

FAQs

On-Line Time Sheets for Students and Non-Exempt Hourly Employees

Q: Will I still receive my paper time sheet each pay period?

A: No, all time sheets are available on-line only.

Q: Where do I find my NDID?

A: Your NDID can be found on the back of your Notre Dame ID card. You must add a “9” to the beginning and then follow with the first eight digits of the number on your NDID card.

Q: Can my supervisor print my time sheet for me?

A: Yes, but they must know your NDID in order to do so.

Q: When should I print my time sheet?

A: Your time sheet should be printed prior to you starting work so you can track your hours as they are worked. It is not recommended you wait until the end of a pay period to print and complete your time sheet as it is not always easy to recall what hours you worked over the two week pay period.

Q: Why are there three separate pay periods to select for printing?

A: There will always be three pay periods to select from:

- **Previous**
- **Current**
- **Future**

The bi-weekly pay period begins on Saturday at 12:01 a.m. and ends on Friday at midnight. As each pay period ends, the date selections will change and the “current” pay period will become the “previous” pay period and the “future” will become the current and a new future pay date will be added. If you did not print your time sheet while the pay period was current, you will need to select the previous pay period option in order to access your time sheet. If you would like to print your time sheet for the upcoming pay period before the current pay period has come to an end, you will need to select the future pay period option.

Q: I have multiple positions, will I be able to access a time sheet for each of my positions?

A: You will only be able to access time sheets for the positions that are in departments which use time sheets to record hours (i.e. departments not on UltraTime).

Q: I have followed the instructions for accessing my time sheet and I am still having trouble.

A: You may not be able to access your time sheet for the following reasons:

- 1) You may be entering your ND incorrectly. Verify you are using the correct
- 2) If you work for a department that is using time clocks or Webtime entry to record

hours worked, there will be no time sheet available for you. Confirm with your supervisor what time-keeping method your department is using.

- 3) It is possible that your job record has not been set-up by the time you start working. Time sheets will be refreshed daily so you should check throughout the pay period for your time sheet. If you still are unable to access your time sheet by the time the pay period ends, you will need to print and complete a blank time sheet (available on the UltraTime Channel). If you must use a blank time sheet, please make sure the **Name, NDID, Position Number, Job Title and Org** on the top portion of the time sheet are **complete** and **correct**. Time sheets that are turned in with incorrect and/or incomplete information will be returned to the employing department for correction.

If your time sheet becomes available after you have submitted a manually completed blank time sheet to the Payroll Department, **DO NOT** print the on-line timesheet and re-submit the same hours to Payroll. Doing so will only delay processing your time sheet and possibly your pay check.

Q: Can I complete my time sheet on-line and e-mail it to Payroll for processing?

A: No, the on-line time sheet will not allow you to add to or alter the sheet in any way. The time sheet must be printed, completed and signed by your supervisor prior to submitting it to Payroll.

Q: When is my time sheet due to Payroll?

A: Time sheets are due to the Payroll Department located at 724 Grace Hall by Monday at 9:00 a.m. following the end of the pay period unless you are otherwise notified (for example, the deadline may be moved to 5:00 pm on Friday in the event of a short week due to a holiday).

Q: What happens if I missed the deadline?

A: Time sheets received after the deadline will be processed the following pay period. It is highly recommended you make every effort to turn in your time sheets by the deadline. Combining hours from a previous pay period with the hours from the current pay period on a single pay check will subject the individual to a higher tax withholding than if paid according to a normal schedule.

Q: What if I made a mistake and reported incorrect hours on my time sheet?

A: If incorrect hours were reported on your original time sheet, you will need to complete a **Payroll Adjustment Form** which is located on the Time Sheet User Tab under the UltraTime Channel. Please remember to complete the required fields on the top portion of the form which include date, name, NDID, position, job title and org. Once the form is complete and has been signed by your supervisor, it can be submitted to Payroll and will be processed with the next pay period (provided it was received by the deadline).

Q: My department uses Webtime entry to track hours worked but I don't see my job record in the UltraTime system. Can I access an on-line time sheet to record my hours?

A: No, you will need to print a blank time sheet and track your hours until your job record appears in UltraTime and you can enter your hours. If the pay period ends before your job record appears in UltraTime, you will need to turn in the completed time sheet to Payroll for payment.