017	🔒	8:00A	3:30P	0.50	7.00	S9196100				
Wed	01/18/2017	🔒	7:00A	5:00P	1.00	9.00	S9196100				
Thu	01/19/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Fri	01/20/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
						40.00					
						80.00					

Entering, Editing and Deleting Hours

Staff & Student employees are responsible for entering their own hours into the UltraTime system each pay period, prior to the Monday 9:00am deadline. Due to audit concerns, Supervisors entering or editing hours on behalf of their employees should be done on an exception basis only.

To record hours enter the time IN under the Start column and the time OUT under the Stop column and the time taken for lunch if applicable under the lunch column and click apply to save the entry. Hours must designate AM or PM with no space between the hours and the am/pm. Below is an example of an hourly staff employee who works 8.5 hrs per day with a .50 lunch. Hours were entered in the following format: **IN = 8:00am OUT = 4:30pm LUNCH = .50 APPLY**. If an employee has more than one active position, the correct position must be selected from the drop-down menu, if an employee has only one active position the position will automatically default.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017		8:00A	4:30P	0.50	8.00	S9805800				
Tue	01/10/2017		7:55A	4:25P	0.50	8.00	S9805800				
Wed	01/11/2017		7:50A	4:20P	0.50	8.00	S9805800				
Thu	01/12/2017		7:45A	4:15P	0.50	8.00	S9805800				
Fri	01/13/2017		8:08A	4:38P	0.50	8.00	S9805800				

For employees who are working the same scheduled hours each day you can copy the hours to the other days of the week by making the first entry and then right clicking on it and click OK when the pop-up message appears about the template and then right click on the subsequent days to copy the hours and then click apply to save.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017		8:00a	5:00p	1.0						
Tue	01/10/2017		8:00a	5:00p	1.0						
Wed	01/11/2017		8:00a	5:00p	1.0						
Thu	01/12/2017		8:00a	5:00p	1.0						
Fri	01/13/2017		8:00a	5:00p	1.0						

1) Enter hours & then right click

3) Place cursor on each day you wish to copy hours, right click & when finished click apply to save the entry

2) Click OK

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017		8:00A	5:00P	1.00	8.00	U9921502				
Tue	01/10/2017		8:00A	5:00P	1.00	8.00	U9921502				
Wed	01/11/2017		8:00A	5:00P	1.00	8.00	U9921502				
Thu	01/12/2017		8:00A	5:00P	1.00	8.00	U9921502				
Fri	01/13/2017		8:00A	5:00P	1.00	8.00	U9921502				
						40.00					

4) Time sheet will look like this after hours are applied

To edit a record, place the cursor over the entry you wish to change and enter the correct time:

Incorrect entry – Start time should be 8:00am

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/07/2017						
Sun	01/08/2017						
Mon	01/09/2017	✓	10:00A	5:00P	1.00	6.00	U9921502

Enter correct time

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/07/2017						
Sun	01/08/2017						
Mon	01/09/2017	✓	8:00A	5:00P	1.00	8.00	U9921502

Highlight incorrect entry

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/07/2017						
Sun	01/08/2017						
Mon	01/09/2017	✓	10:00a	5:00P	1.00	6.00	U9921502

Click Apply to save correct start time

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/07/2017						
Sun	01/08/2017						
Mon	01/09/2017	✓	8:00a	5:00P	1.00	6.00	U9921502

To delete a record enter the start and stop time as the same and click apply.

Example: IN = 8:00am OUT = 8:00am APPLY

Incorrect entry – Hours entered on wrong day

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017	✓	8:00A	5:00P	1.00	8.00	S9196100
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017						
						8.00	

Highlight the stop time

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017	✓	8:00A	5:00P	1.00	8.00	S9196100
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017						
						8.00	

Enter the stop time the same time as the start time

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017	✓	8:00A	8:00A	1.00	8.00	S9196100
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017						
						8.00	

Click Apply and the record will be deleted

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017						
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017						

To delete hours entered under the ABS columns, enter a 0 under the Hours column and click apply:

Incorrect hours

Abs	Hours	Position
INH	8.00	S9196100

Highlight the incorrect hours

Abs	Hours	Position
INH	8.00	S9196100

Replace hours with a zero

Abs	Hours	Position
INH	0	S9196100

Click apply to delete

Abs	Hours	Position