

Basic Employee Processes Overview

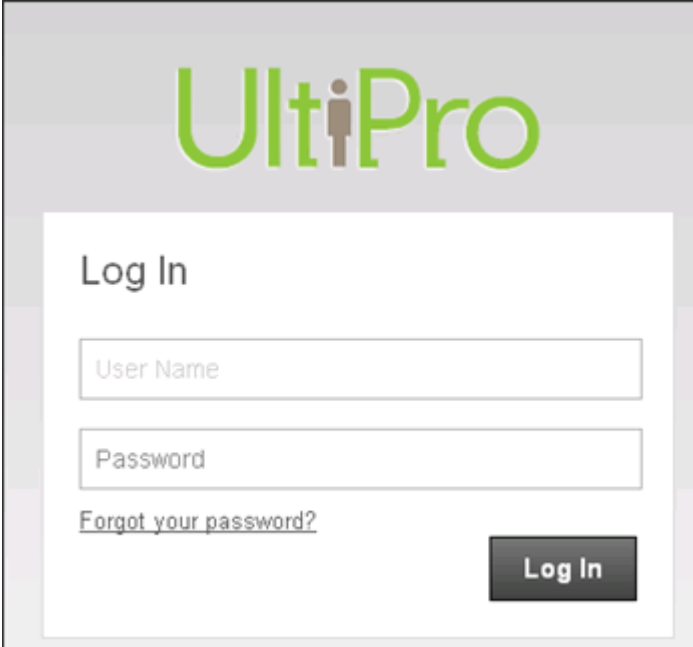
Employees may enter time various ways: hardware timeclock, Time Clock Entry feature, or manually entering punches in Time Management. Using Time Management, employees can perform tasks such as entering worked or non-worked time, requesting time off, or modifying timesheet punches.

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.



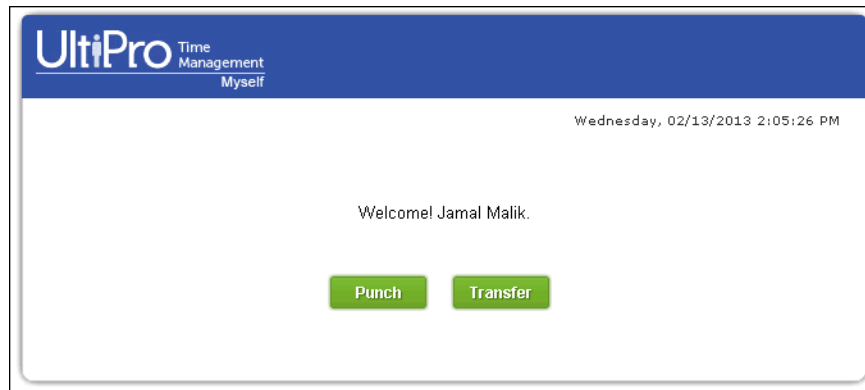
The image shows a screenshot of the UltiPro login interface. At the top, the 'UltiPro' logo is displayed in green. Below the logo, the text 'Log In' is centered. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom right of the login form is a dark grey button with the text 'Log In' in white.

2. Select Log In.

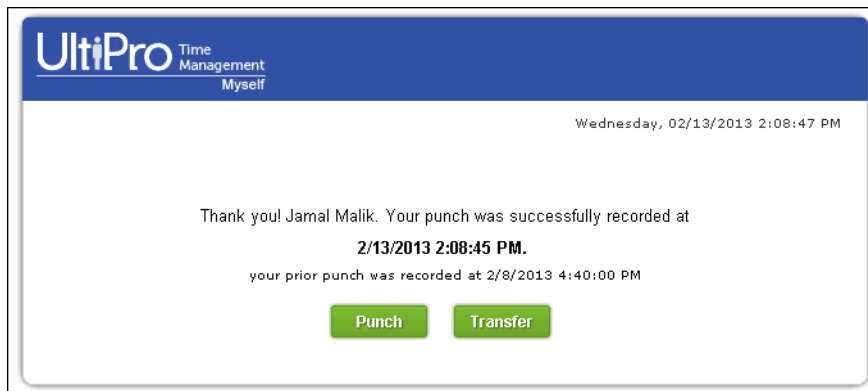
3. From the Myself menu, select Time Clock Entry.

Myself	My Team	My Company	Employee Admin	Payroll Processing	Reporting	Year End
Personal Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Property Private Info Other Personal Info		Career & Education Goals Competencies Personal Development Talent Profile Licenses Skills Tests Previous Employment Awards Education		Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2		Training Class History Required Training Current Enrollments
				Benefits Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests COBRA Links		Life Events Life Events
Jobs Job Summary Compensation Variable Pay Job History Reviews Other Company Info		Time Management Time Clock Entry				Documents

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



Your punch is then acknowledged in the message window.



Note:

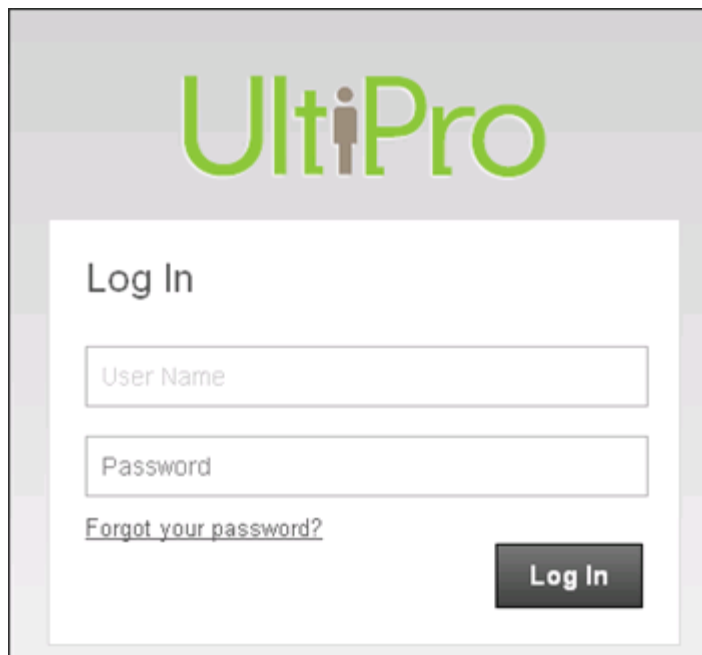
To clock out, simply select the Punch button again.

You can then view your timesheet to note the punched entries.

	Date	PayCode	In	Out	Reg	OT	Daily Hours	Shift_Exp
	Wed 02/13/2013	0[WORK HOURS]	02:08PM		0.00	0.00	0.00	00003-We

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

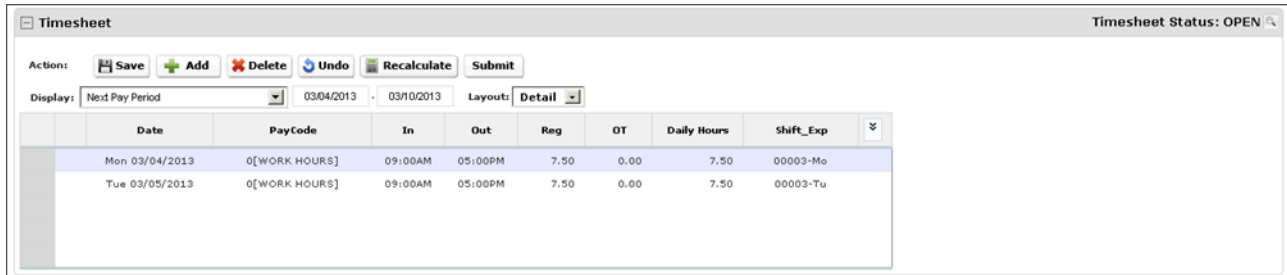
The Timesheet Punch feature contains the current date and time along with ability to enter notes for the punch. When notes are entered, they are concatenated together into the timesheet Notes field. The employee can also view a schedule summary, displaying his/her scheduled organization levels for today,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

The screenshot displays the UltiPro Time Management interface. At the top, there is a navigation bar with 'Attendance' and 'Scheduler' tabs. Below this, there are sub-tabs for 'Timesheets', 'Schedules', 'Accruals', and 'History'. The main content area is titled 'Timesheet' and shows a punch entry for 'Thursday, 02/28/2013 2:51:48 PM Pacific Time'. On the left, there is a 'Notes' field with a text input area and two buttons: 'Punch' and 'Transfer'. On the right, there is a summary table:

Today's Schedule	09:00AM-05:30PM
Job	Help Desk Level 2 (HELPDSK2)
Total Hours	8.00
Hours This Week	15.00 Regular
	0.00 Overtime

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.

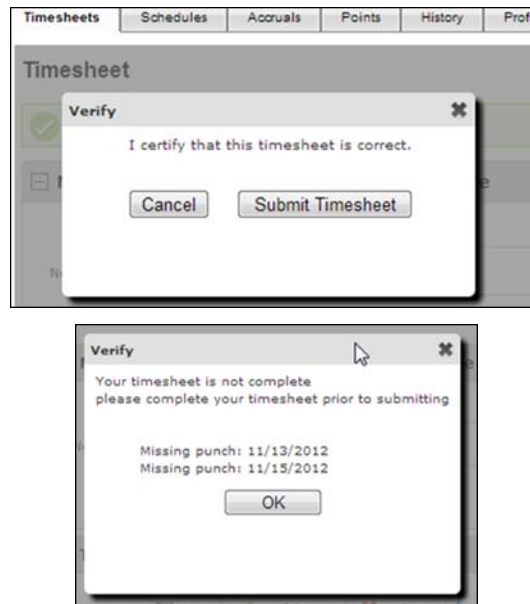


The screenshot shows the Timesheet interface with the following details:

- Timesheet Status: OPEN
- Action Bar: Save, Add, Delete, Undo, Recalculate, Submit
- Display: Next Pay Period, 03/04/2013 - 03/10/2013, Layout: Detail
- Table:

Date	PayCode	In	Out	Reg	OT	Daily Hours	Shift_Exp
Mon 03/04/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00	7.50	00003-Mo
Tue 03/05/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00	7.50	00003-Tu

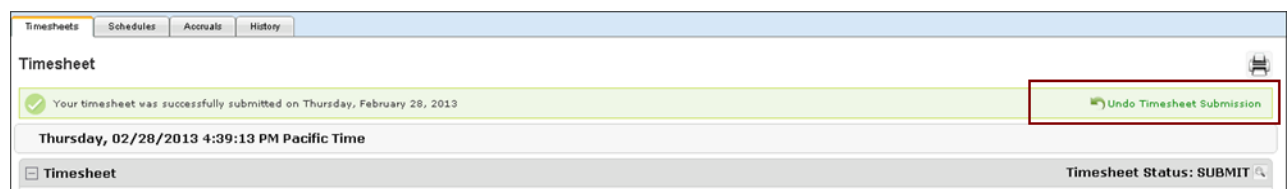
When the timesheet is submitted, if configured, the employee may be required to confirm that the submitted hours are true and accurate. Based on the timesheet, checks are in place to validate and detect any missing punches. If these are present, the employee will be required to make corrections before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



The first dialog is titled "Verify" and contains the text: "I certify that this timesheet is correct." with "Cancel" and "Submit Timesheet" buttons.

The second dialog is titled "Verify" and contains the text: "Your timesheet is not complete please complete your timesheet prior to submitting" followed by "Missing punch: 11/13/2012" and "Missing punch: 11/15/2012" with an "OK" button.

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.



The screenshot shows the Timesheet interface with the following details:

- Timesheet Status: SUBMIT
- Confirmation message: "Your timesheet was successfully submitted on Thursday, February 28, 2013"
- Timestamp: "Thursday, 02/28/2013 4:39:13 PM Pacific Time"
- Action Bar: Undo Timesheet Submission (highlighted with a red box)

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.

Weekly Summary		
Date Range Of Week	Reg	OT
03/04/2013 ~ 03/10/2013	15.00	0.00

Timesheet Summary

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

Timesheet Summary									
Group By: Paycode									
Pay Code	Reg Hrs	OT	Total Hrs	Earnings	Deductions	Reg Pay	OT Pay	Prem Pay	Total Pay
0[WORK HOURS]	15.00	0.00	15.00	\$0.00	\$0.00	*****	*****	*****	*****
Totals	15.00	0.00	15.00	\$0.00	\$0.00	*****	*****	*****	*****

Accrual Summary

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

Accrual Summary									
Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Maximum Used	Qualified Hours	Qualified Avg.	Notes
2[VACATION]	VAC	03/01/2013	T	8.00	24.31	0.00	0.00	0.00	Usage

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.

The screenshot shows the Scheduler Requests page with the following sections:

- Requests**: Includes 'New Request' and 'All Requests' tabs.
- Balance Summary**: Shows 'View By' options for 'Hours' (selected) and 'Days'. A table displays the current accrual and available hours for VACATION.
- Request Details**: Includes a 'Request Description' field, a 'Request Type' dropdown menu (set to 'SICK LEAVE[3]'), 'Date' fields for 'From' and 'To', a 'Notes' text area, and a 'Populate' button.
- Define Request Hours**: Includes a 'Please confirm the hours off per day...' instruction and a table with columns for 'All Day', 'Request Type', 'D', 'Date', 'Start Time', 'End Time', 'Requested Hours', 'Available Hours', and 'Remaining Hours'.

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.

Request Details

Request Description:

Request Type:

Date: From: To:

Notes:

Define Request Hours

Please confirm the hours off per day. If your request contains non-consecutive days, delete the days you would not normally work (i.e. weekends)

Actions

	All Day	Request Type	D	Date	Start Time	End Time	Requested Hours	Available Hours	Remaining Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	WE	2/27/2013			8.00	32.31	24.31
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	TH	2/28/2013			8.00	24.31	16.31
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	FR	3/1/2013			8.00	16.31	8.31
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
*Negative Balance Shown							Total Hours Requested	24.00	

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.

Requests


Requests

View: From: To:

Actions

	Request ID	Description	Date Submitted	Days Requested	Hours Requested	Request Status	Supervisor	Date Approved
<input type="checkbox"/>	1	Spring Break (02/27/2013-03/01/2013)	02/24/2013 2:22:17 PM	3	24.00	Pending		

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.

Messages 

Find by **From** **To**

Actions Displaying 1-1 of 1 records

<input type="checkbox"/>	Message Type	Description	Hours	Priority	Sender	Date	Status
<input type="checkbox"/>	Request		8	Normal	1481	02/24/2013 04:27PM	Approved

Records per page

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