

Guide to Confirming Hours in UltraTime

NOTE: All hours worked by all employees must be positively confirmed by supervisors prior to the Tuesday 11 a.m. deadline of the payroll cycle.

There are multiple ways to confirm hours via UltraView or WebTime. The key difference between the two methods is that UltraView only allows a single day for each individual employee to be confirmed at a time. WebTime allows a supervisor the option to confirm an entire payperiod for a single employee, an entire day for all employees, or an entire pay period for all employees. For ease of use, we highly recommend supervisors use WebTime for confirming hours.

We also advise that supervisors responsible for a large number of employees to confirm hours on a daily basis. For example, consider taking a few minutes first thing in the morning to confirm all hours worked the prior day and make corrections as needed. A few minutes each day should greatly reduce the amount of time needed at the end of the pay period to make corrections and confirm all hours.

Confirming Hours via WebTime

The WebTime menu can be found by click on the Sup-Payroll Menu and then on WebTime.


Explanation of WebTime Supervisor Screen

The screenshot shows the WebTime Supervisor Screen with the following elements and callouts:

- 1**: Reports menu
- 2**: Sup-Payroll menu
- 3**: Exit button
- 4**: Apply button
- 5**: Cancel button
- 6**: All Employees dropdown menu
- 7**: Individual Pay Period dropdown menu
- 8**: Confirm button
- 9**: UnConfirm button
- 10**: Lock button
- 11**: ShowUCO button

The main table displays the following data:

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position	
Duquette, Donald D ID:00006418 Status:B 60012299-UltraTime Clock Tes ✉ dduquett ☎ () -	Sun	07/08/2012											
	Mon	07/09/2012		7:00A	3:30P	0.50	8.00	60012299					
	Tue	07/10/2012		7:00A	3:30P	0.50	8.00	60012299					
	Wed	07/11/2012		7:00A	3:30P	0.50	8.00	60012299					
	Thu	07/12/2012		7:00A	3:30P	0.50	8.00	60012299					
	Fri	07/13/2012		7:00A	3:30P	0.50	8.00	60012299					
	Sat	07/14/2012											
	Sun	07/15/2012											
	Mon	07/16/2012								ANN		8.00	60012299
	Tue	07/17/2012			7:00A	3:30P	0.50	8.00	60012299				
	Wed	07/18/2012			7:00A	3:30P	0.50	8.00	60012299				

1. **Apply:** This will enter any additions, deletions, or edits that you have made to a record. The Enter key will perform the same function.
2. **Cancel:** This cancels an action that you are about to enter.
3. This is a drop down menu to view your employees as an 'All Employee' view or to view them on an individual basis.
4. This is a drop down menu to select the pay frequency you want to look at. You may view the current pay period, the prior pay period (-1), two pay periods prior (-2), or individual days.
5. **Confirm:** This will confirm the hours for employees that are in the current view.
6. **UnConfirm:** This will unconfirm the hours for employees that are in the current view.
7. **Lock:** This will lock all of the records for the employees that are in the current view.
8. **ShowUCO:** This button changes your employee view so that you only see employees that have unconfirmed hours. (This button will change to Show All which will change the view back to All Employees.)
9. Navigation keys to move forward or back in employee records.
10. **Print:** This will print whatever is in your current employee view. Printing in landscape form works best.
11. Record Information Box:
 - Name: Lists the employee's name, NMU IN, and current positions/distribution lines.
 - Day: Day of the Week
 - Date: Date of the Week
 - : This tells you the status of the record. A check mark indicates confirmed by supervisor. A green lock indicates locked by supervisor.
 - Start: Employee's In Time
 - Stop: Employee's Out Time
 - Lun: Time taken for lunch
 - Paid: Total hours worked for that entry automatically calculated based on start and end times entered.
 - Position: Identifies the position/distribution line for the hours.
 - The following four columns shaded blue are for entering absences for AFSCME and TOP employees only. Student employees should never have an absence.

Confirming Employee Hours via WebTime

The confirmation of employee hours is due by 11:00am Tuesday after the pay period has ended. After you have confirmed a time record for an employee they will no longer be able to make any changes to that record. However, they *will be* able to add new entries unless you lock their employee record (please see the instructions below on locking employee records). You will still have the ability to make any changes necessary. We strongly recommend that you confirm hours on a daily basis!

The most common error requiring correction is a missed punch where a start or stop time is missing. Errors do not show up in red with Exception Codes in WebTime like they do in UltraView. However, any missing start or stop time found when reviewing hours in WebTime can be corrected by simply entering the missed entry directly in

WebTime. Any hours entered or corrections made in WebTime will automatically confirm the hours worked for that entry.

To confirm ONE employee for a SINGLE day:

1. Select the appropriate employee from the Employee drop down menu.
2. Select the appropriate day from the Pay Frequency drop down menu.
3. Click on the **Confirm** button at the top of the screen. A check mark should appear in the status column next to the appropriate time record for that employee. The red message at the top will indicate the number of records confirmed.

1 Records Confirmed

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	Hours	Position
Nelson, June M ID:00006022 Status:B 60012297-C UltraTime Clock T	Thu	07/12/2012	✓	8:00A	4:30P	0.50	8.00	60012298		
							8.00			
Total							8.00			

To confirm ONE employee for an ENTIRE pay period:

1. Select the appropriate employee from the Employee drop down menu.
2. Select the current pay period from the Pay Frequency drop down menu.
3. Click on the **Confirm** button at the top of the screen. A check mark should appear in the status column next to all of the time records for that employee. The red message at the top will indicate the number of records confirmed.

11 Records Confirmed

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Nelson, June M ID:00006022 Status:B 60012297-C UltraTime Clock T	Sun	07/08/2012										
			✓	8:00A	4:30P	0.50	8.00	60012297				
			✓	8:00A	4:30P	0.50	8.00	60012298				
			✓	8:00A	4:30P	0.50	8.00	60012299				
			✓	8:00A	4:30P	0.50	8.00	60012298				
			✓	8:00A	4:30P	0.50	8.00	60012297				
			✓	7:00A	1:30P	0.50	6.00	60012297				
			✓	1:30P	3:30P	0.00	2.00	60012298				
			✓	7:00A	3:30P	0.50	8.00	60012298				

To confirm ALL employees for a SINGLE day:

1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the appropriate day from the Pay Frequency drop down menu.
3. Click on the **Confirm** button at the top of the screen. A check mark should appear in the status column next to all of the time records for that day. The red message at the top will indicate the number of records confirmed.

4 Records Confirmed

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Duquette, Donald D ID:00006418 Status:B 60012299-UltraTime Clock Tes ✉ dduquett ☎ () -	Mon	07/16/2012	✓						ANN		8.00	60012299
											8.00	
Nelson, June M ID:00006022 Status:B 60012297-C UltraTime Clock T 60012298-B UltraTime Clock T 60012299-A UltraTime Clock T ✉ junelson ☎ () -	Mon	07/16/2012	✓	7:00A	1:30P	0.50	6.00	60012297				
			✓	1:30P	3:30P	0.00	2.00	60012298				
							8.00					
Paris, Ronny P ID:00002545 Status:B 60012299-UltraTime Clock Tes ✉ rparis ☎ () -	Mon	07/16/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
							8.00					
Totals (3)							16.00				8.00	

To confirm ALL employees for an ENTIRE pay period:

1. Select ALL EMPLOYEES from the employee drop down menu.
2. Select the current pay period from the Pay Frequency drop down menu.
3. Click on the **Confirm** button at the top of the screen. A check mark should appear in the status column next to all of the time records. The red message at the top will indicate the number of records confirmed.

31 Records Confirmed

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Duquette, Donald D ID:00006418 Status:B 60012299-UltraTime Clock Tes ✉ dduquett ☎ () -	Sun	07/08/2012										
	Mon	07/09/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
	Tue	07/10/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
	Wed	07/11/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
	Thu	07/12/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
	Fri	07/13/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
	Sat	07/14/2012										
	Sun	07/15/2012										
	Mon	07/16/2012							ANN		8.00	60012299
	Tue	07/17/2012	✓	7:00A	3:30P	0.50	8.00	60012299				
	Wed	07/18/2012	✓	7:00A	3:30P	0.50	8.00	60012299				

Use the **ShowUCO** button to view only the time records that have not yet been confirmed for a specific day. (This view doesn't work for an entire pay period.) Once clicked, this button will change to **Show All**. Click on the **Show All** button to return to the All Employee view.

Apply Cancel All Employees 07/12/2012 Thu Confirm UnConfirm Lock ShowAll

Web Time |< < > >| Print Calendar

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Duquette, Donald D ID:00006418 Status:B 60012299-UltraTime Clock Tes	Thu	07/12/2012		7:00A	3:30P	0.50	8.00	60012299				
✉ dduquett ☎ (-)							8.00					
Paris, Ronny P ID:00002545 Status:B 60012299-UltraTime Clock Tes	Thu	07/12/2012		7:00A	3:30P	0.50	8.00	60012299				
✉ rparis ☎ (-)							8.00					
Totals (2)							16.00					

To unconfirm an employee's hours, follow the same instructions for confirming, but click on **UnConfirm** instead of confirm. The check marks will no longer display in the status column and the red message at the top will indicate the number of records unconfirmed. This will allow your employee to make changes to their own time records.

Apply Cancel Nelson, June M (B) B:07/08/2012-07/21/2012 Confirm UnConfirm Lock ShowUCO

11 Records UnConfirmed

Web Time |< < > >| Print Calendar

Name	Day	Date	✓	Start	Stop	Lun	Paid	Position	✓	Abs	Hours	Position
Nelson, June M ID:00006022 Status:B 60012297-C UltraTime Clock T	Sun	07/08/2012										
	Mon	07/09/2012		8:00A	4:30P	0.50	8.00	60012297				
60012298-B UltraTime Clock T 60012299-A UltraTime Clock T	Tue	07/10/2012		8:00A	4:30P	0.50	8.00	60012298				
✉ junelson ☎ (-)	Wed	07/11/2012		8:00A	4:30P	0.50	8.00	60012299				
	Thu	07/12/2012		8:00A	4:30P	0.50	8.00	60012298				
	Fri	07/13/2012		8:00A	4:30P	0.50	8.00	60012297				
	Sat	07/14/2012										
	Sun	07/15/2012										
	Mon	07/16/2012		7:00A	1:30P	0.50	6.00	60012297				
				1:30P	3:30P	0.00	2.00	60012298				
	Tue	07/17/2012		7:00A	3:30P	0.50	8.00	60012298				

Locking An Employee Record

The locking feature is used to lock the time entry system for your employees. Once their record is locked, they will no longer be able to make **any** additions, edits, or deletions to their time records. It would be beneficial for you to lock the record on the Tuesday morning that the confirmation of hours is due, or whenever you finish approvals for the pay period after the pay period end date has passed. This would ensure that your employees are not making any additions after you have already confirmed their hours. Any subsequent changes would need to be entered by you and a late time card will need to be faxed to payroll if the Tuesday 11 a.m. deadline has already passed.

To lock ALL employees for an ENTIRE pay period:

1. Select ALL B EMPLOYEES from the employee drop down menu. (ALL EMPLOYEES does not work and all employees have a code of B for biweekly.)
2. Select the current pay period from the Pay Frequency drop down menu. Click on the **Lock** button at the top of the screen. A lock symbol will then appear in the status column.

Note: The system will not allow you to lock a pay period until the pay period end date has passed.

Confirming Hours via UltraView

Using UltraView to approve a single individual for a single day, right click each individual cell to confirm the hours worked. A check mark will appear to the left of the hours as shown below. Right click again to remove the check mark if you need to unconfirm hours. Any box shown in red indicating an exception cannot be confirmed until the exception is corrected. The most common exception is a missed punch labeled as MP which indicates a start or stop time is missing. Double click the cell to drill into the details and enter the missing start or stop time.

Employee											
UltraView											
Refresh Filter Global Macro Lock Reports Settings Help Exit											
Hours Schedules Absences Exceptions - + Date < < > > Locate											
Employee Name	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Duquette, Donald D 00006418	H:40		8.00 SO	8.00 SO	8.00 SO	8.00 SO	8.00 SO	8.00 SO			
	H:32 A 8		ANN: 8.00	8.00 SO	8.00 SO	8.00 SO	8.00 SO	8.00 SO			
Nelson, June M 00006022	H:40		8.00 IL UH	8.00 IL UH	8.00 IL UH	8.00 IL UH	8.00 IL OL				
	H:40		8.00 IL OE UH	8.00 IL OE UH	8.00 IL UH	8.00 IL UH	8.00 IL OL				
Paris, Ronny P 00002545	H:32 A 8		8.00	√ 8.00	8.00	8.00	ANN: 8.00				
	H:29 A 3		8.00		8.00	5.00 7:00 AM-3:30 PM SIC: 3	8.00				

The details of the time entry will then show the confirming user along with the date and time. Double click on a cell in UltraView to drill into the details of the entry:

In Punch	Out Punch	Confirm User	Confirm Date and Time	S
		hrtemp	7/17/2012 9:26:13 AM	
NEW	NEW	NEW	NEW	