

UltraTime Staff & Student FAQs

What is UltraTime?

UltraTime is the University's automated time and attendance tracking system for all hourly non-exempt employees including students. Hours may be recorded using a time clock where the employee/student swipes their University-issued ID card through a time clock or via WebTime where the employee enters their hours on-line. The method of time keeping varies by department and it is up to each department to inform their employees & students how to record their hours. While WebTime users will have access to enter their hours worked on-line, time clock users have the ability to view their punches only.

How do I access the system?

To access the UltraTime system, search UltraTime on [InsideND](#) and select the UltraTime Website task. Be sure to add this task to your favorites to allow for easy access in the future. Prior to accessing the system, you will need to take the following steps to add UltraTime as a trusted site in order to allow the pop-up windows to function correctly:

Tools Menu - Internet Options – Security – Trusted Sites – click on the Sites button and add https://UltraTime.nd.edu in the website zone field -click the Add button.

What do I need to do to get set-up to record my hours?

Provided your department has completed all the necessary steps to hire you, and has done so by the deadlines outlined on the [Bi-Weekly Payroll Schedule](#), your record will automatically download to UltraTime the day before the end of they pay period (Thursday) at the latest. Hours will need to be manually tracked until your record has downloaded at which point WebTime users are able to enter hours on-line starting with beginning of the pay period; time clock users can start swiping the clock to record hours and their Supervisor is responsible for entering hours worked prior to the job record downloading into UltraTime.

When are the deadlines?

Please refer to the Bi-Weekly Payroll Schedule on the UltraTime Website for information regarding the deadlines, pay periods and pay dates.

What are my responsibilities as a WebTime User?

It is your responsibility to record your hours worked accurately and in a timely manner. Eligible full and part time staff employees are also responsible for entering their paid-time off such as vacation, incidental and holiday hours. Supervisors must confirm (approve) hours for their employees and students by the 9:00am deadline on Monday following the end of the pay period. You should have your hours entered well before the deadline to allow your Supervisor ample time to review and confirm hours. Your Supervisor has the ability to lock WebTime when the pay period comes to an end at 12:00am on Saturday morning which will prevent any additional entries or edits from being made. You should communicate directly with your Supervisor as to when they expect your hours to be entered as well as when they typically lock the system. Payroll also applies a system-wide lock at 9:00am on Monday's following the end of the pay period.

What if I forget to enter my hours?

You will receive an automated email reminder every other Friday reminding you it is the end of the pay period and to enter your hours in WebTime if you haven't already done so. If you do forget or not able to enter your hours, please see below.

I worked hours in a previous pay period but they were not entered, what should I do to ensure I am paid for these hours?

Hours worked in a previous pay period cannot be combined with hours worked in the current pay period and must be submitted to Payroll on a [Non-Exempt Payroll Adjustment Form](#) for manual entry. Because prior pay hours require manual entry by Payroll, please make every effort to ensure you are recording your hours worked accurately and in a timely manner to reduce the need for paper forms and manual entry.

Is there a manual on how to use the system?

Yes, a [WebTime manual for employees/students](#) is located on the UltraTime Website in addition other UltraTime-related forms and educational materials.

Can I access the system from off-campus or on my phone?

Yes, however, if accessing the system from your phone your view will not be sized correctly making it difficult to navigate.

For additional information please visit the UltraTime Website on [InsideND](#).