

UltraTime Enterprise WebTime User Guide

This guide will explain how to use the WebTime view of UltraTime Enterprise. Sample screens have been provided for guidance.

UltraTime Enterprise
Welcome to UltraTime Enterprise
Demonstration System (v3.10)
Wednesday, September 25, 2019
2:02:08 P.M.
Joe Tester

Logout TimeSheet

Apply Cancel Tester, Joe S 09/15/2019-09/28/2019 Help Back

Name	Day	Date	Delete	s/v	Start	Stop	Lunch	Paid	Position	Comment	Delete	s/v	Absence	Hours	Position	
Tester, Joe ID:100463 Status:5 100A-CASHIER 104E-LIBRARY CLERK Tom Smith	Sun	Sep 15			--:-- --	--:-- --										
			<input type="checkbox"/>		08:00 AM	10:00 AM		2.00	100A							
	Mon	Sep 16			04:00 AM	07:00 AM		3.00	100A							
			<input type="checkbox"/>		11:00 AM	01:00 PM		2.00	100A							
			<input type="checkbox"/>		04:00 PM	06:00 PM		2.00	100A							
	Tue	Sep 17			--:-- --	--:-- --										
			<input type="checkbox"/>		08:00 AM	05:00 PM		9.00	104E							
	Wed	Sep 18			05:00 PM	06:00 PM		1.00	104E							
	Thu	Sep 19			--:-- --	--:-- --										
			<input type="checkbox"/>		08:00 AM	05:00 PM		9.00	104E							
	Fri	Sep 20			--:-- --	--:-- --										
			<input type="checkbox"/>		03:11 PM	11:00 PM		7.82	100A							
	Sun	Sep 22			--:-- --	--:-- --										
			<input type="checkbox"/>		08:00 AM	10:00 AM		2.00	100A							
			<input type="checkbox"/>		04:00 AM	07:00 AM		3.00	100A							
	Mon	Sep 23			11:00 AM	01:00 PM		2.00	100A							
			<input type="checkbox"/>		04:00 PM	06:00 PM		2.00	100A							
	Tue	Sep 24			--:-- --	--:-- --										
	Wed	Sep 25			--:-- --	--:-- --										
	Thu	Sep 26			--:-- --	--:-- --										
	Fri	Sep 27			--:-- --	--:-- --										
	Total														44.82	

The WebTime time entry screen is the electronic equivalent of the Honor Sheet. Easy to use, yet powerful, employees can quickly enter or edit their worked hours and leave time.

Feature List:

- Web-based for easy, browser based access without loading software.
- Screen configurable for pay period and start day.
- Templates to easily copy worked hours, or absences, to multiple days.
- Easy access to current and past two pay periods.
- Time records are locked prior to payroll to make auditing easy.
- Running totals for worked and absence hours.

Now let's get started on the easy path to automated time and attendance!

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How to Log into UltraTime Enterprise WebTime

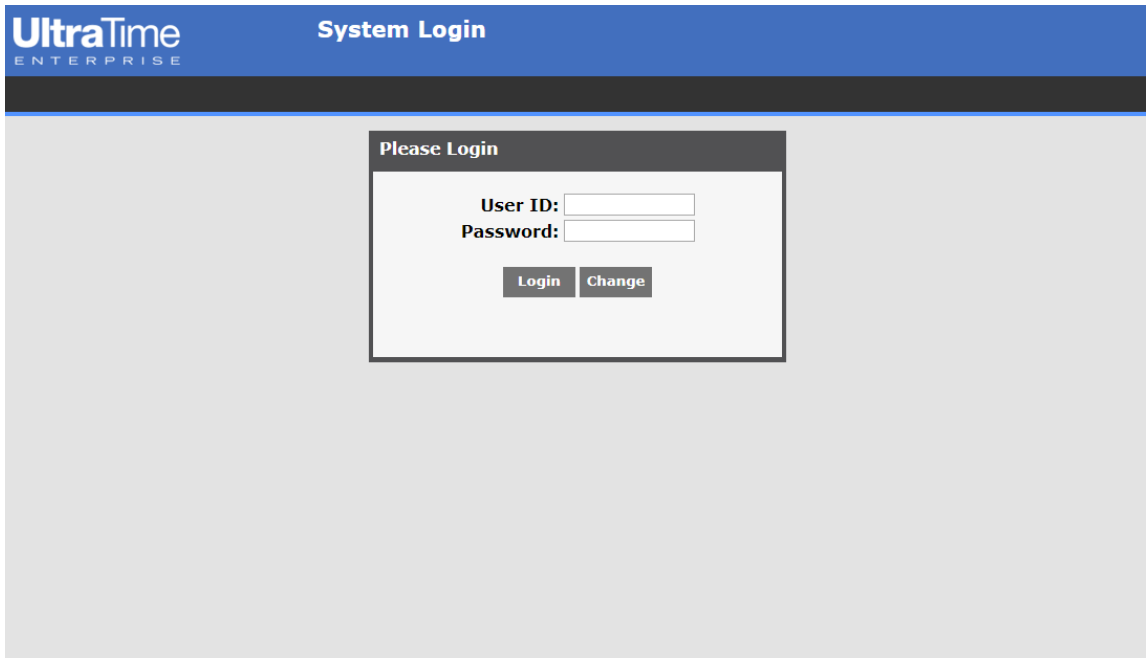
1. UltraTime can be accessed from desktop using the designated icon. An example is shown below:



Note: Hover over the icon with the mouse pointer and click the LEFT mouse button to select. If there is no icon, see the end of this section for directions.

2. The UltraTime Enterprise log in screen will open in your default web browser.

Note: Chrome is the recommended browser.

The screenshot shows the UltraTime Enterprise System Login page. At the top, there is a blue header with the 'UltraTime ENTERPRISE' logo on the left and 'System Login' in the center. Below the header is a dark grey bar. The main content area is light grey and features a central white login box with a dark grey border. The box is titled 'Please Login' and contains two input fields: 'User ID:' and 'Password:'. Below the input fields are two buttons: 'Login' and 'Change'.

3. Enter your User ID and Password.
 - The User ID is often the six-digit employee number that is assigned to an employee when they are hired.
 - Initially, you may have been assigned a temporary password. If so, you will be prompted to change your password. See the end of this section for directions.
4. Select the 'Login' button or press the Enter key on your keyboard to open UltraTime.

Changing Your Password

1. From the main log in page, enter your User ID and Password.
2. Instead of pressing the 'Login' button, press the 'Change' button.
3. Enter your old password, new password, then re-type the new password.
 - Create a strong password by mixing upper and lower case letters and numbers.
 - It is recommended that the password should be a minimum of 6-8 characters long.
4. Click on 'Change Password'.

To Create a Desktop Icon

1. Right click the mouse on your desktop.
2. Click on New → Shortcut.
3. Enter the UltraTime website address in the item location field.
4. Click Next.
5. Enter 'UltraTime' for the name of the shortcut.
6. Click Finish.

Disabling Your Pop-Up Blocker

Under your web browser's pop-up blocker settings, you must make UltraTime an allowed site in order for UltraTime to function properly. It may also be necessary to disable the pop-up blocker located in a browser toolbar (ex: Yahoo, Google, etc).

WebTime Screen Overview

The screenshot shows the UltraTime Enterprise WebTime interface. At the top, there is a blue header with the logo and 'Welcome to UltraTime Enterprise Demonstration System (v3.10)'. Below the header is a navigation bar with 'Logout' and 'TimeSheet' links. A central toolbar contains 'Apply', 'Cancel', a dropdown menu for 'Tester, Joe', a date range 'S.09/15/2019-09/28/2019', and 'Help' and 'Back' buttons. The main area is titled 'Employee Web Time' and contains a table with columns: Name, Day, Date, Delete, sv, Start, Stop, Lunch, Paid, Position, Comment, Delete, sv, Absence, Hours, and Position. The table shows data for Joe Tester from Sep 15 to Sep 27. A red arrow labeled '7' points to a '+' icon in the 'Delete' column for Sep 23. Other red arrows labeled 1-6 point to the 'Apply', 'Cancel', date dropdown, 'Print', 'Calendar', and 'Summary' buttons respectively.

Name	Day	Date	Delete	sv	Start	Stop	Lunch	Paid	Position	Comment	Delete	sv	Absence	Hours	Position
Tester, Joe ID:100463 Status:S 100A-CASHIER 104E-LIBRARY CLERK Tom Smith	Sun	Sep 15			--:--	--:--									
			<input type="checkbox"/>		08:00 AM	10:00 AM		2.00	100A						
	Mon	Sep 16			04:00 AM	07:00 AM		3.00	100A						
			<input type="checkbox"/>		11:00 AM	01:00 PM		2.00	100A						
			<input type="checkbox"/>		04:00 PM	06:00 PM		2.00	100A						
	Tue	Sep 17			--:--	--:--									
			<input type="checkbox"/>		08:00 AM	05:00 PM		9.00	104E						
	Wed	Sep 18			05:00 PM	06:00 PM		1.00	104E						
	Thu	Sep 19			--:--	--:--									
	Fri	Sep 20			08:00 AM	05:00 PM		9.00	104E						
	Sat	Sep 21			03:11 PM	11:00 PM		7.82	100A						
								35.82							
	Sun	Sep 22			--:--	--:--									
			<input type="checkbox"/>		08:00 AM	10:00 AM		2.00	100A						
			<input type="checkbox"/>		04:00 AM	07:00 AM		3.00	100A						
	Mon	Sep 23			11:00 AM	01:00 PM		2.00	100A						
			<input type="checkbox"/>		04:00 PM	06:00 PM		2.00	100A						
	Tue	Sep 24			--:--	--:--									
	Wed	Sep 25			--:--	--:--									
	Thu	Sep 26			--:--	--:--									
	Fri	Sep 27			--:--	--:--									
Total									44.82						

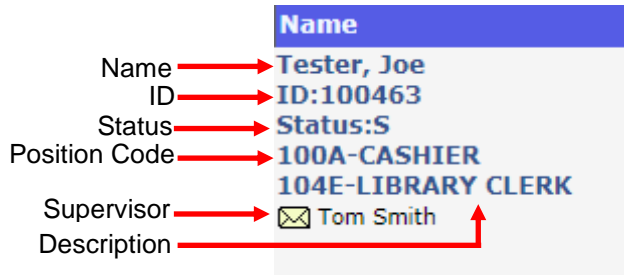
The following are the button and field definitions related to the screen shown above.

1. Apply - This will update any additions, deletions, or edits you made to a record. Hitting the Enter key will perform the same function.
2. Cancel - This clears any additions or edits that you are about to enter.
3. Pay Period Selection - This selects the pay period or dates that are being shown.
 - Current pay period.
 - (-1) is the last pay period.
 - (-2) is two pay periods prior.

Note: You may only add or edit time on the current pay period.
4. Print - Prints the record shown on screen
5. Calendar -This will take you to the calendar screen.
6. Summary – This will show the accrual totals for leave hour used and available.
7. **+** - For adding a row to the day for additional punches or absences.

Employee Information Box:

- **Name:** Lists the employee name, ID and status along with current position codes and supervisors.



Time Record Information Box:

Day	Date	Delete	sv	Start	Stop	Lunch	Paid	Position	Comment	Delete	sv	Absence	Hours	Position
Sun	Sep 15			--:--	--:--									

- **Day** - Day of the week.
- **Date** - Date of the week.
- **Delete** – Mark punch record for deletion.
- **sv** This tells the status of the time record:
 - ✓ = Confirmed by Supervisor.
 - 🟢 (Green Lock) = Locked by Supervisor.
 - 🟡 (Yellow Lock) = Locked by Payroll Office.
 - 🚫 = This record can not be edited.
- **Start** – Employee's In Punch Time.
- **Stop** – Employee's Out Punch Time.
- **Lunch** -Time deducted for lunch (in minutes).
- **Paid** - Total hours worked for this record – This field is automatically calculated.
- **Position** - Identifies where your hours will be charged.
- **Comment** – Field for storing remarks for this time punch record.

Absence Information Box (shaded fields):

Delete	sv	Absence	Hours	Position
--------	----	---------	-------	----------

- **Delete** – Mark absence record for deletion.
- **sv** - This tells the status of the absence record:
- **Absence** – Enter Absence code.
- **Hours** – Enter the number of hours of the absence for that day.
- **Position** – Enter the position code that the absence should be charged to.

How to Add, Edit and Delete Time Records

To Add a Time Record:

1. Click in **Start** column for the appropriate day - a cursor should appear. Enter time IN rounded to the appropriate increment (ex. 8:00, 8:15, 8:30, 9:00). Be sure to designate whether the entry is AM or PM by using a, p, am, or pm after the time
2. Click in **Stop** column for the appropriate day (or tab over from the Start column) – a cursor should appear. Enter the rounded OUT time. Be sure to designate whether the entry is AM or PM using a, p, am, or pm after the time.
3. Enter lunch if necessary in minutes – 15 for 15 minutes, 30 for half hour, 60 for one hour. Note the system will also automatically convert decimal hours to minutes. For example 0.25 will convert to 15 minutes, 0.5 to half hour, 1.0 to one hour.
4. Enter position code:
 - a. If only ONE position is held, the correct code will automatically be inserted when hitting ‘Apply’ or ‘Enter’.
 - b. If MORE THAN ONE position is held, click on the down arrow in the ‘Position’ box and select the appropriate code from the pop-up.

Employee Web Time											Print	Calendar	Summary		
Name	Day	Date	Delete	s√	Start	Stop	Lunch	Paid	Position	Comment	Delete	s√	Absence	Hours	Position
Tester, Joe ID:100463 Status:S 100A-CASHIER 104E-LIBRARY CLERK Tom Smith	Sun	Sep 15			--:-- --	--:-- --			SEEK:						
					04:00 AM	07:00 AM			100A CASHIER						
					11:00 AM	01:00 PM			104E LIBRARY CLERK						
					04:00 PM	06:00 PM			2.00						
	Tue	Sep 17			--:-- --	--:-- --									
	Wed	Sep 18			05:00 PM	06:00 PM			1.00 104E						

5. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

To Edit a Time Record:

1. Click on the appropriate time that needs to be edited.
2. Make the appropriate change.
3. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

To Delete a Time Record:

Day	Date	Delete	s√	Start	Stop	Lunch	Paid	Position
Sun	Sep 15	+	<input checked="" type="checkbox"/>	08:00 AM	05:00 PM	-60	8.00	100A

1. Click in the Delete box to the right of the date to remove the record.
2. Click ‘Apply’ with the mouse or hit the ‘Enter’ key.

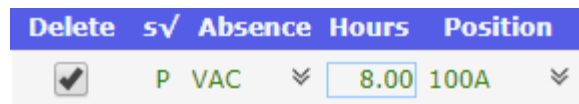
How to Add, Edit and Delete Absence Records

Absence hours are added and edited in the same manner as the time records. Go to the appropriate day and type in the absence code or click on the down arrow and select the appropriate code from the pop-up. Only absence hours for the current pay period may be added.

Note: If an absence record is entered by mistake it MUST be deleted.

To Delete an Absence Record:

1. Click in the Delete box to the left of the absence code to remove the record.
2. Click 'Apply' with the mouse or hit the 'Enter' key.

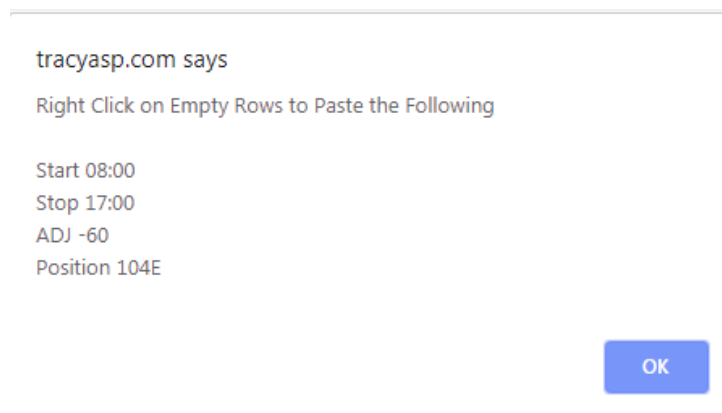


Delete	s√	Absence	Hours	Position
<input checked="" type="checkbox"/>	P	VAC	8.00	100A

Using the Template Function to Enter Time:

The template function can be used if the same time is worked on a daily basis (example: employee works 8am to 5pm with a 1 hour lunch every day of the week). This function is a shortcut for entering time. To do this:

1. Enter a complete time record for one day (example: Monday).
2. To enter the **same** time for Tuesday, RIGHT click the mouse on Monday's time record just to the left of the start time. A message box will appear stating that a template has been set. Hit 'OK'.



3. RIGHT click the mouse on Tuesday's Start time area. The template will appear in red.
4. Repeat step 3 on following days if necessary.
5. Click 'Apply' with the mouse or hit the 'Enter' key.

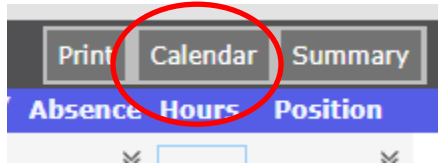
Print Feature

Selecting the Print button while in WebTime will allow you to select a printer and output the time entry screen to the specified printer. A sample is shown below:

Web Time														
Name	Day	Date	Delete	s/v	Start	Stop	Lunch Paid	Position	Comment	Delete	s/v	Absence Hours	Position	
Tester, Joe ID:100463 Status:S 100A-CASHIER 104E-LIBRARY CLERK <input checked="" type="checkbox"/> Tom Smith	Sun	Sep 15	--:--	--	--:--	--								
			<input type="checkbox"/>		04:00 AM	07:00 AM	-30	2.50	100A					
	Mon	Sep 16			11:00 AM	01:00 PM		2.00	100A					
			<input checked="" type="checkbox"/>		04:00 PM	06:00 PM		2.00	100A					
	Tue	Sep 17	--:--	--	--:--	--								
	Wed	Sep 18		<input checked="" type="checkbox"/>		05:00 PM	06:00 PM		1.00	104E				
	Thu	Sep 19	--:--	--	--:--	--								
	Fri	Sep 20		<input checked="" type="checkbox"/>		08:00 AM	05:00 PM	-60	8.00	104E				
	Sat	Sep 21		<input checked="" type="checkbox"/>		03:11 PM	11:00 PM		7.82	100A				
	23.32													
Sun	Sep 22	--:--	--	--:--	--									
			<input type="checkbox"/>		08:00 AM	10:00 AM		2.00	100A					
Mon	Sep 23		<input type="checkbox"/>		04:00 AM	07:00 AM		3.00	100A					
			<input type="checkbox"/>		11:00 AM	01:00 PM		2.00	100A					
			<input checked="" type="checkbox"/>		04:00 PM	06:00 PM		2.00	100A					
Tue	Sep 24	--:--	--	--:--	--									
Wed	Sep 25	--:--	--	--:--	--									
Thu	Sep 26	--:--	--	--:--	--									
Fri	Sep 27	--:--	--	--:--	--									
Sat	Sep 28	--:--	--	--:--	--									
9.00														

Calendar Feature

The Calendar is a self-service feature for viewing time worked in a calendar format for the period of a month, quarter or year. Other than the option to request absence time, this is a 'view only' screen.



Clicking on the 'Calendar' button will change your screen to a calendar year view:

UltraTime ENTERPRISE **Welcome to UltraTime Enterprise** Wednesday, September 25, 2019
Demonstration System (v3.10) 4:42:00 P.M.
Joe Tester

Logout TimeSheet

Refresh Joe Tester < Year Quarter Month > Print Absence Summary Back

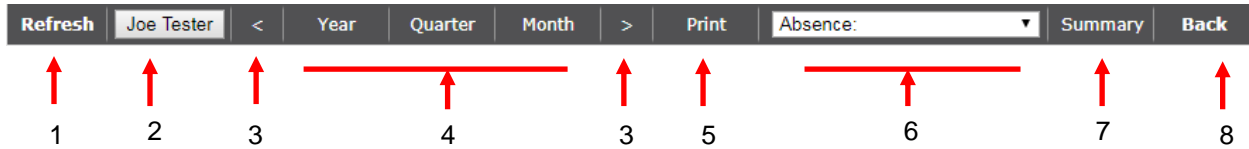
January 2019							February 2019							March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		8		9	10	11														
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
31																				

April 2019							May 2019							June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											

July 2019							August 2019							September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											

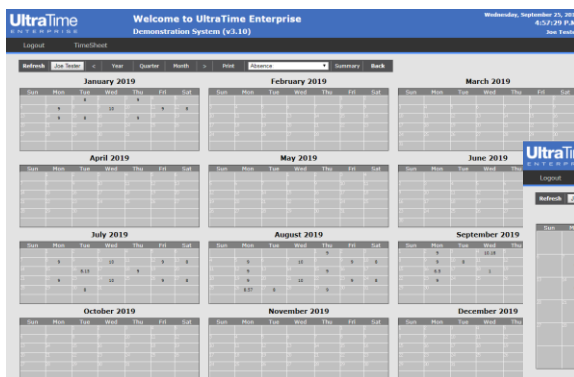
October 2019							November 2019							December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											

Calendar Tool Bar Detail

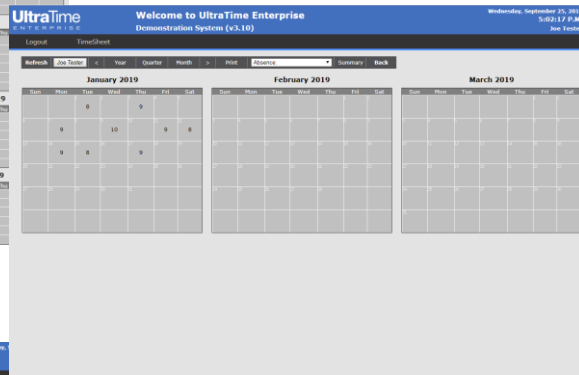


The following are the button and field definitions related to the screen shown above.

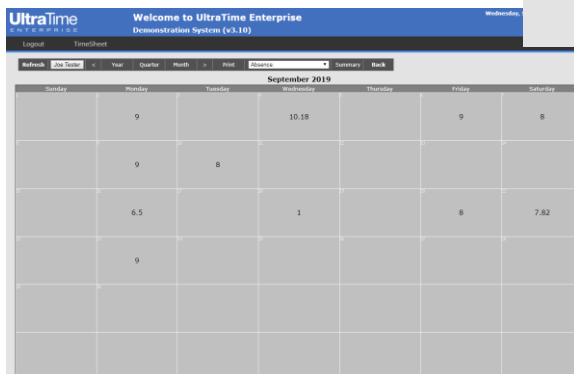
1. Refresh - This will refresh the screen with the latest information.
2. Name - Displays the employee's name.
3. <> - Moves date range backward or forward by the increment of the current view.
4. Year, Quarter, Month – Changes the view between 12, three or one month periods.
5. Print – Prints a Yearly Attendance Calendar for this employee.
6. Request – Allows an employee to select and request a leave of absence.
7. Summary – Displays a summary of the employee's leave hours.
8. Back – Leaves the Calendar screen and returns to the WebTime screen.



Yearly View



Quarterly View



Month View

Tip: Use the Year, Quarter or Month button to select the most convenient view. Functionality remains the same across all views.

Print Function (Attendance Calendar)

Selecting the print tool button will display an attendance calendar report in Adobe PDF format.

A sample is shown below:

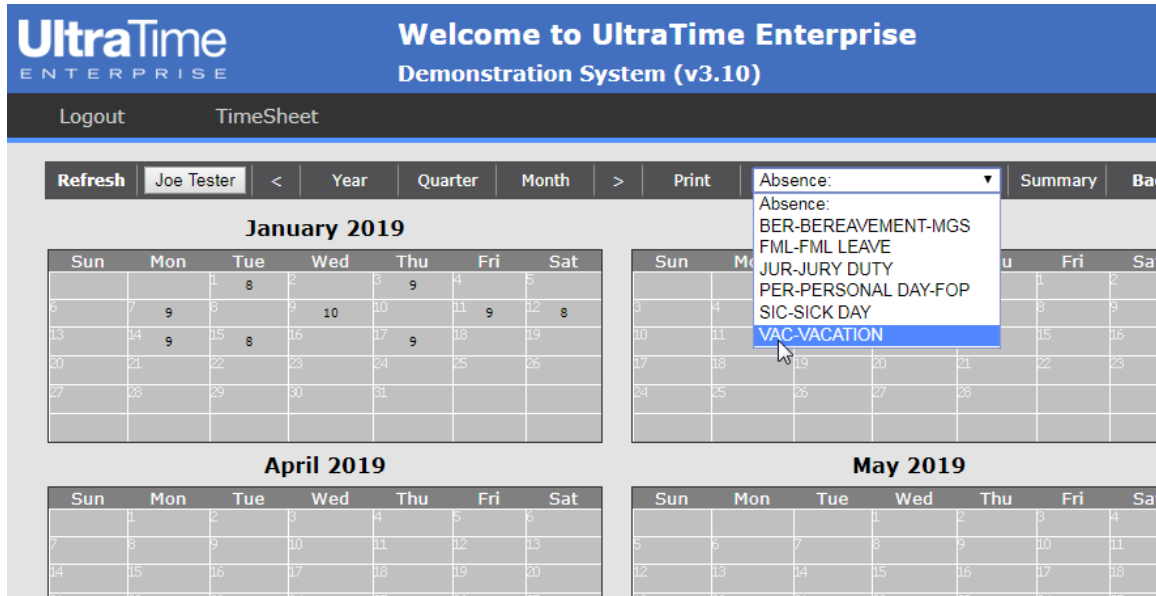
The screenshot shows a PDF viewer interface with the following content:

- PDF Title: CFG2PDF
- Page Number: 1 / 1
- Navigation icons: Refresh, Download, Print, Bookmark
- Report Title: Attendance Calendar
- Employee Information:
 - DATE: 09/01/2019 - 08/31/2020
 - NAME: Joe Tester
 - BADGE: 100463
 - HIRED: 05/31/1994
 - CODE: WORK
 - Count: 11
 - Hours: 85.59
- Photo: A small portrait of Joe Tester.
- Calendar Grid: A 12-month grid from September 2019 to August 2020. The grid shows dates and some numerical values, likely representing hours worked.
- Page Number: Page: 1
- Printed Date: Printed: 9/25/2019 5:08:22 PM
- Navigation icons: Zoom in (+), Zoom out (-), and a double-headed arrow for zooming.

Note: Standard Adobe PDF controls are available including resizing the document, saving a copy, printing a copy, emailing a copy or searching the document.

Absence Request Function

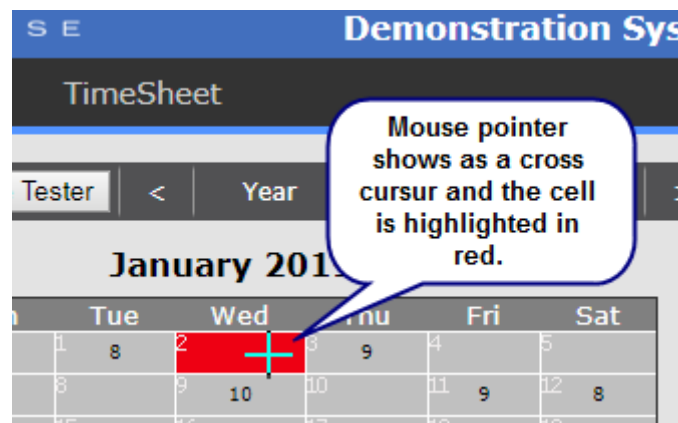
To request a leave of absence, click the left mouse key on the Absence drop down arrow and select the appropriate code from the list. In the example below we select a vacation absence code.



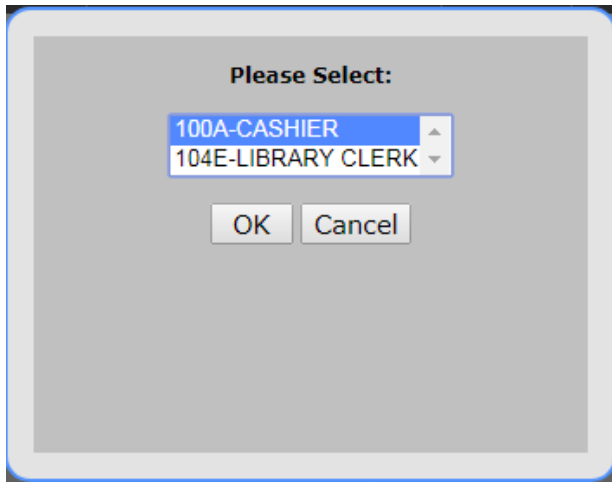
Code: VAC
Hours:
Comment:

A pop-up box will appear pre-loaded with the default daily absence hours for that particular code. Typically, the hours can be changed by the user.

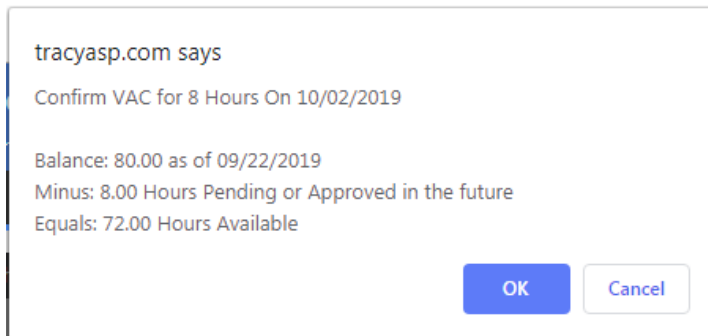
Select OK when ready and the mouse cursor will change into the code. Hover over a day to select and press the left mouse button.



In the above example, we have selected a vacation code and are about to apply eight hours of paid time to Wednesday, January 2nd.



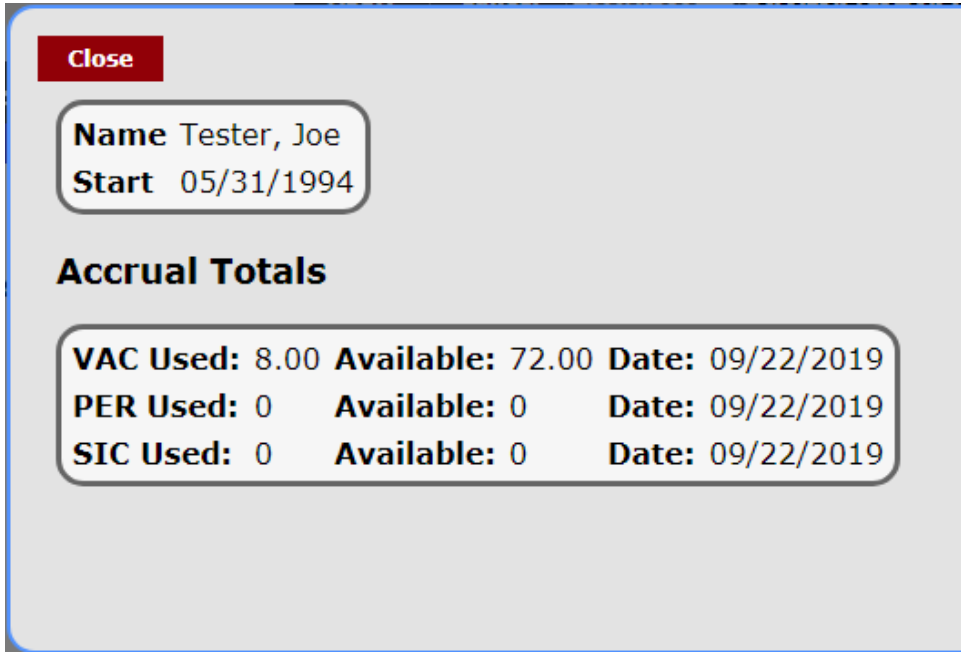
If the employee has multiple positions, a selection box will display the valid options. Select the position and left mouse click on the OK button.



The system will display the number of hours this employee has available for this type of leave. In this example, the employee has 80.00 hours of vacation available, less 8.00 hours pending, leaves a balance of 72.00 hours. Press the OK button to proceed, or Cancel to quit.

Summary Function

Selecting the summary tool button will display a summary screen of the employee's leave hours. A sample is shown below:



The screenshot shows a summary screen for an employee. At the top left, there is a red button labeled "Close". Below it, a rounded rectangle contains the following information:

- Name** Tester, Joe
- Start** 05/31/1994

Below this, the section is titled **Accrual Totals**. Underneath, another rounded rectangle displays the following data:

VAC Used: 8.00	Available: 72.00	Date: 09/22/2019
PER Used: 0	Available: 0	Date: 09/22/2019
SIC Used: 0	Available: 0	Date: 09/22/2019

Note: The Employee Summary shows the employee's name, hire date, absence amounts used, absences available, and the last posting date for that accrual code. This feature is part of the Accrual Modules.

Back Function

The back tool button will exit the Calendar screen and return the user to the previous screen.