

How do I confirm (approve) hours in UltraView?

- In UltraView, use a right mouse-click in the appropriate date cell. A check mark will appear to show you approve.
- If you make a mistake, right click again to remove the check mark.
- Click 'Apply' when your review and edit of a record is finished.

How do I confirm (approve) hours in Web Time Entry?

- Click 'Confirm'.
- If you make a mistake, click the 'Unconfirm' button.
- Click 'Apply' when you are finished.

What are Absence Hours?

- Full-time hourly workers need to provide a reason for any absence, e.g., Sick, Vacation, or FMLA.
- Absence hours must be approved the same as work hours.
- Students **do not** record absence hours.

What happens when I'm sick or on vacation?

- Be sure your back-up is aware of your absence and will approve worker hours in your place.

What if I don't think the hours reported are correct?

- Contact the worker and resolve any errors/discrepancies before confirming.

What happens at the end of a pay period?

- **First**, after the pay period has ended, click 'Lock' to prevent changes or additions by your employees.
- **Then**, make any required edits or additions and click on 'Apply'.
- **Be sure to have all hours locked and confirmed by 9:00 a.m. Monday following the end of the pay period.**

I NEED HELP!

- Click on the 'Help' button and select the *Online Help Manual*.

Where do I find forms and general information about UltraTime?

- Go to the UltraTime website:
<http://controller.nd.edu/ultratime>

I still have a problem!

- Contact the UltraTime representative in the Payroll Department:
 - Aaron Blight 631-7101
 - Leigh Anne Roberts 631-2804

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UltraTime Enterprise Supervisor's Quick Reference

As an UltraTime supervisor, you must

- ensure no hours are worked until the individual's paperwork has been fully processed and registered in the system;
- have direct knowledge of the worker's performance of duties;
- inform each hourly worker of the responsibilities for promptly and accurately reporting hours worked;
- provide each hourly worker a schedule of pay periods;
- review the accuracy of time reported by each hourly worker;
- confirm the appropriate absence code for time not worked by a full-time employee;
- settle any discrepancies or errors before approving hours worked;
- correct and/or confirm worker times by 9:00 a.m. Monday following the end of the pay period, **or, in the event the work supervisor is not the UltraTime Supervisor or Administrator**, forward a paper copy of approved times to the UltraTime Supervisor or Administrator for web confirmation; and,
- in the event of the Supervisor's absence, ensure worker hours are approved by someone else with direct knowledge of times worked.

How do I get access UltraTime?

- You **must** use a **PC**, not a Mac.
- To access via ResNet, you must be wireless.
- You **must** use **Internet Explorer** as the browser.
- Go to <http://inside.nd.edu>
- **Turn off all pop-up blockers!**
- Login using your netID and password. Select UltraTime Enterprise under the 'My Resources' tab.
- On the UltraTime screen, login using your netID and password.

Where do I go to approve hours?

- In **UltraView**, click on the UltraView tab in the menu bar. The time-entry screen for the current week will appear.
- For **Web Time Entry** users, the time-entry screen for the current pay period will appear automatically. Select 'All Employees' or a specific employee from the display box in the UltraTime tool bar.