

UltraTime: Reviewing Worked Hours in UltraView

1. From the main menu, select **UltraView**.



2. Your screen will show your employees listed, with the **current week** and **two prior weeks** of hours.

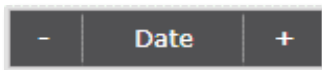
Employee	Mon	Tue	Wed
Webtime, Wendy J 900000004	8:52 90	7:52 90	7:59 90
Student, Stanley P 900000001	(1:43)	2:08 90	(4:58)
Timeclock, Timothy A 800000001	8:00 90	8:00 90	8:00 90

3. If you approve more than 10 employees, use the **arrows** at the **upper right** of the screen to toggle through the pages. To find a specific employee, use the **Locate** button and type their **last name** after **SEEK**.

TIP: If you make the **Employee Count** in your settings more than **25**, it will significantly **slow down** the loading time!



4. If you need to see a different week than what is in your view, use the **+** or **-** signs to move forward or backwards, or click on the **Date** button to enter a **specific date**.



5. The **Hours Tab** is where you go to review and confirm your employee's hours and absences. On the **upper left** side of the screen there are three columns;

- ① **Employee Name**,
- ② **Total** and
- ③ **Confirm**.

Employee Name	Total	Confirm
① Webtime, Wendy J 900000004	H:31.45 A 8 ②	③
	H:23.92 A 16	

① Click on the cell with the **Employee Name** and **NDID number** and a window pops up that gives basic **Personal Information**, **Schedule Information** and **Benefit Accrual Information** (if applicable).

Personal Information

Name: Webtime, Wendy J
 Number: 354620
 Status: B
 Pay Code: F
 Differential:
 Telephone: (555) 321-1234
 Hired: 1/1/1993

Schedule Information

Crew Code: [v]
 Start Grace: 10
 End Grace: 10
 Rotating Group: <empty>
 Rotating Week: 0

Benefit Accrual Information

Code	Balance	As Of	Used/Pend	Avail
INC	77.50	03/01/2019	2.00	75.50
VAC	30.80	03/01/2019	10.00	20.80

② Click on the cell in the **Total** column where the totals are listed and a window pops up with a **summary of hours**. If the employee has any **Pending** or **Denied Absences**, you will see these listed separately.

Close

Webtime, Wendy J
Hours 04/13/2019 to 04/19/2019

Your Hours

Type	Position	Description	Total
Hours	S9865500	ActsPay-Compliance Assistan	24.00
HOL	S9865500	ActsPay-Compliance Assistan	8.00
Total			32.00

Pending / Denied Absences

Status	Type	Position	Description	Total
P	VAC	S9865500	ActsPay-Compliance Assistan	2.00
Total				2.00

If the employee has **more than one job**, you will also see those hours listed under **Other Supervisor Hours**.

Close

Student, Stanley P
Hours 04/06/2019 to 04/12/2019

Your Hours

Type	Position	Description	Total
Hours	U9972302	Youth Prg-Student Employee	7.50
Total			7.50

Other Supervisor Hours

Type	Position	Description	Total
Hours	U9940000	OffstDisab-Student Employee	6.00
Total			6.00

③ If your employee has entered their hours correctly and there are not any pending absences, you may now **confirm the time for the entire week** with one click of the **red check mark**.

Employee Name	Total	Confirm	Sat
Webtime, Wendy J 900000004	H:31.45 A 8	③	25
	H:23.92 A 16		10