

Employee Hourly Timesheet Overview

Time Management provides you with the ability to review hourly timesheets and related history based on specific pay periods. This information will help 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.

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.

To navigate to Time Management:

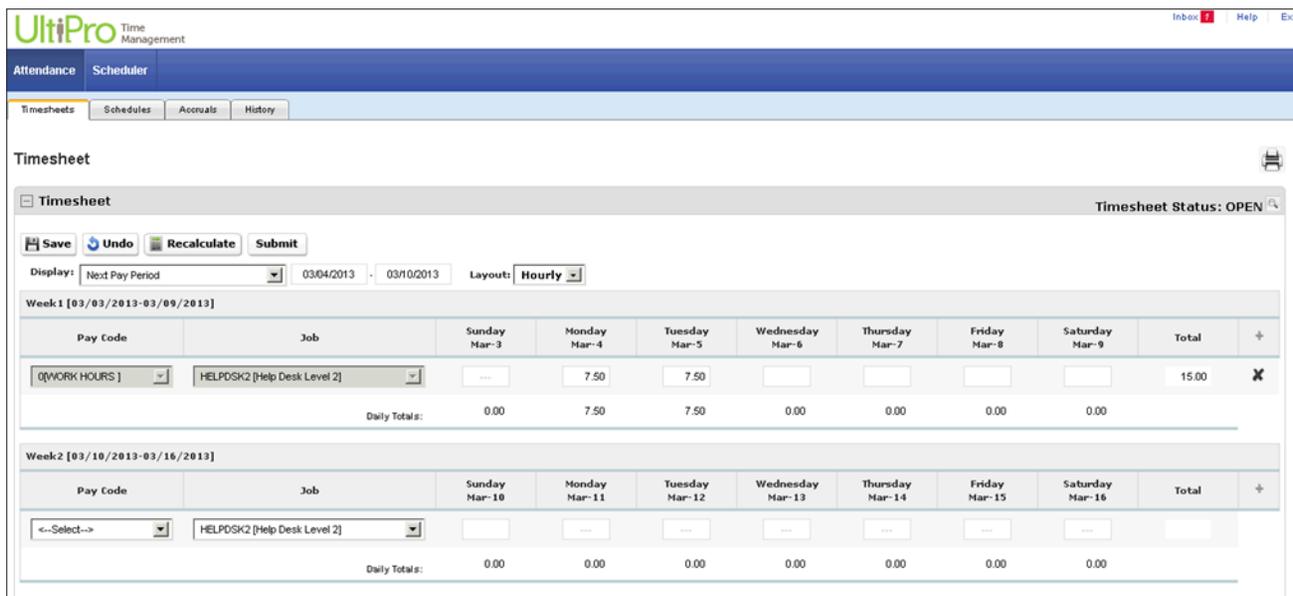
1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.

The Time Management categories appear.

3. Select the Timesheet tab.

Timesheet

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



The screenshot shows the UltiPro Time Management interface. At the top, there are tabs for Attendance and Scheduler. Below that, there are sub-tabs for Timesheets, Schedules, Accruals, and History. The main content area is titled "Timesheet" and includes a "Timesheet Status: OPEN" indicator. There are buttons for Save, Undo, Recalculate, and Submit. The interface shows two weeks of data:

Pay Code	Job	Sunday Mar-3	Monday Mar-4	Tuesday Mar-5	Wednesday Mar-6	Thursday Mar-7	Friday Mar-8	Saturday Mar-9	Total	
[WORK HOURS]	HELPSK2 [Help Desk Level 2]	---	7.50	7.50					15.00	+
Daily Totals:		0.00	7.50	7.50	0.00	0.00	0.00	0.00		

Pay Code	Job	Sunday Mar-10	Monday Mar-11	Tuesday Mar-12	Wednesday Mar-13	Thursday Mar-14	Friday Mar-15	Saturday Mar-16	Total	
<-Select-->	HELPSK2 [Help Desk Level 2]		---	---	---	---	---	---		+
Daily Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00		

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.



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	24.91	0.00	0.00	0.00	Usage

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