Web Time Entry Tutor

For Hourly Employees Registered in UltraTime Enterprise

Certain departments and offices using the UltraTime Enterprise electronic time-keeping system allow hourly employees to use the on-line version, Web Time Entry, to record hours worked.

Remember:
- Times worked must be entered promptly and in the pay period when worked.
- All times worked during a pay period must be entered no later than noon of the Sunday following the end of the pay period.
- All times reported must be accurate. Intentionally falsifying work time is a matter of fraud and a punishable offense.

Access to the Web Time Entry version of UltraTime Enterprise requires you to use
- a PC, not a MAC, and
- the Internet Explorer browser. No other browsers are supported at this time.

You must also turn off ALL pop-up blockers. To do so,
- open Internet Explorer;
- select “Tools”; and,
- select “Pop-up Blocker Setting”.
- Under “Address of Website to allow” enter: *.nd.edu;
- select “Add”; and,
- select “Close”.

Please note: Search tools such as Yahoo or Google carry pop-up blockers. Those blockers will also interfere with access to UltraTime Enterprise.

Any access problems should be reported to Aaron Blight, 631-7101, or blight.1@nd.edu.
I. Accessing Web Time Entry

When you’ve taken care of the pop-up blockers, go to the University Portal: http://inside.nd.edu.

1. Enter your NetID and Password.
2. Click on the ‘My Resources’ tab.
3. Look for the ‘UltraTime Enterprise Channel.’

4. Select ‘Time and Attendance Reporting.’
5. Login again with your netID and Password.
II. Recording Hours on the Time Sheet Form

A. Entering Start, Stop, and Lunch Times

Your identifying information will be here:

- Name
- Notre Dame ID number
- Position Number*
- Position Description*
- e-mail address
- Phone Number

* There will be a Position Number and description for each job held.

Pay periods are from 12:01 a.m. Saturday, to midnight of the second Friday.
1. Click on the arrow next to the date field to display date options. You may select:
   - the current pay period,
   - a prior pay period, or
   - one day within the current pay period.

2. Use the scroll bar or your arrow keys (↑ ↓) to move to your choice.

3. Use a left mouse-click to select it.
4. In the ‘Start’ box, enter your start time, followed by ‘a’ or ‘p’ to indicate morning or evening. Your entry will appear in red ink.

5. Move to the ‘Stop’ box and enter the time you ended work.

6. If you stopped for lunch, enter your time as a whole number or a decimal, e.g., 1 for one hour, .5 for half an hour, .75 for three-quarters of an hour, etc.

7. Your time/pay won’t process unless you enter your Position Code. Click on the arrow next to the ‘Position’ cell to display your job codes.

8. If you have one job, the code will pop into place. If you have more than one job, use a left mouse-click to select the right one for the time entered.

9. If you choose not to proceed with an entry, use a left mouse-click on ‘Cancel’.

10. When you are satisfied with an entry and want to record it, use a left mouse-click on ‘Apply.’
If your entry registered, the data you input will have turned to black print.

The system will have calculated the total time worked for the times.

The total time worked to date during the pay period will be shown at the bottom of the form.
B. Entering Vacation and Hours (Staff Employees Only)

1. In the Absence cell, select the appropriate code from the drop-down menu.

2. In the Hours cell, enter the number of vacation hours you wish to register.

3. Tab to the Position cell and select the job code.

4. Click on ‘Apply’ to record the entry.
C. Entering Hours for Multiple Jobs or for Multiple Shifts on the Same Day

1. Go back to the ‘Start’ cell and place your cursor after the time. Click ‘Enter’.

2. A second row will appear. Enter the times as usual, but be sure to select the appropriate position code if the hours are for a different job.

3. Click ‘Apply’ to register the times.

The system will record both entries and calculate time worked at each job in order for you to receive compensation for time worked at both.
III. Correcting Entry Errors

A. Entries on the Wrong Day

1. Go to that entry and type zeros over your original entry.

2. Use a left mouse-click on ‘Apply’ to enter the correction.

The record will be removed.
B. Time Entry Errors

1. Go to the error and type in the correction time.

2. Use a left mouse-click on ‘Apply’ to enter the correction.

The time and hours will reflect the corrected entry.
IV. **Printing Time Sheets and Reports**

A. **Printing Time Sheets (for an employee with access to a printer)**

1. Click on ‘Print.’

Your time sheet will be printed just as it appears on your screen.
### B. Printing Reports

1. To view and/or print a calendar record of hours, click on the Calendar button.

2. Use the arrow buttons to move forward or backward in time.

3. Select
   - year,
   - quarter, or
   - one specific month.

4. Click on the Print button.

5. Click on the ‘X’ to return to the Time Sheet form.

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Your name will be here.
(Note: There is no data stored in the UltraTime Enterprise system prior to the University’s conversion date of July 1, 2006.)
V. Exiting Web Time Entry

A. Exiting from the Calendar Form

To exit Web Time Entry from the Calendar form, click on the ‘Exit’ button.

B. Exiting from the Time Sheet Form

To exit Web Time entry from the time sheet form, click on the ‘Exit’ button.

C. Portal Log-out

Always log out of the Portal you have finished.