

UltraTime for Supervisors – Quick Reference

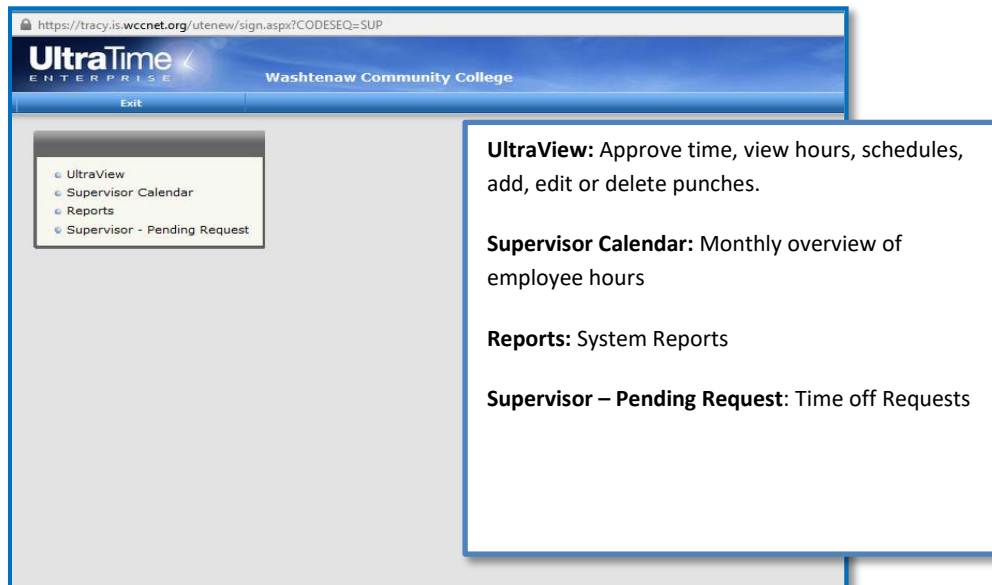
UltraTime Enterprise is WCC's electronic time-keeping system for hourly employees and it is accessible by visiting MyWCC (WCC Gateway) using the following browsers: Internet Explorer (IE), Firefox, Chrome and Safari.

1 TO ACCESS ULTRATIME:

1. GoTo: wccnet.edu
2. Click WCC Gateway
3. Login using netID and password
4. Click MyWCC tile
5. Click Employee Tab
6. Click UltraTime for Supervisors

Upon successfully logging into UltraTime, all supervisors will be taken to the following screen

Click UltraView to access employee information



UltraView: Approve time, view hours, schedules, add, edit or delete punches.

Supervisor Calendar: Monthly overview of employee hours

Reports: System Reports

Supervisor – Pending Request: Time off Requests

2 ULTRAVIEW

2.1 OVERVIEW

UltraView allows a supervisor to approve, schedule, review, and edit their employee's work and absence hours. The screen can be customized to show a specific time frame, number of employees and cell size.



Hours	Schedules	Absences	Exceptions	Mon	Tue	Wed	Thu	Fri
Task_CK 103151	Hi-40			√ 8.00	√ 8.00	√ 8.00	√ 8.00	√ 8.00
Task_OPT 103152	Hi-40			√ 8.00 IL DL	8.00	8.00	8.00	8.00
				ABS				
				ABS				

2.2 SAMPLE ULTRAVIEW WINDOW

When you select UltraView the following screen will appear and it is defaulted to the Hours Tab. The cells in the hours tab report the daily hours for an employee.

The column to the immediate right of the employee's name contains the total hours for the row. If the time card process has been run, the hours will be reported as Regular (R), Overtime (O), Double Time (D) or Absence (A). If the time card process has not been run, all worked reported will be listed as an (H) or an (A) Absence hours. You will see your employees as well as any shared employees. Note: Shared employees are denoted with a parenthesis around the hours. ex (8.00)

2.3 CELL COLOR CODING

- Gray – Default color, no exceptions or the cell has been approved/confirmed.
- Light Blue – Indicates a potential schedule infraction.
- Red – Indicates a critical error where the employee will not be paid for hours worked. These may include a missing punch, an unscheduled absence, etc.

3 APPROVING TIME

To approve the employee's time:

1. **Right click** the desired cell. A checkmark will display, representing your approval.
2. To un-approve a cell, **right click the cell** again to remove the checkmark.

4 MAKING CORRECTIONS

There will be times when you need to correct an employee's time, by either punching them in/out, correcting their start time, or entering in an absence.

Sample Scenario: A full time employee (schedule built in UltraTime) did not log their hours in, so they have an ABS (absence) exception code. Supervisor has decided to manually enter hours for the employee.

4.1 TO MAKE A CORRECTION:

The Supervisor needs to enter the employees (8a-5p) Start and stop time.

1. Click the employee's date cell to open the daily detail window to make changes to the start time, stop time.

The following detail screen will appear

In the line labeled New, enter the appropriate punch information **Start 8a, Stop 5p, Adjust Hours -1** (lunch), tabbing between each field, so that the Position Code field populates. Note: If position code is blank, the cell will turn red with a DC exception code.

5 DELETING A PUNCH

1. Click in the box labeled “Del” – a check mark will appear in the box.
2. Click **Apply** or press **Enter** on the Keyboard

Del	Start Time	Stop Time	Position Code	Adjust Hours	Paid Hours	Pay Code
<input checked="" type="checkbox"/>	8:00A	5:00P		-1.00	8.00	
New:						

Del	Start Time	Stop Time	Position Code	Adjust Hours	Paid Hours
<input checked="" type="checkbox"/>	8:00A	5:00P		0.00	8.00
<input checked="" type="checkbox"/>	8:00A	5:00P		-1.00	8.00
New:					

Note: Deleted Punch information turns red and will remain in the detailed cell information for tracking purposes but will not be included in work hour totals or payroll exports.

5.1 UN-DELETE A PUNCH

1. **Uncheck** the box labeled “Del”
2. Click **Apply** or press Enter on the keyboard.

Note: Punch information will change from red to blue and will be included in work hour totals.

6 EXCEPTION CODES

Exception codes indicate potential errors with an employee’s records. Exception codes will appear in the cells, in the detailed punch information, and the Exception Tab.

Note: Exception codes only appear if an employee has a schedule built into UltraTime.

AL Auto Lunch	FH – Future Hire	MO - Manager Override	PO – Part/Operation Error
BC - Break Count	IE – In Early	MP - Missing Punch	SB Short Break
CB - Call back	IL – In Late	NH – Negative Hours	SC – Schedule Conflict
CD - Charge Dept	JE - Job Error	NR – No Return	SL - Short Lunch
CJ – Charge Job	JN – Job Number Error	OE – Out Early	SO - Scheduled Off
CO – Class Overlap	JS – Job Step Error	OH – Over Hours	TE - Terminated
DLS – Daylight Savings	LB - Long Break	OL – Out Late	TO – Time Overlap
DC – Position Code Error	LL - Long Lunch	PC – Punch Count	UB - Unauthorized Break
DE – Department Error	ML – Missing Lunch	PE - Punch Error	UH - Under Hours

7 REPORTS

Reports

- Punch Exception
- Absent and Tardy
- Daily Punch Detail
- Time Card (Not for Payroll)
- Employee Schedule
- Daily Employee Status
- Weekly Hours Summary
- Attendance Summary
- Approaching Overtime
- Yearly Attendance Calendar
- Scheduled Absence
- Punch History
- Back

UltraTime provides a listing of reports that allow a supervisor to review a wide variety of information within the system. Using filters, the supervisor can customize the report to look at specific sets of employees, date ranges and more. Reports can be downloaded into various different formats that allow a supervisor to choose how the information is presented.

The following detail describes some of the more common used reports in the system. The report selections may vary based on your security level.

- Punch Exception – Daily report on all employees that punched off schedule.
- Absent and Tardy – Daily report of all absent and tardy employees.
- Area Distribution – Daily report detailing employees' hours by charged area.
- Daily Punch Detail – Daily report detailing employees' punches and schedule.
- Time Card Report – Report detailing each employee's hours to be paid.
- Employee Schedule – Report of employees' schedules (1 week – 4 week).
- Daily Employee Status – Report of employee's scheduled absence and start time.
- Weekly Hours Summary – Report of employee's detailed daily hours and weekly summary.
- Attendance Summary – Summary of absence hours and hours worked by area and shift.
- Approaching OverTime – Report listing employees who are approaching overtime.
- Yearly Attendance Calendar – One year calendar summarizing employee hours and absences.
- Scheduled Absence – Report of the scheduled absences for a date range.
- Punch History – Historical view of individual punch detail.

8 ULTRA TIME HELP

E-mail Ultratime@wccnet.edu for UltraTime assistance regarding the following issues:

- Setting up proxies
- Technical problems
- Key fob issues
- Training
- Questions about exception codes
- Recording time for offsite employees
- Confirming which staff should use the fob system vs. web time entry
- Please note, requests to have exempt level staff and/or faculty added to the existing proxy list should be e-mailed to employment@wccnet.edu

E-mail pay@wccnet.edu with direct issues related to:

- Payroll hours
- Time approvals
- Paychecks

Email askhr@wccnet.edu for assistance with the following issues:

- Adding new employees
- Terminate employee positions
- Changing supervisors
- Questions and/or concerns regarding employees with multiple positions
- Requests to have exempt level staff and/or faculty added to the existing proxy list
- Changing an employee's status from part-time to full-time and vice versa