Basic Employee Processes Overview

Employees may enter time various ways: hardware timeclock, Time Clock Entry feature, or manually entering punches in Time Management. Using Time Management, employees can perform tasks such as entering worked or non-worked time, requesting time off, or modifying timesheet punches.

Clocking In and Out

As an employee, you can use the Time Clock Entry feature to punch your time. Other forms of time entry include using a hardware time clock or entering punches on the timesheet in Time Management.

To punch time using Time Clock Entry:
1. Login to UltiPro by entering your user name and password.
2. Select Log In.
3. From the Myself menu, select Time Clock Entry.

4. From the Time Clock Entry page, select the Punch button.

Your punch is then acknowledged in the message window.

Welcome Jamal Malik.

Thank you Jamal Malik. Your punch was successfully recorded at
2/13/2013 2:08:45 PM.
your prior punch was recorded at 2/13/2013 4:00:19 PM
Note:
To clock out, simply select the Punch button again.
You can then view your timesheet to note the punched entries.

Viewing Time Management Information

As an employee, you can view timesheets and schedule information. First you must login to UltiPro using your user name and password.

To navigate to Time Management:
1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.
The Time Management categories appear.

To view timesheet information:
1. From the Attendance menu, select Timesheet.
2. View your timesheet for the current or previous pay period.
Employee Detailed Timesheet Overview

Time Management provides you with the ability to review timesheets and related history based on specific pay periods. This information may ensure that timesheet punches are accurate and up to date. Depending on your company's configuration, you may have access to either an hourly or detailed timesheet, or have the option to toggle between the two.

To navigate to Time Management:
1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.
   The Time Management categories appear.
3. Select the Timesheet tab.

Timesheet

All table features are collapsible by using the plus/minus indicators at the top left of that feature. For example, refer to the "–" next to Timesheet, and the "+" next to Weekly Summary.

This enables the employee to hide as many or as few table features in order to simplify the timesheet display.

Timesheet Punch

The Timesheet Punch feature contains the current date and time along with ability to enter notes for the punch. When notes are entered, they are concatenated together into the timesheet Notes field. The employee can also view a schedule summary, displaying his/her scheduled organization levels for today, the total hours scheduled for today, and the quick summary of hours worked so far this week.
**Timesheet**

In the Timesheet section, the Action Bar includes Save, Add, Delete, Recalculate, and Submit. The employee can select a pay period from the Display drop-down list to view related timesheet information. When configured, the employee has the option to choose his/her timesheet view, either Detailed or Hourly, using the Layout drop-down list.

When the timesheet is submitted, if configured, the employee may be required to confirm that the submitted hours are true and accurate. Based on the timesheet, checks are in place to validate and detect any missing punches. If these are present, the employee will be required to make corrections before submitting the timesheet.

If enabled, an employee can roll back his/her own timesheet from SUBMIT status to OPEN status, provided the timesheet has not yet been approved by the supervisor. Selecting Undo Timesheet Submission returns the timesheet to OPEN status. The employee can then make changes and resubmit the timesheet. The Undo option remains visible on the timesheet until the supervisor approves it, at which time that confirmation message and Undo option disappear.
Weekly Summary

The Weekly Summary provides a weekly breakdown of all paid hours during the weeks that are contained within the pay period, even if the employee is in a bi-weekly or semi-monthly pay period.

Timesheet Summary

Employee can review regular, overtime, and total hours, earnings and deductions, regular and overtime pay by pay code.

Accrual Summary

The Accrual Summary allows the employee to review accrued and used hours for vacation or paid time off.

Requesting Time Off

You can request time off in Time Management using the Scheduler Request page.

To navigate to Time Management:
1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.
   The Time Management categories appear.
To request time off:

1. From the Time Management categories, select the Scheduler category. The Scheduler Requests page appears.

2. From the New Request form, view your accrual balance information. It is available for view either by hours or days.
   - The Current Accrual is the last balance imported during the most recent payroll.
   - The Available Today column includes the hours that you can request now. This balance takes into account future time-off events (whether in the current period or beyond) that have not been reported to payroll yet.

3. In the Request Details section, enter a description for the request for reference purposes.
4. From the Request Type drop-down list, select the appropriate pay code.
5. Enter the requested start and end dates. Use the Calendar icon, if needed.
6. Select Populate. The table in the Define Request Hours section is populated with the days you have entered.
Note:
You can remove any days that should not be included in the request by selecting the Delete icon in the left column; however, you cannot delete the first or last day of a multi-day event. In order to change one of those dates, you must change the calendar selectors and re-populate the table.

Note:
Only days designated by your company as work days are included.

By default, the All Day check boxes are selected for the days you have requested. If you will not be out all day, you can deselect the desired All Day boxes and enter total hours. If you would like to request specific start and end times, enter the times in addition to the total hours.

7. Select Save and Submit. The request is sent to your supervisor and added to your All Requests page.
The status of the request remains in Pending status until it is approved or denied by your supervisor. After your supervisor approves or denies your request, you will receive a message when you access Time Management.

<table>
<thead>
<tr>
<th>Message Type</th>
<th>Description</th>
<th>Hour</th>
<th>Priority</th>
<th>Sender</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td></td>
<td>0</td>
<td>Normal</td>
<td>1401</td>
<td>02/24/2012 8:4:27PM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

UltiPro® is a registered trademark of The Ultimate Software Group, Inc.
All other company and product names referenced herein are the trademarks or registered trademarks of their respective holders. No part of this document may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of The Ultimate Software Group, Inc. Information in this document is subject to change without notice.