



# UltraView User Guide



Provided By:  
University of Notre Dame  
Payroll Office

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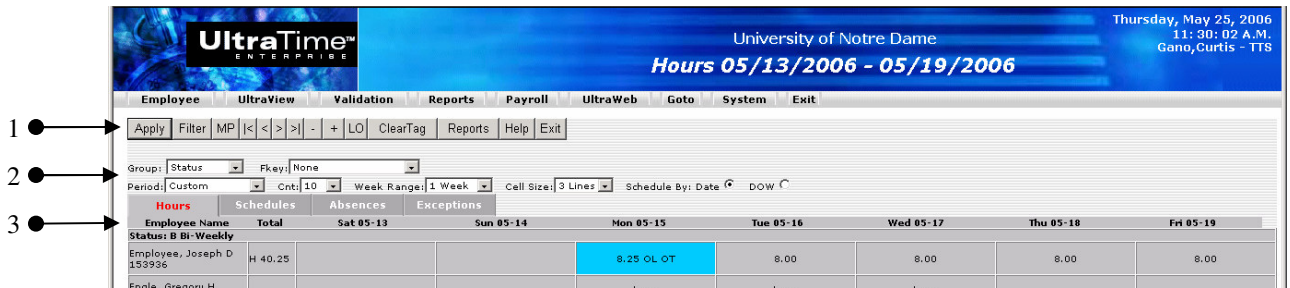
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# UltraView User Guide – Introduction

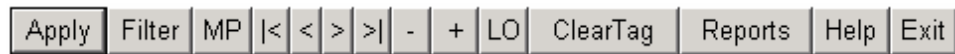
UltraView is a way to review, schedule, and confirm employee’s hours. This view is most beneficial for departments that have a large amount of employees or are using a badge terminal (time clock).

## Introduction to UltraView

When selecting UltraView, a screen that looks like the following will appear:



### 1. Toolbar



- **Apply** This will update the screen.
- **Filter** Filters the information on the screen by given criteria. Defined filters include employee, TS org, ECLS code, shift, status and supervisor.
- **MP** Multi Punch. Depending on what data tab is selected, this button will allow schedules or time punches for multiple employees to be created.
- **<<>>** Navigation buttons: moves forward or backward through employee records. Using the Page Up and Page Down keys on the keyboard perform the same function.
- **- +** Moves backward or forward one week. Using Ctrl+Page Up and Ctrl+Page Down on the keyboard performs the same function.
- **LO** Locates a specific employee
- **ClearTag** Clears any tags that have been set
- **Reports** Access to the Punch Exception and Time Card reports

- **Help** Access to the help file
- **Exit** Exits to main menu screen

## 2. Grouping and View Adjustment

- **Group:** sorts employees by shift, TS org, ECLS code, status or supervisor. Must click 'Apply' after selecting group. (See bullet point 2)
- **Fkey:** Selects function key shortcut. The cursor will become whatever function is selected.
- **Period:** Selects dates to be viewed.
- **Cnt:** Selects how many employees are viewed on the screen.
- **Week Range:** Selects the number of weeks viewed on the screen.
- **Cell Size:** Selects how large the cell is.
- **Schedule by date:** When scheduling, schedule will be created for a specific date.
- **DOW:** When scheduling, schedule will be created by Day of the Week.

## 3. View Tabs

- **Hours:** When this tab is selected, the information shown in each cell is the time worked by the employee. Exceptions will also be shown. For functions within the Hours tab, [See page 5.](#)
- **Schedules:** When this tab is selected, the information shown in each cell is the schedule that has been set for the employee by the supervisor. For functions within the Schedules tab, [See page 12.](#)
- **Absences:** When this tab is selected, the information shown in each cell is any absence that has been set for the employee by the supervisor. For functions within the Absences tab, [See page 16.](#)
- **Exceptions:** When this tab is selected, the information shown in each cell is any exceptions that the employee has, [See page 18.](#)

# Using UltraView

## Selecting The Proper Dates

When getting in to UltraView, you want to be sure that the proper dates are selected that you want to be viewing.

When viewing one week the dates will appear above the gray cells:

Employee Name	Total	Sat 05-13	Sun 05-14	Mon 05-15	Tue 05-16	Wed 05-17	Thu 05-18	Fri 05-19
Employee, Joseph D 153936	H 40.25			8.25 OL OT	8.00	8.00	8.00	8.00

When viewing two weeks, the dates will appear within each cell:

Employee Name	Total	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Employee, Joseph D 153936	H 40.27	13	14	15 8.27 OL OT	16 8.00	17 8.00	18 8.00	19 8.00
	20	21	22 8.00	23 8.00	24 8.00	25 8.00	26 8.00	27 8.00

To view more than one week at a time, use the 'Week Range' drop down menu to select the number of weeks to be viewed.

Clicking on the black heading above each column of cells will narrow the time frame down further.

For example: If the heading was 'Mon' for Monday, clicking on 'Mon' would narrow it down to the hours in that Monday:

Was:

Mon
15 8.27 OL OT
22 8.00

Became highlighted cells (hours shown in military time):

A date or time period may be selected by using the 'Period' drop down menu or by using the '+' and '-' buttons in the tool bar. Using 'Ctrl+Page Up' or 'Ctrl+Page Down' on the keyboard will perform the same functions as the '+' and '-' buttons.

To return the view to viewing days instead of hours, Right click the mouse on the hours and the days will be viewed again.

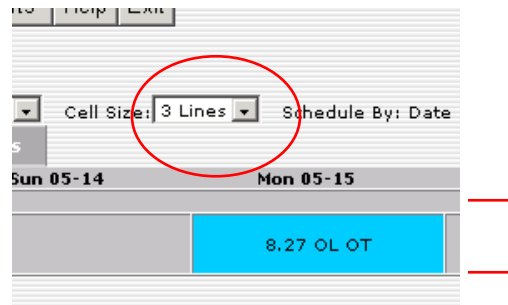
## **Changing the View**

Besides changing the date setting, you can also change the view by changing the cell size or the number of people shown on the screen.

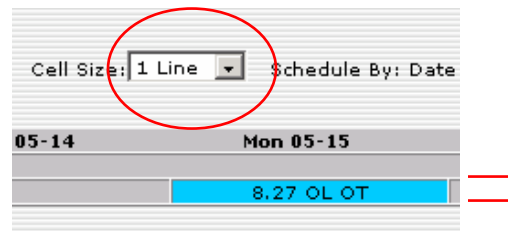
**Cell Size:** Change the cell size by selecting from the 'Cell Size' drop down menu.

For example:

Cell Size = 3 Lines



Cell Size = 1 Line



**Count:** Change the number of people shown on the screen by selecting from the 'Cnt' drop down menu. If a large number of employees are selected, depending on the cell size, a scroll bar will appear on the right hand side of the screen.

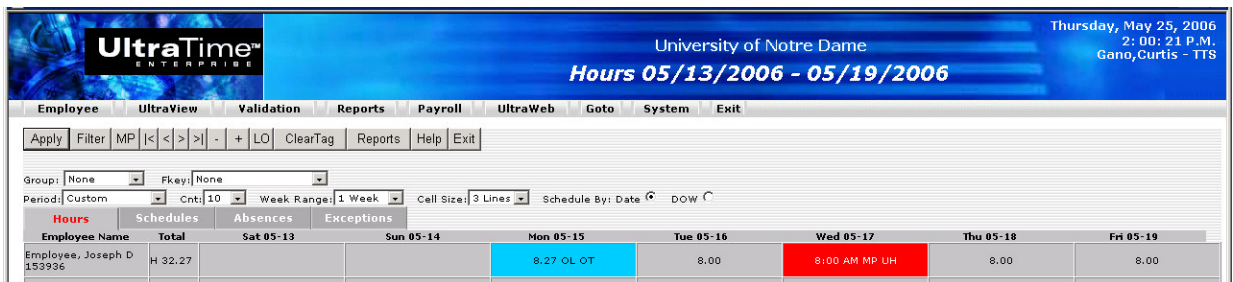
If not all of your employees appear within your view when scrolled down, use the Navigation Buttons to move forward or backwards through your employees. The 'Page Up' and 'Page Down' buttons on the keyboard will also perform the same functions.

# View Tabs

## Hours Tab

When the Hours tab is selected you can view the hours that your employee worked and note any exceptions that they may have.

In this tab you also have the ability to make any additions, edits, or deletions to your employees' records. You also have the ability to make multiple punches for an employee or employees and see the actual time an employee punched in or out if they are using a badge terminal (time clock).

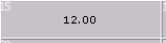
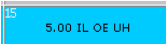



## Exceptions

Exceptions are types of errors that may happen with a time record.

For a listing of Exception Codes, see Appendix – page 20.

If a time record has an exception, the cell the time is located in will be color-coded. Depending on the color of the cell, the time may or may not be paid if the exception is not fixed.

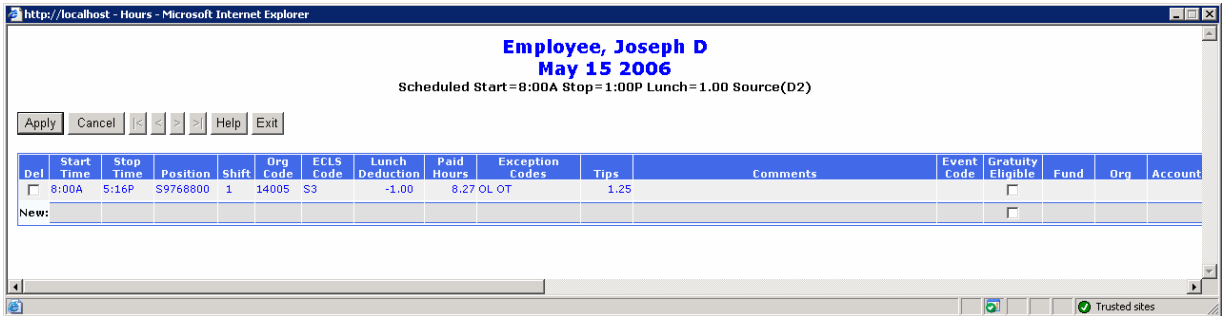
- 
**Gray** – This means that there are no exceptions for this time record
- 
**Blue** – A punch exception has occurred but it is not a critical error. Some examples of non-critical errors include IE, IL, and OT. A non-critical error can be confirmed and paid without being corrected. A cell may also turn this color if edits have been made to the record.
- 
**Red** – This is a critical error. A critical error cannot be confirmed or paid correctly without being fixed. Some examples of a critical include MP and DC. If ABS in it, this means that the employee has a set schedule and has not punched in for this scheduled time.



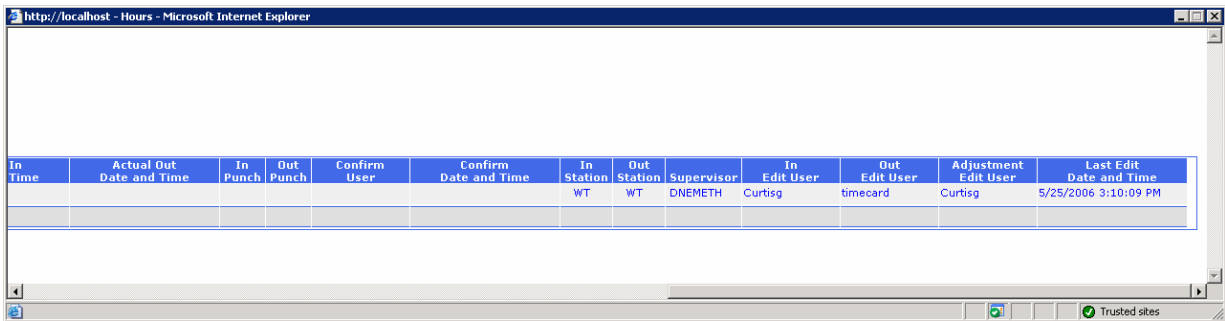
- 8.00 IL
**Light Blue** – This means that the cell has been drilled in to for viewing the details of the record. The Time Record window will be open on the screen.

### Viewing Time Entry

To view the details of a time entry, click on the cell for the appropriate date. Doing so will open up a Time Record window that looks like this:



The above sample shows the fields on the left side of the window.



Scroll to the right to show the fields on the right side of the window.

(Continued on Next Page)

From this window, you can view:

Column Header	Description
Start Time	Start time
Stop Time	Stop time
Position	Position Code
Shift	Shift employee is scheduled for
Org Code	Timesheet Org code
ECLS Code	ECLS code
Lunch Deduction	Time taken for unpaid lunch (enter negative hours)
Paid Hours	Total time to be paid (hours and hundredths)
Exception Codes	Exception codes for this record
Tips	Tip value (entered in dollars and cents)
Comments	Comment field
Event Code	Event code
Gratuity Eligible	Used for determining gratuity eligibility
Fund	Banner Fund field
Org	Banner Org field
Account	Banner Account field
Program	Banner Program field
Activity	Banner Activity field
Location	Banner Location field
Actual In Date & Time	Actual in time – only for time clock users
Actual Out Date & Time	Actual out time – only for time clock users
In Punch	In punch code (I - In, R –Lunch Return)
Out Punch	Out punch code (O – Out, L – Lunch Out)
Confirm User	Supervisor that confirmed the time
Confirm Date and Time	Time and Date record was confirmed
In Station	Time clock used to punch in (See Appendix)
Out Station	Time clock used to punch out (See Appendix)
Supervisor	Supervisor code
In Edit User	User who edited in punch
Out Edit User	User who edited out punch
Adjustment Edit User	User who edited lunch deduction
Last Edit Date & Time	Date and time of last edit to this record

### Adding a Time Record

To add a time record, click on the cell for the appropriate date. Enter information in to the following fields of the row labeled 'New':

- **Start Time** – Can be entered in military or regular time. If using regular time, *must* use 'am' or 'pm'.
- **Stop Time** – Can be entered in military or regular time. If using regular time, *must* use 'am' or 'pm'

- **Position** – If position code is unknown, type an 'x' in the box and a window will appear for you to select the proper position code.



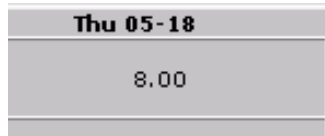
- **Lunch Deduction** – *Must* enter '-' in front of time to be entered for a lunch. Lunch must be entered in hours and hundreds format. For example -0.25, -0.50, -0.75, -1.0.

Click 'Apply' on the mouse or 'Enter' on the keyboard.

All other fields are 'Read-Only' and will be filled in automatically.

**Do not** exit out of the time record window if anything is colored in red. Doing so will delete the information you are trying to enter.

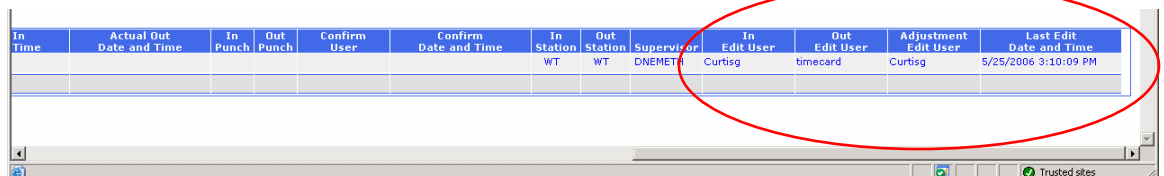
After you have entered in the time, the cell should now appear with the total hours in it.



### Editing a Time Record

To edit a time record, click on the appropriate cell. In the Time Record window, the only fields that can be edited are: Start Time, Stop Time, Position, and Lunch Deduction. To edit one of these fields, simply put cursor in the field and make appropriate change. Click 'Apply' with the mouse or 'Enter' on the keyboard.

After an edit has been made, the print in the Time Record window will turn from black to light blue. Also note that when an edit is made it is tracked. You can view the last time a record was edited along with who edited it by scrolling the Time Record window to the right.



## Deleting a Time Record

To delete a time record, click in the cell of the appropriate date. When the Time Record window appears, click the box in the 'Del' column and then click 'Apply' with the mouse or 'Enter' on the keyboard. The print will turn from black to dark red.

You can always see deleted records. This is helpful to keep track of what has been done to that record.

Del	Start Time	Stop Time	Position	Shift	Org Code	ECLS Code	Lunch Deduction	Paid Hours	Exception Codes	Tips	Comments
<input checked="" type="checkbox"/>	8:00A	5:16P	S9768800	1	14005	S3	-1.00	8.27	OL OT	1.25	
New:											

To Undelete a Time Record, click the mouse in the box under the 'Del' column to take away the check mark. Click 'Apply' on the mouse or 'Enter' on the keyboard. The print will change from dark red to black.

## Multi-Punch

The multi-punch feature is a quick and easy way to enter the same time for multiple employees.

For example, the power went out in your building and all of your employees had to leave at the same time. You could easily go in and put in the same stop time for all of the employees that were working by using the multi-punch feature.

When clicking on the Multi-punch button (MP), a box as shown below will appear:

MultiPunch - Hours -- Web Page Dialog

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: 05/25/2006

At Time:

For Hours:

OK Exit

http://localhost/ultraview/ Trusted sites

The multi-punch feature defaults with All Current Employees. This would apply the punch to all employees on your view. You can select specific employees two ways:

### 1) Selecting from multi-punch box

- In the multi-punch box, click 'Name'
- From the pop up menu that appears, select the names of the employees you wish to apply the punch to. Use the navigation buttons at the bottom of the box to view more employees.

### 2) Tagging

*Before* clicking on the multi-punch (MP) button, Right click the mouse on the name of the employees that you want to multi-punch. Their name will be highlighted in green.

Employee, Joseph D  
153936

Click on the multi-punch button. The box will identify how many tagged records there are.

After you have selected the employees:

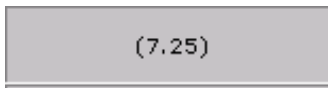
1. Select whether the punch will be an in or out punch.
2. Choose the date the punch should occur on.
3. Enter in the appropriate time
4. If it is an in punch, enter in the amount of time they will be working.
5. Select 'OK'

## Function Key (Fkey)

The Fkey is another shortcut for entering in time. From the drop down menu, select the shortcut you would like to use (Example: [Reg Hours \(8-5\) for someone who works from 8am – 5pm](#)). The cursor will then change to this shortcut. Click on the cells you would like to apply it to. That shortcut will then be applied to those cells.

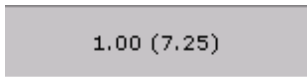
## Hours Worked at Another Job

If your employee has more than one job on campus, you will not be able to edit, delete, or confirm time for that job. You will, however, be able to see the time that they work at another location. The cell will appear gray with parentheses around the total for the day.



(7.25)

If this was time that should have been worked in your org, contact the Payroll Office to have the position code changed to your org. If the employee has worked in your org for part of the day and in another org in the same day, the time worked in your org will appear without parentheses and time worked in the other org will appear with parentheses.

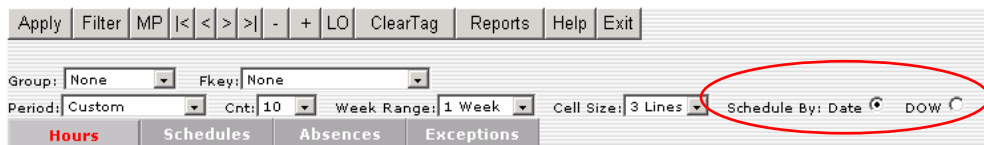


1.00 (7.25)

## Schedules Tab

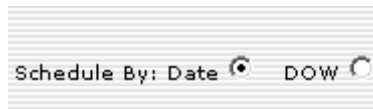
UltraView has the ability to schedule employees. Using this feature will allow you to easily see when an employee is not working in their schedule by looking at the color-coding when viewing in the hours tab. Exceptions that you may see in relation to a schedule include: IE, OE, IL, OL, SO. [For a listing of Exception Codes, see Appendix page 20.](#)

It is very important that when scheduling an employee you have properly selected 'Schedule by: Date or DOW'. Scheduling by date will only apply the schedule to specified dates. Scheduling by Day of the Week (DOW) will apply the schedule to every that day every week.

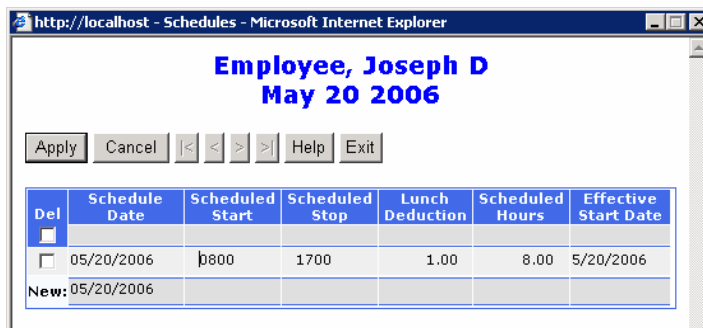


### Scheduling by Date

Scheduling by date is beneficial for setting a schedule for just one day or to make a temporary change to a DOW schedule.



With the Schedules Tab selected, select the dot to schedule by date. Click on the date you would like to apply the schedule to. A Schedule Record box will appear:



In the row labeled as 'New', enter in the corresponding information in each column. Click 'Apply' or 'Enter' on the keyboard to enter the information. The schedule will be applied to the specific date.

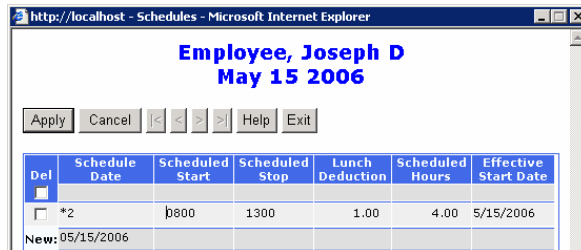
Hours	Schedules	Absences	Exceptions
Employee Name	Total	Sat 05-20	Sun 05-21 Mon 05
<b>Status: B Bi-Weekly</b>			
Employee, Joseph D 901411126	\$ 49	8:00A-5:00P	7:00A-

### Scheduling by DOW:

Scheduling by Day of The Week is beneficial if a schedule is being set for an employee who works the same schedule on the same day of the week for an extended period of time.



With the Schedules Tab selected, select the dot to schedule by DOW. Click on the day you would like to apply the schedule to. A Schedule Record box will appear:



In the 'Schedule Date' column:

*1	Sunday
*2	Monday
*3	Tuesday
*4	Wednesday
*5	Thursday
*6	Friday
*7	Saturday

In the row labeled as 'New', enter in the corresponding information in each column. Click 'Apply' or 'Enter' on the keyboard to enter the information. The schedule will be applied to the specific day of the week for every week forward.

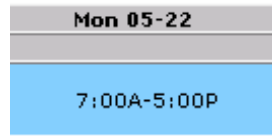
Hours	Schedules	Absences	Exceptions	
Employee Name	Total	Sat 05-20	Sun 05-21	Mon 05-22
<b>Status: B Bi-Weekly</b>				
Employee, Joseph D 901411126	S 40			8:00A-5:00P*2



## Overriding a DOW Schedule

Overriding a DOW schedule is necessary if an employee's DOW schedule is going to change for a day or few days but will eventually return to the initial DOW schedule.

To override a DOW schedule, have 'Schedule by: Date' selected. Click on the cell with the DOW schedule that you would like to temporarily override. Enter in the new temporary schedule. Click 'Apply' or 'Enter' on the keyboard. The cell will now appear light blue to indicate that a Schedule by Date schedule has been put in place for that day.



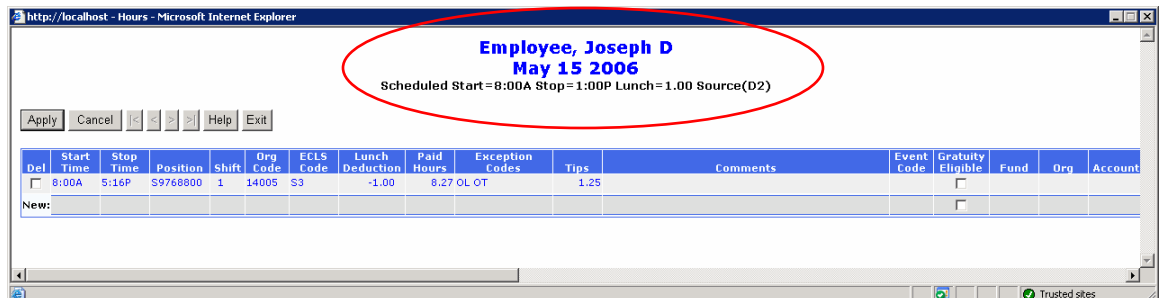
It is not necessary to make any changes to the DOW schedule. The system will know that they 'Schedule By: Date' is an override. Deleting the DOW would permanently delete the schedule. Once the dates given for the override has passed, the DOW schedule will resume.

## Deleting a Schedule

When deleting a schedule, be sure that 'Schedule By:' is checked appropriately for the type of schedule that was originally set. Click in the cell of the schedule you need to delete. In the 'Del' column, click the box and then click 'Apply' or 'Enter' on the keyboard. The schedule will turn from black to dark red.

Del	Schedule Date	Scheduled Start	Scheduled Stop	Lunch Deduction	Scheduled Hours	Effective Start Date
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	05/20/2006	0800	1700	1.00	8.00	5/20/2006
New: 05/20/2006						

Note: When an employee has a schedule set for them, it will appear in their Time Record window when the Hours tab is selected.

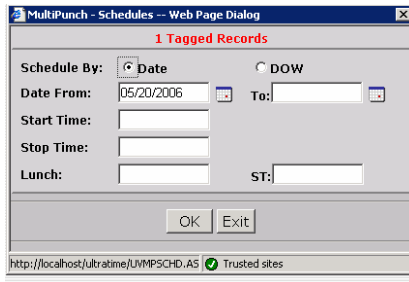


## Multi-Punch Scheduling

If an employee is working the same schedule on a regular basis, the multi-punch feature can be used to set their schedule.

Select employee(s) to be scheduled by multi-punch as described above (See page 9).

Once the employees are selected click the multi-punch button.



Choose whether the schedule should be made my date or by day of the week. Enter in the effective dates, start and stop time, and lunch if necessary. Click 'OK', then Exit.

The multi-punch scheduling will now be applied to the employee(s) schedule.

## Multiple Schedules

If more than one schedule is set for a person in one day, the cell will appear yellow.

Tue 05-23
8:00A-5:00P*3 7:00P-9:00P*3

Note: To add a multiple schedule to an employee with an existing schedule, re-enter all schedules. This is required so that the effective date is the same on all of the schedule records.

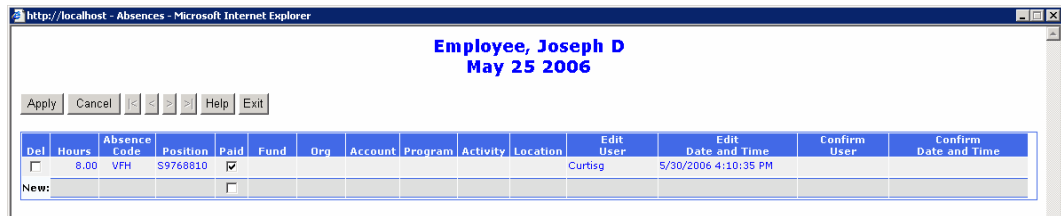
## Absence Tab

Fulltime employees must enter their absences in to UltraTime. Absences that an employee has entered will appear while under the Hours tab, but no additions, edits, or deletions can be made under the Hours tab. In order to do this, the Absence tab must be selected.

When the Absence tab is selected, only absences will appear in the cells. Time worked and schedules will not appear.

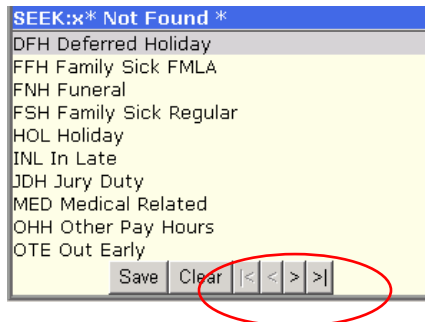
### Adding an Absence

Click on the cell where the absence was taken. An absence record window will appear:



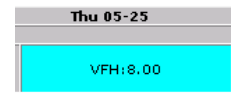
In the row labeled as '**New**' enter in the following information:

- **Hours:** Hours of absence taken
- **Absence Code:** Enter in three-letter code for type of absence taken. If you do not know the three-letter code, type in a 'x' to bring up a box to choose a code from. Use the navigation arrows to view more codes. [For a listing of Absence Codes, see Appendix page 21.](#)



- **Position:** Enter in a position code. If you do not know the position code type in an 'x' to bring up a box that lists the valid codes. Select and save the proper code.

- Click 'Apply' or 'Enter' on the keyboard.



## Deleting an Absence

Click in the cell of the absence that you want to delete. In the 'Del' column, click the box so that a check mark appears. Click 'Apply' or 'Enter' on the keyboard. The print will change from black to dark red.

Del	Hours	Absence Code	Position	Paid	Fund	Org	Account	Program	Activity	Location	Edit User	Edit Date and Time	Confirm User	Confirm Date and Time
<input checked="" type="checkbox"/>	8.00	VFH	S9768810	<input checked="" type="checkbox"/>							Curtisg	5/30/2006 4:21:12 PM		
New:				<input type="checkbox"/>										

## Multi-Punch Absences

When performing the Multi-Punch function for absences, select the employee(s) the same way described for multi-punch for hours (See page 9).

Once employees are selected click the MP button. The Multi-Punch Absence window will appear:

- Fill in the dates when the absence occurred.
- To choose an absence, click the 'Absence' button.
- Enter the number of hours there were taken.
- Select whether the absence will be paid or not.
- Choose if there are any days to be skipped during the selected date range (For example: skip Sunday and Saturday if the employee wouldn't normally work these days).
- Select OK, then Exit

## **Exceptions Tab**

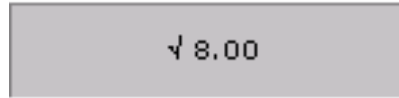
The exceptions tab is useful to quickly view what exceptions your employees may have.

Hours	Schedules	Absences	Exceptions		
Employee Name	Total	Sat 05-20	Sun 05-21	Mon 05-22	Tue
<b>Status: B Bi-Weekly</b>					
Employee, Joseph D 901411126				IL:1	
Engle, Gregory H 900687900					

Clicking on the cell will bring up the Time Record window so that a correction can be made if necessary. For exception code definitions [see Appendix page 20](#).

## Confirming Hours

Confirming of hours for an employee is done while under the Hours tab. To confirm, simply Right click the mouse on the cell of the time you want to confirm. A check mark will appear next to the time in the cell.



**\*Note:** if the cell is red, you will not be able to confirm the hours. The critical error must be fixed before confirming. The exception codes for non-critical errors will still be listed next to the total hours for the cell after it has been confirmed.

# Appendix

## Exception Codes

<b>Exceptions</b>			
<b>AI</b> = Auto In	<b>IL</b> = In Late	<b>OC</b> = Over Charge	<b>SL</b> = Short Lunch
<b>AO</b> = Auto Out	<b>JE</b> = ECLS Error	<b>OE</b> = Out Early	<b>SO</b> = Scheduled Off
<b>BC</b> = Break Count	<b>LB</b> = Long Break	<b>OL</b> = Out Late	<b>UB</b> = Unauth. break
<b>DC</b> = Position (Dist.) Code Error	<b>LL</b> = Long Lunch	<b>OT</b> = Over Time	<b>UH</b> = Under Hours
<b>DE</b> = Org. (Dept.) Error	<b>MO</b> = Manager Override	<b>PA</b> = Print Always	
<b>IE</b> = In Early	<b>MP</b> = Missing Punch	<b>PC</b> = Punch Count	

## Badge Terminal (Time Clock) Locations

<b>ID</b>	<b>Location</b>
01	
02	
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## Absence Codes

<b>Absence Codes</b>		
<b>DFH</b> = Differed Holiday	<b>MED</b> = Medical Related	<b>SUS</b> = Suspended Related Absence
<b>FFH</b> = Family Sick FMLA	<b>OHH</b> = Other Pay Hours	<b>UFM</b> = Unpaid FMLA
<b>FNH</b> = Funeral	<b>OTE</b> = Out Early	<b>UNM</b> = Unpaid Manual
<b>FSH</b> = Family Sick Regular	<b>PFA</b> = Performance Related	<b>VAC</b> = Vacation Regular
<b>HOL</b> = Holiday	<b>PRH</b> = Personal Day	<b>VFH</b> = Vacation FMLA
<b>INL</b> =In Late	<b>SFH</b> = Sick FMLA	<b>WTH</b> = Weather
<b>JDH</b> = Jury Duty	<b>SKH</b> = Sick Regular	