

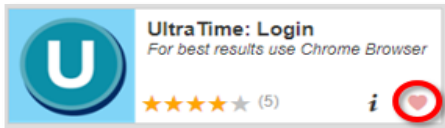
# UltraTime: Employee Login, Main Menu and Time Entry Features & Functions

## Accessing UltraTime Employee Login

1. Log in to InsideND.nd.edu and search for **ultratime** in the search bar.



2. Click on **UltraTime: Login**. **TIP:** Save this as a favorite.

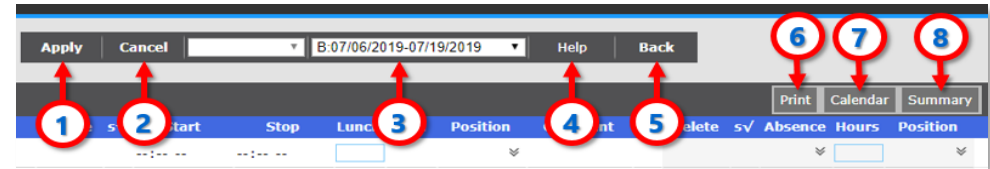


## Employee Main Menu Screen Overview



1. **Balances:** Shows your balances of **Vacation** and **Incidental** time used and available for the pay period.
2. **Time Off:** Takes you to the screen to **view** or **request time off**. This may be used for Vacation, Incidental, Personal, Holiday, etc.
3. **Punches:** Shows you your recent **time punches** and **paid hours** for the last week. Included are the Date, Start Time, Stop Time, Position, Elapsed Hours, Adjusted (Lunch) Hours, and Paid Hours.
4. **Time Entry:** Takes you to the screen where you **log your hours worked**.
5. **Prev. Pay:** Show the **total hours per day** earned on your **last pay check**.
6. **Schedule:** If you work in a **position that has a schedule**, it shows you your schedule for the next 7 days. NOTE: If you do not have a schedule for your position, it shows "OFF" for the days.

## Time Entry Screen Overview



1. **Apply:** This will **update** any additions, deletions, or edits you made to a record. Hitting the **Enter** key will perform the same function.
2. **Cancel:** This **clears** any additions or edits that you are about to enter.
3. **Pay Period Section:** This selects the pay period or dates that are being shown.  
**B:** Current pay period, **(-1)** is the last pay period, **(-2)** is two pay periods prior.  
**NOTE:** You may only add or edit time on the current pay period.
4. **Help:** Brings you to the **UltraTime Educational Materials** section of website.
5. **Back:** This brings you back to the **Main Menu**.
6. **Print:** Prints the record shown on your screen.
7. **Calendar:** This will take you to the full year calendar **Time Off** screen where you can enter time off in the future beyond the current pay period.
8. **Summary:** Shows the current summary of **Vacation** and **Incidental** balances.



1. **Day and Date:** Day and date of the week.
2. **Delete:** Once time is entered, a check box appears to remove it if needed.
3. **s/v:** This tells you the status of the time record.
4. **Start and Stop:** Employee's start and stop time.
5. **Lunch:** Time deducted for a lunch or break.
6. **Paid:** Total hours worked for this record. (This is automatically calculated.)
7. **Position:** Identified where your hours will be charged.
8. **Comment:** You can enter a short comment regarding your time.

**The entry fields shaded in grey are for absences.**

9. **Delete and s/v:** These act the same as for the time entry.
10. **Absence:** Drop down to select your absence code.
11. **Hours:** Enter the number of hours of the absence for that day.
12. **Position:** Drop down for the position that the absence is to be charged to.