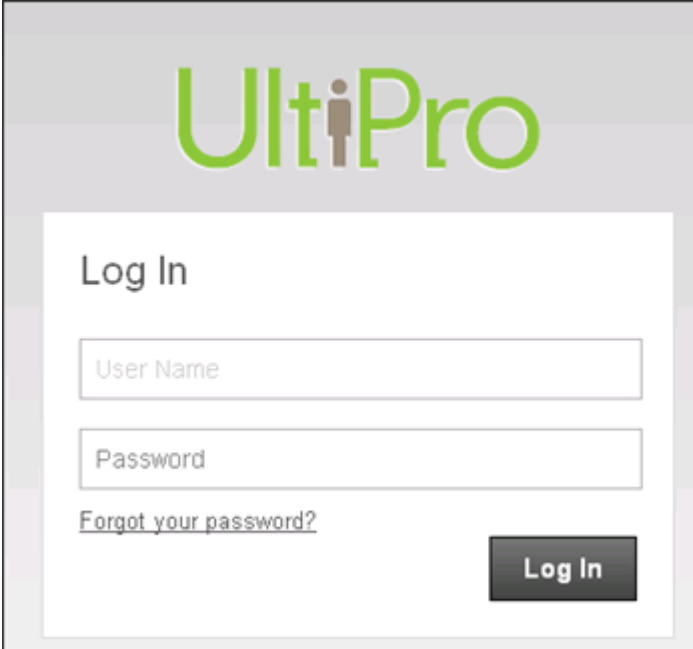


## Non-Exempt Employee Processes

Some processes for non-exempt employees include viewing their timesheet, adding or correcting a timesheet, and adding non-worked time to timesheets.

## 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.



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: one for 'User Name' and one for 'Password'. Below the password field, there is a link that says 'Forgot your password?'. At the bottom right of the login form, there is a dark grey button with the text 'Log In' in white.

### ***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.

## Adding or Correcting a Timesheet Punch for Employees

As an employee, you can enter In or Out time directly to your timesheet as well as make applicable corrections.

### 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 add or correct a timesheet punch:

1. Select the Attendance link.

The Timesheet page appears.

Date	PayCode	In	Out	Reg	OT	Daily Hours	Shift_Exp
Mon 02/04/2013	0[WORK HOURS]	08:30AM *	04:30PM *	7.50	0.00	7.50	00003-Mo
Tue 02/05/2013	2[VACATION]			0.00	0.00	0.00	00003
Wed 02/06/2013	2[VACATION]			0.00	0.00	0.00	00003
Thu 02/07/2013	0[WORK HOURS]	08:30AM *	04:30PM *	7.50	0.00	7.50	00003-Th
Fri 02/08/2013	0[WORK HOURS]	08:30AM *	04:30PM *	7.50	0.00	7.50	00003-Fr

2. From the Date Selection Display field, select the pay period you wish to update.
3. At the applicable In or Out field, enter the time to add a new punch or correct an inaccurate punch.

Date	PayCode	In	Out	Reg	OT	Daily Hours	Shift_Exp
Mon 02/04/2013	0[WORK HOURS]	08:30AM *	04:30PM *	7.50	0.00	7.50	00003-Mo
Tue 02/05/2013	2[VACATION]			0.00	0.00	0.00	00003
Wed 02/06/2013	2[VACATION]			0.00	0.00	0.00	00003
Thu 02/07/2013	0[WORK HOURS]	08:30AM *	2:00PM *	7.50	0.00	7.50	00003-Th
Fri 02/08/2013	0[WORK HOURS]	08:30AM *	04:30PM *	7.50	0.00	7.50	00003-Fr

4. Click Save to apply the changes. A Processing indicator shows you the progress.

Processing...

The updated punch time information is saved, and you receive a confirmation message.

Timesheet

✓ Your entries were saved successfully

Wednesday, 02/13/2013 4:17:03 PM Pacific Time

Timesheet

Action:

Display: Last Pay Period [v] 02/04/2013 - 02/10/2013 Layout: Detail [v]

	Date	PayCode	In		Out		Reg	OT	Daily Hours	Shift_Exp	[v]
	Mon 02/04/2013	0[WORK HOURS]	08:30AM	*	04:30PM	*	7.50	0.00	7.50	00003-Mo	
	Tue 02/05/2013	2[VACATION]					0.00	0.00	0.00	00003	
	Wed 02/06/2013	2[VACATION]					0.00	0.00	0.00	00003	
	Thu 02/07/2013	0[WORK HOURS]	08:30AM	*	02:00PM	*	5.50	0.00	5.50	00003-Th	
	Fri 02/08/2013	0[WORK HOURS]	08:30AM	*	04:30PM	*	7.50	0.00	7.50	00003-Fr	

## Adding Non-Worked Time to Timesheets for Employees

As an employee, you can enter time directly to your timesheet to add non-worked hours, such as vacation or sick time.

### 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 add non-worked time to timesheets:

1. Select the Attendance category. The Timesheet page appears.

Timesheet


Action:

Display: Last Pay Period [v] 02/11/2013 - 02/17/2013 Layout: Detail [v]

	Date	PayCode	In		Out		Reg	OT	Daily Hours	Shift_Exp	[v]
	Mon 02/11/2013	0[WORK HOURS]	09:00AM	*	04:30PM	*	7.00	0.00	7.00	00003-Mo	
	Tue 02/12/2013	0[WORK HOURS]	09:00AM	*	04:30PM	*	7.00	0.00	7.00	00003-Tu	
	Wed 02/13/2013	0[WORK HOURS]	09:00AM	*	04:30PM	*	7.00	0.00	7.00	00003-We	

2. From the Date Selection field, select the pay period you wish to update.
3. Select the next available empty Date field and then select the date from the drop-down list.
4. From the PayCode field, select the pay code from the drop-down list.

5. At the Reg field, enter the number of hours.

	Date	PayCode	In		Out		Reg	OT	Daily Hours	Shift_Exp	▼
	Mon 02/11/2013	0[WORK HOURS]	09:00AM	*	04:30PM	*	7.00	0.00	7.00	00003-Mo	
	Tue 02/12/2013	0[WORK HOURS]	09:00AM	*	04:30PM	*	7.00	0.00	7.00	00003-Tu	
	Wed 02/13/2013	0[WORK HOURS]	09:00AM	*	04:30PM	*	7.00	0.00	7.00	00003-We	
	Thu 02/14/2013	2[VACATION]					0.00	0.00	0.00	00003	
	Fri 02/15/2013	2[VACATION]									

6. Select Save to apply the changes.