

*If you are a full-time or temp/on call employee who is required to report absences,*

- Be sure either you or your supervisor (depending on your department policy) enter hours you were absent and select the appropriate reason code.

*If you make a mistake entering your hours:*

- Go to the incorrect time and type over it. For example, you entered the stop time as 3:45p, but you actually worked until 4:00. Go to the stop time box, enter 4:00 and click the apply symbol. (You can also use 4p.) Click 'Apply' to register the correction.

*If you enter hours on the wrong date:*

- Go to the incorrect date and replace the times you entered in both the start and stop time cells with 0. Click on the apply symbol to register the correction. Move to the appropriate date and enter your start and stop times. Be sure to click 'Apply' again.

*Be sure you enter both start and stop times as well as your position code..*

- Your pay cannot be processed if information is missing.

*If you forget to report your time:*

- Your hours **must be** reported, confirmed, and approved in the pay period when worked, and paid immediately thereafter.
- If, due to unforeseen circumstances, you are unable to report your hours in the current pay period, please contact your work supervisor immediately.
- Contact your work supervisor.
- Resolve any problems within the pay period where they occur.

***I NEED HELP!***

- Place your mouse over the cell and a short description will appear.
- Review '***Web Time Entry Tutorial***'. It's a step-by-step document available on insideND under 'My Resources'.
- Contact the UltraTime administrators:
  - Aaron Blight 631-7101
  - Leigh Anne Roberts 631-2804

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## UltraTime Enterprise

### Hourly Employee's Quick Reference

*What are my responsibilities?*

- You must record your times **promptly and within the appropriate time period**. The University's pay period is from 12:01 a.m. Saturday through the second Friday at midnight. See your supervisor for a calendar.
- **Enter all times accurately**. Intentionally falsifying work time is a matter of fraud and a punishable offense.

*I use a time clock. How does it work?*

- Ask your supervisor for a copy of '***Time Clock Tutorial***'.

*I use the web. How do I access the system?*

- You must use a PC, not a Mac.
- ResNet users **must be** wireless.
- Use Internet Explorer as the browser.
- Turn off **all** pop-up blockers.
- Go to <http://inside.nd.edu>.
- Log-in using your netID and password. Select UltraTime Enterprise under the 'My Resources' tab.
- On the UltraTime screen, log-in using your netID and password.
- Navigate in the system by using the 'Tab' key.

*What must I do?*

- Enter the exact start time and stop time, for example 8:16a or 8:16p. Enter the lunch time taken if you work a full shift, for example .5 for 1/2 hour.
- Tab into the 'Position Code' cell. If you have one job, your code will automatically appear. If you have multiple jobs, be sure to select one.
- Click on the 'Apply' button.

*If you are a student,*

- **Do not** tab into or enter hours into the dark blue 'Absence' cells.