

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.

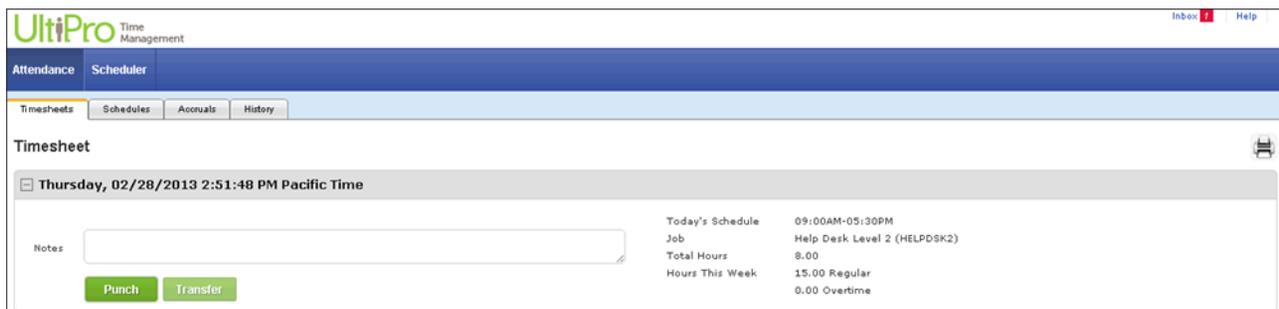
Timesheet

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.

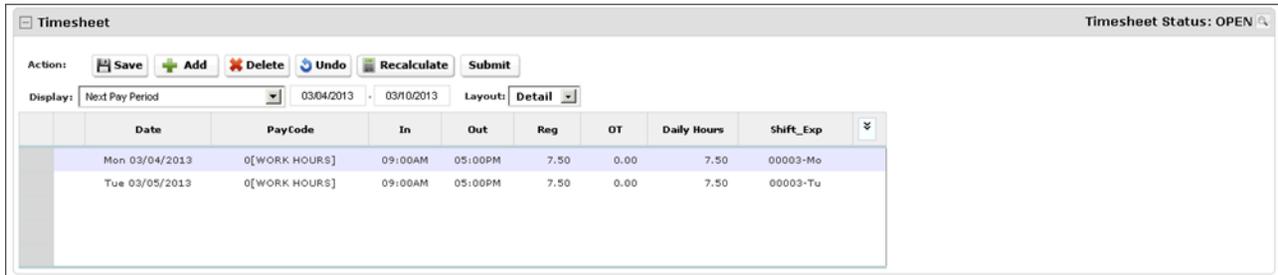


The screenshot shows the UltiPro Time Management interface. At the top, there is a navigation bar with 'Attendance' and 'Scheduler' tabs. Below this, there are sub-tabs for 'Timesheets', 'Schedules', 'Accruals', and 'History'. The main content area is titled 'Timesheet' and shows a date and time: 'Thursday, 02/28/2013 2:51:48 PM Pacific Time'. There is a 'Notes' field with a text input area and a 'Punch' button. To the right, there is a 'Today's Schedule' section with the following details:

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

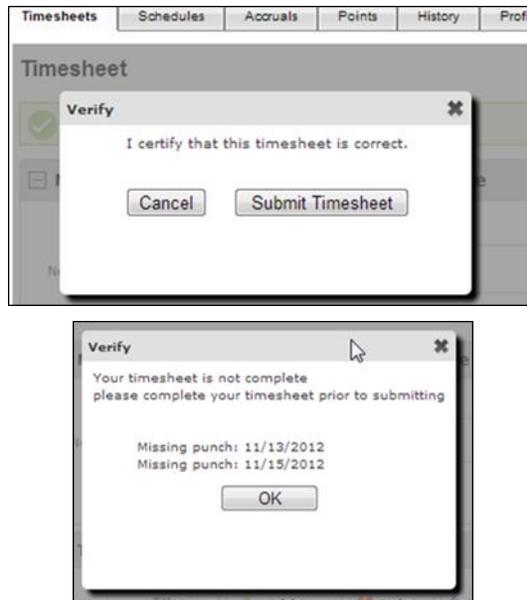
Timesheet

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.



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.



Verify

I certify that this timesheet is correct.

Cancel Submit Timesheet

Verify

Your timesheet is not complete
please complete your timesheet prior to submitting

Missing punch: 11/13/2012
Missing punch: 11/15/2012

OK

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.



Timesheet

Your timesheet was successfully submitted on Thursday, February 28, 2013

Undo Timesheet Submission

Thursday, 02/28/2013 4:39:13 PM Pacific Time

Timesheet

Timesheet Status: SUBMIT

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

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