UltraTime Newsletter - May 2023

Each month we will explore different aspects of UltraTime and how to best utilize it for your needs. There will be tips & tricks for every supervisor so read on to learn something new!

Employee Absences in UltraView

Why can't approving employee absences be simpler?

Approving employee absences/time off in UltraTime is not as simple as confirming worked hours. There are a couple of reasons for this:

- Employees need to have sufficient time available in their leave banks for vacation and incidental, so there is an extra step required to approve these requests.
- University paid holidays don't require a formal request and approval; however, supervisor confirmation is still necessary to ensure the correct hours were entered based on the employee's work schedule.

Here are a few tips that may help make approving these hours easier.

1. Take care of all yellow highlights first on the Absences tab.

Any dates highlighted yellow indicate a pending absence that needs to be approved or withdrawn. The red circle that confirms worked hours will not work for absences. First, click on the Absences tab in the upper left corner to confirm/withdraw the hours, then when you go back to the Hours tab, the red circle will be available to confirm the remaining worked hours.

Click here for instructions on how to use the **Absences Tab in UltraView** with either a PC or Mac.

2. Use the "Pending Absence Requests" feature to approve multiple absences.

Using this calendar view can be beneficial if you have several employees with absences on a single day, such as a holiday, or an employee with multiple days of absences.

Click here for instructions on using the **Pending Absence Requests for Multiple Absences**.
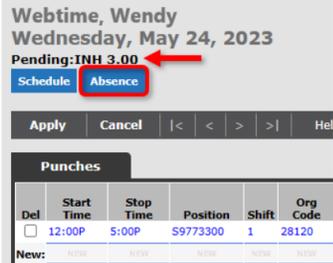
3. Toggle from the Time Entry window on the Hours tab to Absences.

If you are in the time entry window on the Hours tab and you need to access an absence for the same day, all you need to do is click on the Absence button to toggle to that page.

If the employee has an absence entered for the day, it will be listed just above the Absences button.

There are additional Quick Resource Guides and short videos on the UltraTime Website in the **Educational Materials** section under **Supervisors - Absences**.

For Supervisors and Originators of Student Employees

May 26, 2023 was the End Date for Academic Year Hourly Jobs

Academic Year 22/23 student jobs automatically **terminated in UltraTime effective 5/26/23**.

If your student employee will be continuing their work past 5/26/23, a **NEW** student job needs to be set up with a **Start Date of 5/27/23** to avoid any lapse in pay.

Originator Training Opportunity - June 16 from 10:30 am to 12 pm

Student Employment is offering a training session to educate originators on the Student Employment process and help answer general frequently asked questions.

Everyone involved in the Student Employment process is welcome to register through eNDeavor. Search for "Student Jobs Training Session."

Please contact **Student Employment** if you have any questions or need additional information.

Summer Break is here, and so is Vacation Season. . .

We ask that all supervisors have at least one **backup approver** when they are out of the office or not available during payroll processing.

If you know you will be out of the office on Monday or Tuesday of an hourly pay week, please make sure your backup has been notified and is prepared to step in.

Check the **2023 Bi-Weekly Payroll Schedule** for deadline dates.

*To verify, add, or change your backup approvers, email **ultratime@nd.edu.***

** Quick Tip**
Past Issues of the UltraTime Newsletter are Now Available

In case you didn't have time to read a past issue, or if would like a refresher on a topic previously covered, you will find all past newsletters on the **UltraTime Educational Materials** page. Click on the link at the top of the page to navigate to the previous issues.

Click on the link to the **Table of Contents** to see topics covered in each issue.
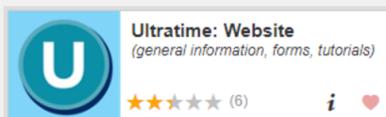
UltraTime User Guide

The **UltraTime User Guide** is available on the UltraTime Website under **UltraTime Educational Materials** in the Supervisor section and in UltraView under the Help button.

We hope you found something useful in this newsletter. If you have any questions, ideas, or suggestions for topics you would like to see, please email **ultratime@nd.edu**.