	W	ebTir Fea	n tu	e Ei Ires	ntr s &	y L Fu	Jse Incl	r Scr tions	ee	en				
1 Apply	2 Can	rcel Smit	th. J	ames	Indivi	3 dual Pay	y Period	~		4 Help	5 ↓ Back	6		
Employee Web T	ime											Print		_
Name	Day	Date	√	Start	Stop	Lun	Paid	Position	√	Abs	Hours	Position	◀	7
Smith, John	Sat	01/21/2017						-						
ID: 00111222	Sun	01/22/2017						<u> </u>						
Status: B	Mon	01/23/2017						_						
\$9999900 -	Tue	01/24/2017						-						
PayrollDept-	Wed	01/25/2017						-						
Clerk	Thu	01/26/2017						-						
	Fri	01/27/2017						-						
Jsmith														
_	Sat	01/28/2017						<u> </u>						
SS 574 000 0000	Sun	01/29/2017						<u> </u>						
5/4-888-8888	Mon	01/30/2017						<u> </u>						
	Tue	01/31/2017						<u> </u>						
	Wed	02/01/2017						<u> </u>						
	Thu	02/02/2017						<u> </u>						
	Fri	02/03/2017						_						
Total														

1. Apply: Saves any entries, additions, deletions or edits you have made

- -

- 2. Cancel: Cancels an action you are about to enter
- 3. Help: User manual
- 4. Back: Returns you to the main self-service page
- 5. This is a drop-down of the pay periods; you may view the current pay period, the two prior pay periods or individual days
- 6. Print: This will print your time sheet should you need a paper copy
- 7. 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 = Supervisor has confirmed the hours; additional hours may be entered but no changes can be made to the hours that have been confirmed. If you need to make a change to existing hours contact your Supervisor
 - Green lock = Supervisor has locked the locked the hours; no edits or additions can be made
 - Green lock with checkmark = Hours are confirmed and locked
 - Yellow Lock = Hours are locked by Payroll, no further additions or edits allowed by Supervisors

- Start & Stop: Time in and out for the day. Lunch = time taken for lunch (cannot exceed 1.0 hr)
- Paid: Total hours worked for that day
- 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 her as they are not eligible.

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.

Employee Web T	ime									l	Print
Name	Day	Date	√ Start	Stop	Lun	Paid	Position	V N	bs	Hours	Position
Smith, John	Sat	01/07/2017	_	-		-		_		-	
ID: 00111222	Sun	01/08/2017	8.004	T.000	1.00			-	-	-	
Status: B	Mon	01/09/2017	8:00A	5:00P	1.00	8.00	59196100	_	-		
S9999900 - PayrollDept-	-		8:00A	5:00P	1.00	8.00	C0106100 *			Т	otal hours for week #1
Clerk	Tue	01/10/2017	0.004	0100F	4.00	0.00			1	-	
			8:00A	5:00P	1.00	8.00	59196100	1	-	2 2	Absence bours only
Jamith	Wed	01/11/2017				-		/			
C 11 444 4444	Record	-	7:00A	6:30P	1.00	10.50	59196100 -				the blue section –
574-000-0500	Thu	01/12/2017		1		2	1				employee selected
			7:00A	9:00A	0.00	2.00	591961/0				code VAC (vacatior
	Fri	01/13/2017	4:00P	7:30P	0.00	3.50	59196100				from the drop-dow
						3					menu under the Δh
				-		40.00		-	-		
	Sat	01/14/2017								-	column and entere
	Sun	01/15/2017						-		-	lump-sum total of
	Mon	01/16/2017	8:00A	5:00P	1.00	8.00	59196100	_	-4	-	hrs.
			0.004	5.000	1.00	0.00		_	-4	-	
	Tue	01/17/2017	0:00A	5:00P	1.00	8.00	59196100	-	-4		NOTE: Students
	-		8-004	5.000	1.00	8.00	C0106100 ¥	-	-	-	should never have
	Wed	01/18/2017	0.000	21005	1.00	0.00		-		-	hours entered in th
tal hours for week			8:00A	5:00P	1.00	8.00	59196100		-		section
	Thu	01/19/2017	_					-	-	¥ I	Section
	100	1100-00			1	-		VAC		8.00	59196100
	Fri	01/20/2017					•				
tal hours for the pay	norio					32.00				8.00	
tai nours for the pay	peno	u 📃				72.00				8.00	K

for the pay period

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 behalf of their employees should be done on an exception basis only.

To record hours enter the time <u>IN</u> under the <u>Start</u> column and the time <u>OUT</u> under the <u>Stop</u> 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 <u>no space</u> 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 positon must be selected from the drop-down menu, if an employee has only one active position the position will automatically default.

Day	Date	1	Start	Stop	Lun	Paid	Position	~	Abs	Hours	Position	
Sat	01/07/2017	T	1	1		1		-				-
Sun	01/08/2017							•				•
		T	8:00A	4:30P	0.50	8.00	\$9805800	-				•
Mon	01/09/2017							•				•
-		1	7:55A	4:25P	0.50	8.00	\$9805800	•				•
Tue	01/10/2017							•	-	•		•
			7:50A	4:20P	0.50	8.00	\$9805800	-		•		•
Wed	01/11/2017							•				•
	S IS S STORE	1	7:45A	4:15P	0.50	8.00	\$9805800	•				•
Thu	01/12/2017							-		•		•
			8:08A	4:38P	0.50	8.00	59805800	•		•		•
Fri	01/13/2017							•				•

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			1.	1	1 3	3	
Sun	01/08/2017						1) Entor	r hours & thon right click
Mon	01/09/2017		8:00a	5:00p	1.0	-	I) Linter	nours & then right thek
Tue	01/10/2017		8:00a	5:00p	1.0			
Wed	01/11/2017	1	8:00a	5:00p	1.0		3) Place	e curser on each day you wish
Thu	01/12/2017		8:00a	5:00p	1.0		copy ho	ours, right click & when finishe
Fri :	01/13/2017		8:00e	5:00p	1.0	\supset	click ap	ply to save the entry
Click	OK 2017	1	Message	ton estimat				
Mon	01/16/2017							
	01/17/2017				CR.			
Tue	04/11/2011						and the second se	States of the second se
Tue Wed	01/18/2017			p				
Tue Wed Day	01/18/2017 Date	√	Start	Stop	Lun	Paid	Position $$	Abs Hours Position
Tue Wed Day Sat	01/18/2017 01/18/2017 Date 01/07/2017	√ 	Start	Stop	Lun	Paid	Position \checkmark	Abs Hours Position
Day Sat Sun	01/18/2017 Date 01/07/2017 01/08/2017	✓ 	Start	Stop	Lun	Paid	Position V	Abs Hours Position
Day Sat Sun Mon	01/18/2017 01/18/2017 01/07/2017 01/08/2017 01/09/2017	✓ ■	Start 8:00A	Stop 5:00P	Lun 1.00	Paid 8.00	Position √	Abs Hours Position
Day Sat Sun Mon	01/18/2017 01/18/2017 01/07/2017 01/08/2017 01/09/2017	✓ •	Start 8:00A 8:00A	Stop 5:00P 5:00P	Lun 1.00 1.00	Paid 8.00 8.00	Position ✓ U9921502 ✓ U9921502 ✓ U9921502 ✓	Abs Hours Position V V V V V V V V V V V V V V V V V V V V V V
Tue Wed Sat Sun Mon Tue	01/13/2017 01/18/2017 01/07/2017 01/08/2017 01/09/2017 01/10/2017		Start 8:00A 8:00A	Stop 5:00P 5:00P	Lun 1.00 1.00	Paid 8.00 8.00	Position ✓ U9921502 → U9921502 → U9921502 ↓ U9921502 ↓ U9921502 ↓ U9921502 ↓	Abs Hours Position
Tue Wed Sat Sun Mon Tue	01/17/2017 01/18/2017 01/07/2017 01/08/2017 01/09/2017 01/10/2017	✓	Start 8:00A 8:00A 8:00A	Stop 5:00P 5:00P 5:00P	Lun 1.00 1.00 1.00	Paid 8.00 8.00 8.00	Position ✓ U9921502 ✓ U9921502 ✓ U9921502 ✓ U9921502 ✓	Abs Hours Position
Tue Wed Sat Sun Mon Tue Wed	Date 01/19/2017 01/07/2017 01/08/2017 01/09/2017 01/10/2017 01/10/2017 01/11/2017		Start 8:00A 8:00A 8:00A	Stop 5:00P 5:00P 5:00P	Lun 1.00 1.00 1.00	Paid 8.00 8.00 8.00	Position √ U9921502 ↓ U9921502 ↓ U9921502 ↓ U9921502 ↓ U9921502 ↓	Abs Hours Position Hours Position Hours Position Hours Position Hours atter hours are applied
Tue Wed Sat Sun Mon Tue Wed	Date 01/19/2017 01/07/2017 01/08/2017 01/09/2017 01/10/2017 01/11/2017 01/11/2017		Start 8:00A 8:00A 8:00A 8:00A 8:00A	Stop 5:00P 5:00P 5:00P 5:00P	Lun 1.00 1.00 1.00 1.00	Paid 8.00 8.00 8.00 8.00	Position ✓ U9921502 ↓ U9921502 ↓ U9921502 ↓ U9921502 ↓ U9921502 ↓ U9921502 ↓	Abs Hours Position Hours Position Hours Position Hours are applied Hours are applied
Tue Wed Sat Sun Mon Tue Wed Thu	Date 01/19/2017 01/07/2017 01/08/2017 01/09/2017 01/10/2017 01/11/2017 01/12/2017		Start 8:00A 8:00A 8:00A 8:00A	Stop 5:00P 5:00P 5:00P 5:00P	Lun 1.00 1.00 1.00 1.00	Paid 8.00 8.00 8.00 8.00	Position V V V V V V V V V V V V V	Abs Hours Position Hours Position Ho
Tue Wed Sat Sun Tue Wed Thu	Date 01/18/2017 01/07/2017 01/08/2017 01/09/2017 01/10/2017 01/11/2017 01/12/2017		Start 8:00A 8:00A 8:00A 8:00A 8:00A	Stop 5:00P 5:00P 5:00P 5:00P 5:00P	Lun 1.00 1.00 1.00 1.00 1.00	Paid 8.00 8.00 8.00 8.00 8.00 8.00	Position Position	Abs Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position Hours Position

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					-
Mar	01/00/2017	10:00A	5:00P	1.00	6.00	U9921502 💌
Mon	01/09/2017					

Enter correct time

Day	Date	\checkmark	Slart	Stop	Lun	Paid	Position
Sat	01/07/2017						
Sun	01/08/2017						
	01/00/0017		8:00A	5:00P	1.00	8.00	U9921502
Mon	01/09/2017						

Highlight incorrect entry

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

Click Apply to save correct start time

Day	Date	Start	Stop	Lun	Faid	Position
Sat	01/07/2017					
Sun	01/08/2017					Ŀ
	04 (00 (0047	8:00a	5:00P	1.00	6.00	U9921502
Mon	01/09/2017					

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

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

Day	Date	<u>– на</u>	Start	stop	on wron	g day	Position
C-10	01/14/2017		8.00A	STOOP	1.00	8.00	59196100
Set	01/14/201/						
Sun	01/15/2017						2
Mon	01/16/2017	1	2 3	10 3			
Tue	01/17/2017						
Wed	01/18/2017						-
Thu	01/19/2017		1				
Fri	01/20/2017	2	12	12			
		_				8.00	

Enter the stop time the same time as the start time

Day	Date	1	Start	Stop	Lun	Paid	Positio	•
C ++	01/14/2017	1.3	8:00A	8:004	1.00	8.00 s	9196100	-
281	01/14/2017	1	-	10 II.	2		1	-
Sun	01/15/2017						ļ.	
Mon	01/16/2017	1			1 1			-
Tue	01/17/2017	1	1					z
Wed	01/18/2017	1						
Thu	01/19/2017							*
Fri	01/20/2017							Ξ
N	1			1	8	8.00		

Highlight the stop time

Day	Date	~	Start	Stop	Lun	Paid	Position
2			8:00A	5:005	1.00	8.00	59196100 💌
Sat	01/14/201/						
Sun	01/15/2017						
Mon	01/16/2017		1			1	
Tue	01/17/2017			1	0		
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017	1	1				
3	2			1	S	8.00	6

Click Apply and the record will be deleted

Day	Date	1	Start	Stop	Lun	Paid	Position
Sat	01/14/2017	$\boldsymbol{<}$) 🗉
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						•
Wed	01/18/2017						
Thu	01/19/2017				9		
Fn	01/20/2017				<u> </u>		
				-			

To delete hours entered under the ABS columns, enter a 0 under the Hours column and click apply: . . Highlight the incorrect hours Replace hours with a zero

Incorrect nours										
Abs		Hours	Position							
	⊡		-							
	•		-							
INH	•	8.00	S9196100 💌							
	⊡		☑							
	-		_							

1151112	,		incer not				
Ab	5	Hours	Positio	Position			
	⊡			•			
	•		/				
INH	⊡	8.00	S919610	0 🔽			
	▪			•			
	-			-			

Ab	5	Hours	Positi n
	•		
	⊡		
INH	•	0	S9196100 💌
	•		
	•		-

Click apply to delete

Abs	Hours	Position
•		•
•		
$\overline{}$		
•		•
•		•

Procedures and Deadlines

Supervisors must review and confirm their employee's hours by 9:00 am on Monday morning following the end of the pay period. It is essential to enter your hours in a timely manner and allow your Supervisor sufficient time to review and confirm the hours by the deadline. Once the hours are confirmed, you are not able to edit the hours, however, you are able to add additonal hours until the lock feature is applied. The green checkmarks in the \vee column indicates the hours have been confirmed by your Supervisor; conact your Supervisor should you need to make changes to the confirmed hours.



The green lock in the V column indicates the hours are locked and no edits or additions can be made by the employee; if you have changes, contact your Supervisor. Payroll will also apply a system-wide lock at 9:00am on Monday following the end of the pay period to lock out all employees. *Please note the hours cannot be locked until the payroll period is complete which is 12:00 am on Saturday morning following the end of the pay period*.

Day	Date		Start	Stop	Lun	Paid	Position		Abs	Hours	Position
Sat	01/07/2017	Ν					·]	-		•
Sun	01/08/2017	Γ					-]	-		•
	01/00/2017	۵	8:00A	5:00P	1.00	8.00	S9196100 💌]	-		-
Mon	01/09/2017						-]	-		•
-	01/10/2017	6	8:00A	5:00P	1.00	8.00	59196100 🗷]	-		-
Tue	01/10/2017						-]	-		-
		6	8:00A	5:00P	1.00	8.00	S9196100 💌]	-		-
wed	01/11/2017						-	1	-		-
-	04 (40 (0047	6	7:00A	6:30P	1.00	10.50	59196100 🗷]	-		-
110 01/12/2017	01/12/2017						-]	-		-
		6	7:00A	9:00A	0.00	2.00	59196100 💌		-		-
Fri	01/13/2017	8	4:00P	7:30P	0.00	3.50	S9196100 💌]			-
		NT						1			

After the hours have been both locked and confirmed for the pay period, the \vee column will show a green lock with a black checkmark. Employees cannot make any changes, however Supervisors still have access so contact your Supervisor should you have any changes.

Day	Date	V	Start	Stop	Lun	Paid	Position		Abs	Hours	Position	
Sat	01/07/2017	Γ						-				
Sun	01/08/2017							-	•		•	
Mon 01/0			8:00A	5:00P	1.00	8.00	\$9196100	-			•	
	01/09/2017							•				
_			8:00A	5:00P	1.00	8.00	59196100	-			•	
Tue	01/10/2017			1				-				
	01/11/2017			8:00A	5:00P	1.00	8.00	59196100	-	•		
Wed								•			•	
			7 00A	6:30P	1.00	10.50	59196100	•			•	
Thu	01/12/2017		1	1				•				
		3	:00A	9:00A	0.00	2.00	59196100	-			*	
Fri	01/13/2017		4:00P	7:30P	0.00	3.50	\$9196100	•	•			
		-	**					and the second se			and the second se	

Payroll will apply a second system-wide lock at approximately 10:30 am on Monday following the end of the pay period. 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	_ √	Star	Stop	Lun	Paid	Position	Abs	Hours	Position	
Sat	01/07/2017	16									
Sun	01/08/2017	6									
Mon	01/09/2017	6	A0038	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	6	8 00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	A	8 00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	A	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	6	7:00A	9:00A	0.00	2.00	S9196100			D	we are condensed
	01/13/201/	6	4:00P	7:30P	0.00	3.50	S9196100				Jws are condensed,
						40.00					blank rows have
Sat	01/14/2017	6						(
Sun	01/15/2017	6									been deleted
Mon	01/16/2017	A	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/17/2017	6	8 00A	3:30P	0.50	7.00	S9196100				
Wed	01/18/2017	8	7 00A	5:00P	1.00	9.00	S9196100				
Thu	01/19/2017	6	A00:8	5:00P	1.00	8.00	S9196100				
Fri	01/20/2017	6	8:00A	5:00P	1.00	8.00	S9196100	/			
		N				40.00					
						80.00					