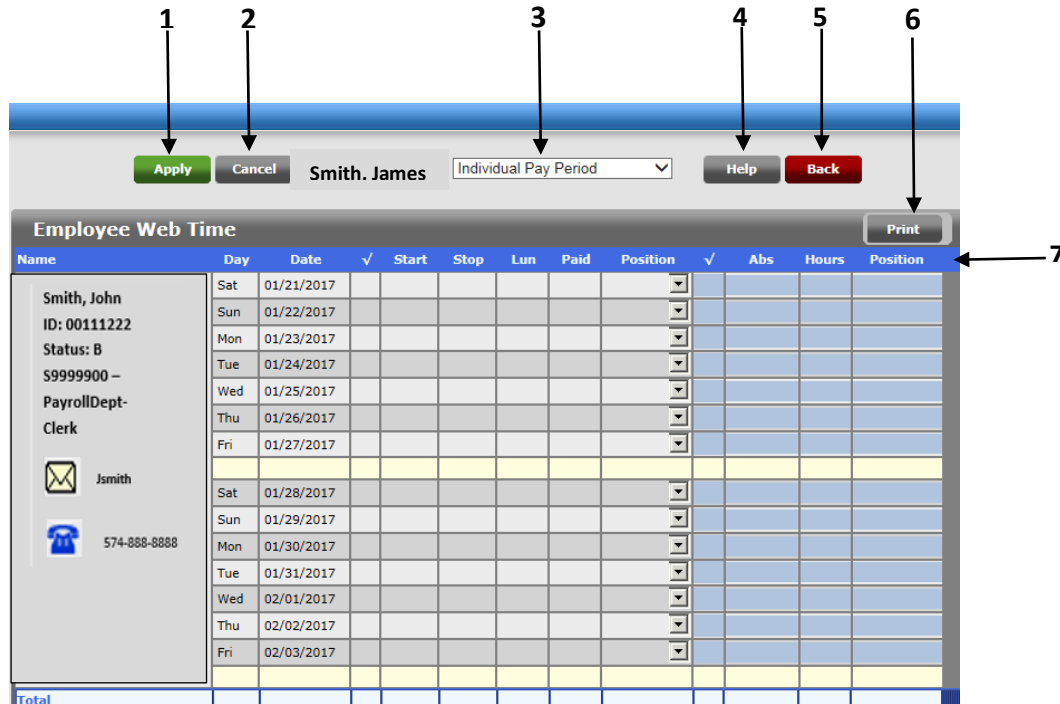
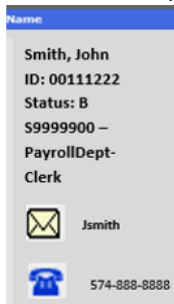






# WebTime Entry User Screen Features & Functions



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 here 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 Time**

Apply Cancel Smith, James Individual Pay Period Help Back

Print

Name	Day	Date	Start	Stop	Lun	Paid	Position	Abs	Hours	Position	
Smith, John ID: 00111222 Status: B 59999900 – PayrollDept- Clerk Jsmith 574-888-8888	Sat	01/07/2017									
	Sun	01/08/2017									
	Mon	01/09/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Tue	01/10/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Wed	01/11/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Thu	01/12/2017	7:00A	6:30P	1.00	10.50	S9196100				
	Fri	01/13/2017	7:00A	9:00A	0.00	2.00	S9196100				
			4:00P	7:30P	0.00	3.50	S9196100				
						40.00					
	Sat	01/14/2017									
	Sun	01/15/2017									
	Mon	01/16/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Tue	01/17/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Wed	01/18/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Thu	01/19/2017	8:00A	5:00P	1.00	8.00	S9196100				
	Fri	01/20/2017							VAC	8.00	S9196100
							32.00			8.00	
							72.00			8.00	

**Total hours for week #1**

**Absence hours only in the blue section – employee selected code VAC (vacation) from the drop-down menu under the Abs column and entered lump-sum total of 8 hrs.**

**NOTE: Students should never have hours entered in this section**

**Total hours for week**

**Total hours for the pay period**

**Total absence hours for the pay period**

## Entering, Editing and Deleting Hours

**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 IN under the Start column and the time OUT under the Stop 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 no space 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 position must be selected from the drop-down menu, if an employee has only one active position the position will automatically default.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017		8:00A	4:30P	0.50	8.00	S9805800				
Tue	01/10/2017		7:55A	4:25P	0.50	8.00	S9805800				
Wed	01/11/2017		7:50A	4:20P	0.50	8.00	S9805800				
Thu	01/12/2017		7:45A	4:15P	0.50	8.00	S9805800				
Fri	01/13/2017		8:08A	4:38P	0.50	8.00	S9805800				

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										
Sun	01/08/2017										
Mon	01/09/2017		8:00a	5:00p	1.0						
Tue	01/10/2017		8:00a	5:00p	1.0						
Wed	01/11/2017		8:00a	5:00p	1.0						
Thu	01/12/2017		8:00a	5:00p	1.0						
Fri	01/13/2017		8:00a	5:00p	1.0						

1) Enter hours & then right click

3) Place cursor on each day you wish to copy hours, right click & when finished click apply to save the entry

2) Click OK

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017		8:00A	5:00P	1.00	8.00	U9921502				
Tue	01/10/2017		8:00A	5:00P	1.00	8.00	U9921502				
Wed	01/11/2017		8:00A	5:00P	1.00	8.00	U9921502				
Thu	01/12/2017		8:00A	5:00P	1.00	8.00	U9921502				
Fri	01/13/2017		8:00A	5:00P	1.00	8.00	U9921502				
						40.00					

4) Time sheet will look like this after hours are applied

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

**Highlight incorrect entry**

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

**Enter correct time**

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

**Click Apply to save correct start time**

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/07/2017						
Sun	01/08/2017						
Mon	01/09/2017		8:00a	5:00P	1.00	6.00	U9921502

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

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

**Incorrect entry – Hours entered on wrong day**

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017		8:00A	5:00P	1.00	8.00	S9196100
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017					8.00	

**Highlight the stop time**

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017		8:00A	5:00P	1.00	8.00	S9196100
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017					8.00	

**Enter the stop time the same time as the start time**

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017		8:00A	8:00A	1.00	8.00	S9196100
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017					8.00	

**Click Apply and the record will be deleted**

Day	Date	✓	Start	Stop	Lun	Paid	Position
Sat	01/14/2017						
Sun	01/15/2017						
Mon	01/16/2017						
Tue	01/17/2017						
Wed	01/18/2017						
Thu	01/19/2017						
Fri	01/20/2017						

To delete hours entered under the ABS columns, enter a 0 under the Hours column and click apply:

**Incorrect hours**

Abs	Hours	Position
INH	8.00	S9196100

**Highlight the incorrect hours**

Abs	Hours	Position
INH	8.00	S9196100

**Replace hours with a zero**

Abs	Hours	Position
INH	0	S9196100

**Click apply to delete**

Abs	Hours	Position

## 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 additional hours until the lock feature is applied. The green checkmarks in the ✓ column indicates the hours have been confirmed by your Supervisor; contact your Supervisor should you need to make changes to the confirmed hours.

Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	✓	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	✓	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	✓	7:00A	9:00A	0.00	2.00	S9196100				
			4:00P	7:30P	0.00	3.50	S9196100				

The green lock in the ✓ 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										
Sun	01/08/2017										
Mon	01/09/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	🔒	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	🔒	7:00A	9:00A	0.00	2.00	S9196100				
		🔒	4:00P	7:30P	0.00	3.50	S9196100				

After the hours have been both locked and confirmed for the pay period, the ✓ 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	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	🔒	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	🔒	7:00A	9:00A	0.00	2.00	S9196100				
		🔒	4:00P	7:30P	0.00	3.50	S9196100				

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	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Sat	01/07/2017										
Sun	01/08/2017										
Mon	01/09/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/10/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Wed	01/11/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Thu	01/12/2017	🔒	7:00A	6:30P	1.00	10.50	S9196100				
Fri	01/13/2017	🔒	7:00A	9:00A	0.00	2.00	S9196100				
		🔒	4:00P	7:30P	0.00	3.50	S9196100				
Sat	01/14/2017					40.00					
Sun	01/15/2017										
Mon	01/16/2017	🔒	8:00A	5:00P	1.00	8.00	S9196100				
Tue	01/17/2017	🔒	8:00A	3:30P	0.50	7.00	S9196100				
Wed	01/18/2017	🔒	7:00A	5:00P	1.00	9.00	S9196100				
Thu	01/19/2017	🔒	7:00A	5:00P	1.00	8.00	S9196100				
Fri	01/20/2017	🔒	7:00A	5:00P	1.00	8.00	S9196100				
						40.00					
						80.00					

Rows are condensed, blank rows have been deleted