

UltraTime: Adding Hours for an Employee

Sometimes you may need to add or edit time worked for an employee. This may happen if they are out of the office and cannot access the system, or if it is past the point in the payroll process that employees are locked out and they cannot do it themselves.

Adding Hours for an Employee

- When you are in the **Hours** tab, **click** on the cell for the appropriate day. Enter the following information in the fields of the row labeled **New**.

- Enter the **Start Time** and **Stop Time**. These can be entered in military or regular time. If using regular time, you must indicate '**am**' or '**pm**'.
- Click in the **Position** field and press the **Tab** key. If the employee has only one position, this information will fill in automatically. If the employee has more than one position, a drop down menu will appear for you to select the proper position code.
- If the employee took a lunch break, this is entered as the **Lunch Deduction**. Please note there must be a **minus sign** entered in front of the time in order to deduct that time. Also, the amount of time is entered in hours and hundreds format. For example: **-0.25** = 15 minutes, **-1.00** = 1 hour
- It is best practice to enter a **Comment** of why you are entering the hours instead of the employee in case there is any question regarding the entry.

- When you are finished, click **Apply** or press **Enter** to record the time. **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.

Global Time Entry for Multiple Employees

The **Global** 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 Global feature.

When clicking on the **Global** feature, a box as shown below will appear:

- The Global feature defaults with **all current employees** in your view. You can select specific employees two ways:

a. Selecting from the Global box

- In the global 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.

b. Tagging

Before clicking on the Global feature, **right click** the mouse on the **name of the employees** that you want to multi-punch. Their name will be highlighted in **green**.

After you have selected the employees, **click on the Global** button and the box will identify how many tagged records there are.

- Select whether the punch will be an **in** or **out punch**.
- Choose the **date** on which the punch should occur.
- Enter in the **appropriate time**.
- If it is an **in punch**, enter the **amount of time** they will be working.
- Select **OK**.