UltraTime Enterprise Supervisor Overview

UltraTime Enterprise is the University’s electronic time-keeping system for bi-weekly non-exempt hourly staff and students. Eventually, all employees will utilize the UltraTime system to record hours worked as paper time sheets are phased out. To be able to utilize the UltraTime system you must:

- Use a PC or a Mac which has the Parallel software installed
- Use only Internet Explorer as the browser and remove all pop-up blockers. If you have a Google, Yahoo or another toolbar installed on your PC, you must turn off the pop-up blockers on these toolbars as well.
- If connecting to UltraTime from an off-campus location, you must have the VPN installed on your computer and connect to the VPN prior to accessing the UltraTime website. Instructions for installing the VPN on your pc can be found on the OIT website.

Employees may record their time by either swiping their ID card through a time clock terminal or by directly entering their hours into UltraTime via WebTime Entry. Supervisors may use WebTime Entry or UltraView, a more robust version of WebTime Entry, to monitor, edit, and/or approve all employee times, whether entered on-line or by clock-sweep. It is up to the department to select which method they want their employees to use to record time worked and educate the employee as to how to record their hours. If a department opts to have employees record hours via the time clock, please refer to Campus Time Clock Locations on the UltraTime Channel to ensure a time clock is easily accessible for all employees.

The University users of UltraTime are divided into eight organizational divisions called “systems”: Athletics, Facilities Operations, Food Services, Information Technologies, Library, Morris Inn, Security, and, Combined (academic departments and all other campus offices). Each system has an administrator to oversee maintenance and management of UltraTime:

<table>
<thead>
<tr>
<th>System</th>
<th>Administrator</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td><a href="mailto:jborg@nd.edu">jborg@nd.edu</a></td>
<td>Jenny Borg – 631-3578</td>
</tr>
<tr>
<td>Facilities Operations</td>
<td><a href="mailto:Linda.C.Clark.7@nd.edu">Linda.C.Clark.7@nd.edu</a></td>
<td>Linda Clark – 631-5615</td>
</tr>
<tr>
<td>Food Services</td>
<td><a href="mailto:Christine.M.Coleman.2@nd.edu">Christine.M.Coleman.2@nd.edu</a></td>
<td>Christine Coleman – 631-1767</td>
</tr>
<tr>
<td>Information Technologies</td>
<td><a href="mailto:Carol.J.Blackford.3@nd.edu">Carol.J.Blackford.3@nd.edu</a></td>
<td>Carol Blackford – 631-9319</td>
</tr>
<tr>
<td>Library</td>
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<td>Michelle Stenberg – 631-3972</td>
</tr>
<tr>
<td>Morris Inn</td>
<td><a href="mailto:atkinson.4@nd.edu">atkinson.4@nd.edu</a></td>
<td>Ed Atkinson – 631-2016</td>
</tr>
<tr>
<td>Security</td>
<td><a href="mailto:dnmeth@nd.edu">dnmeth@nd.edu</a></td>
<td>Don Nemeth – 631-5559</td>
</tr>
<tr>
<td>Combined*</td>
<td><a href="mailto:blight.1@nd.edu">blight.1@nd.edu</a></td>
<td>Aaron Blight – 631-7101</td>
</tr>
</tbody>
</table>

For all departments that are not part of the Combined system, please contact the designated System Administrator for UltraTime Access.

UltraTime Access - Supervisors

Prior to enrolling in UltraTime, a department must establish UltraTime supervisors who will have the authority to monitor, edit, and/or approve employee times recorded in WebTime Entry. Supervisors are considered to be those individuals who have direct
responsibility for monitoring the performance of hourly workers. In certain cases, approval authority in WebTime Entry may be designated to other individuals such as the department’s Administrative Assistant. However, it is up to departments and offices to ensure procedures are in place to monitor the integrity of times entered. Each UltraTime Supervisor must also have a back-up assigned in the event they are not available to confirm their employee’s hours at the end of a pay period. The back-up Supervisor must also be registered in the UltraTime system and have an understanding of how the system operates. There are two versions of UltraTime available to Supervisors as detailed below:

**WebTime Entry**
This version of UltraTime is available to students and staff as well as supervisors. Hourly employees and students registered in the UltraTime system may enter their hours worked in WebTime Entry. WebTime entry may also be used by the supervisor to review, edit, and approve/confirm hours worked. Hours worked by employees are visible to the supervisor in WebTime whether they were entered by the employee or student via the Web or were swiped via the time clock.

**UltraView***
This is a more enhanced version of WebTime entry and is available to Supervisors only. UltraView provides supervisors with more monitoring and administrative options such as creating work schedules for employees and access to reports. Similar to Webtime, hours worked by employees are visible to supervisors whether they were entered via the Web or were registered via the time clock. UltraView is ideal for supervisors who are responsible for monitoring and approving large numbers of employees (it is recommended new UltraTime Supervisors begin with the more simplified version, WebTime Entry, and upgrade to UltraView at a later date if desired).

Completed forms should be submitted to the Payroll Department per the fax number or campus mail address indicated on the form.

To register someone as an UltraTime Supervisor, please complete the **Supervisor Request for Authorization Form**.

**UltraTime Access - Employees**
To be able to view hours entered by an employee, a supervisor’s NetID needs be attached to the employee’s job record in UltraTime and the supervisor’s identity must be manually recorded on each job record in UltraTime. To register employees, the supervisor should complete an **UltraTime Employee Add/Change Form** also located under the Supervisor Tab of the UltraTime Channel. This form will designate the main and back-up supervisors responsible for monitoring and approving the employees hours and in addition to assigning either time clock or WebTime access for the employee to record their hours worked.

**Supervisor Responsibilities**

**UltraTime Supervisors of Hourly Employees or Students** are responsible for:
- Ensuring no hours are worked until the individual’s paperwork has been fully processed by Human Resources Student Employment;
• Having direct knowledge of the worker’s performance of duties;
• Informing each hourly worker of the responsibilities for promptly and accurately reporting hours worked;
• Providing each hourly worker a copy of the Bi-Weekly Payroll Schedule;
• Reviewing the accuracy of time reported by each hourly worker;
• Confirming the appropriate absence code for time not worked by a full-time or part-time employee (this does not apply to on-call or temp employees);
• Settling any discrepancies or errors before approving hours worked;
• Correcting and/or confirming worker times by 9:00 a.m. Monday following the end of the pay period, or, in the event the work supervisor is not the UltraTime Supervisor or Administrator, to forwarding a paper copy of approved times to the UltraTime Supervisor or Administrator to be entered for web confirmation;
• In the event of the Supervisor’s absence, ensuring the employee’s hours are approved by the back-up Supervisor prior to the 9:00 am deadline outlined above.

**Hourly and Student employees and students using WebTime Entry** are responsible for:

• Recording times promptly and within the appropriate time period  *(Note: The University’s workweek runs Saturday 12:00 a.m. to 11:59 p.m. of the second Friday)*;
• Entering all hours worked accurately. Intentionally falsifying work time is a matter of fraud and a punishable offense.

**Utilizing UltraTime**

• For information regarding use of WebTime Entry, left-click on the ‘Help’ button.

- **WebTime Entry Manual (Supervisors)**
  This complete user’s guide is available both for on line referencing and for printing in hard copy. An abbreviated version Supervisor’s Quick Reference Guide and the can be found under the UltraTime Channel along with the WebTime Supervisor Manual.

  *For Supervisors using the UltraView version, a comprehensive UltraView Supervisor Manual is available under the UltraTime Channel as well.

- **WebTime Quick Reference (Employee & Students)**
  This Hourly Employee Quick Reference Guide is expressly for hourly employees and students and contains helpful hints and reminders for entering hours in WebTime. A WebTime Tutorial is also available under the UltraTime Channel.

**UltraTime Questions or Additional Information**
Contact Aaron Blight at 631-7101, or blight.1@nd.edu.