UltraTime ENTERPRISE

Welcome to UltraTime Enterprise

Berea College

TRACY

People. Productivity. Performance.

Labor Supervisor Manual

With

Guide for Payroll Coordinators

Updated Fall 2017

GOD HAS MADE OF ONE BLOOD ALL PEOPLES OF THE EARTH

BEREA COLLEGE

IMPORTANT NOTE

UltraTime is designed to work best with Internet Explorer

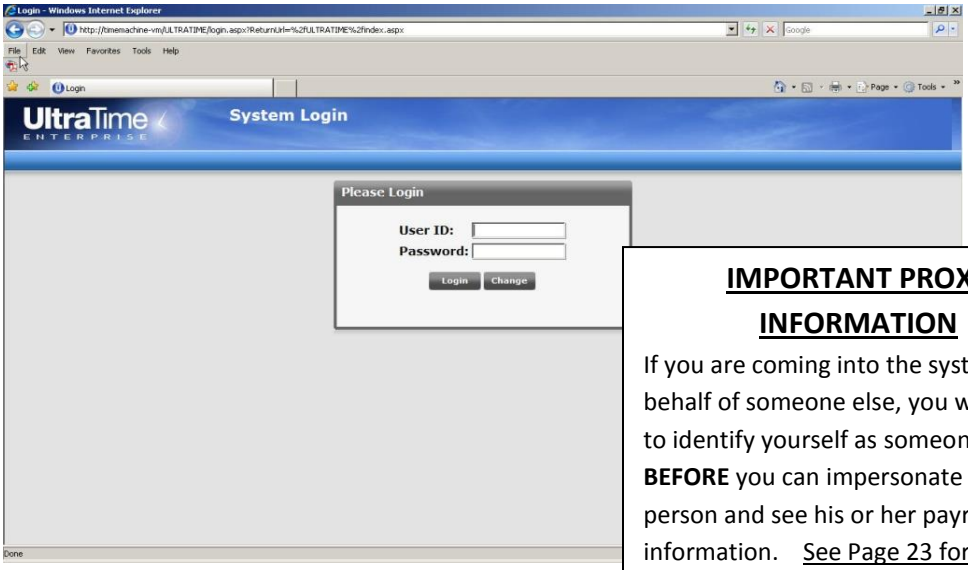
Table of Contents

Welcome to UltraTime Enterprise
Logging into UltraTime on the Web....3
Logging into UltraTime through the Portal....3
Main Menu Screen....4
UltraView....5
Overview of Button Functions....5-6
Overview of Tabs....6
UltraView Hours Tab Overview....7
Acronymns Codes....7
Cell Color Codes....7
Adjusting Screen Settings....8
Editing an Existing Clock Punch/Postion Code fields....9
Manually Adding a Missing Punch....10
Creating a new Punch Record....11
Deleting a Clock Punch Record....12
Adding Comments to a Punch Record....13
Certify/Decertify Punch Records....14
Known Issues When Approving Time....15-16
Correcting a Distribution Code (DC) error....17
Macro Tab Functions in UltraView....18
Exceptions Tab in UltraView....19
Classes Tab in UltraView....20
Scheduling Tab in Ultraview....21
Schedule Tab Settings....21
Creating a Schedule....21-23
What Does the Schedule Feature Do For Me?....23
Global Button Features....24
Proxy Overview....25
Proxy Setup....25
Proxy Impersonation....25
Reports....26
Exceptions Report....27-28
TimeCard Report....28-29
Student Payroll Reports....30
Pre-Payroll Error Report....31-32
Unconfirmed Hours Report....33-34

FAQ's....35

Logging into UltraTime

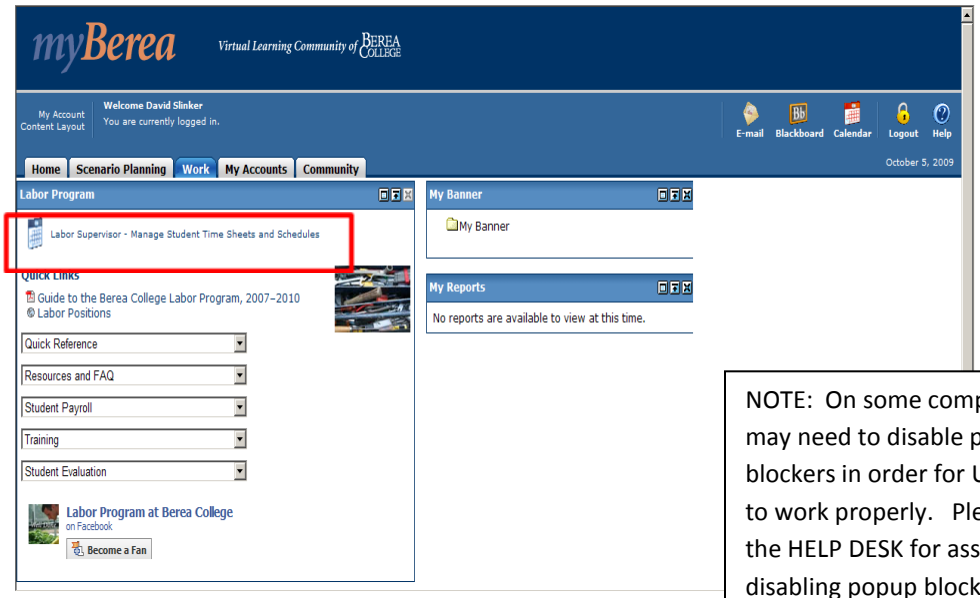
1. Open Internet Explorer and go to: https://timemachine-vm.berea.edu/ULTRATIME . Bookmark this link in **Internet Explorer FAVORITES** and/or create a link to this address on your desktop.
2. On the UltraTime Enterprise login screen, enter your Berea email/network account **Username** and **Password.**



IMPORTANT PROXY INFORMATION

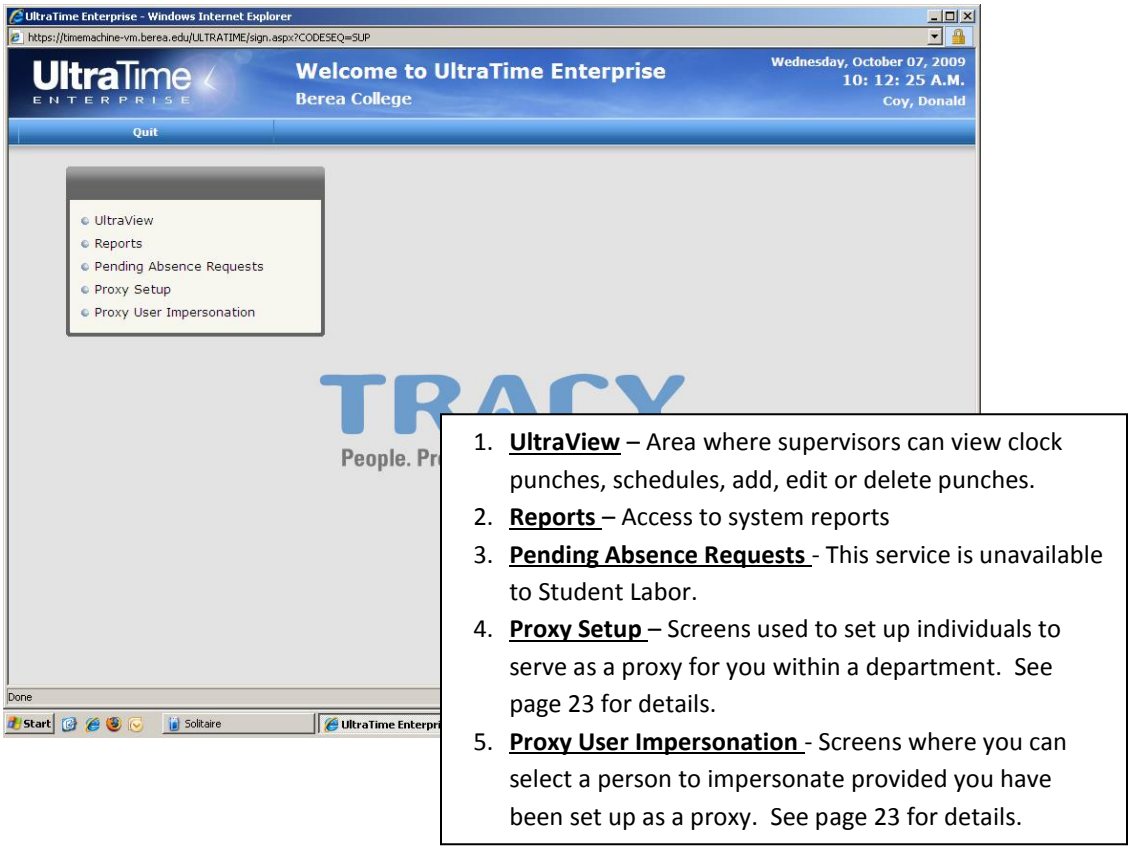
If you are coming into the system on behalf of someone else, you will need to identify yourself as someone's proxy **BEFORE** you can impersonate that person and see his or her payroll information. See Page 23 for Proxy setup and Impersonation.

3. You also have the option to log into UltraTime Enterprise through the Berea College Portal in **myBerea**. Once you are logged into the Portal, click on the **Work** Tab where you will find a link in the **Labor Program Channel** for Labor Supervisors to manage student time sheets and schedules. Because you have already entered your User ID and Password to enter the Portal, you will be taken directly to the TRACY system and will not enter it again.



NOTE: On some computers, you may need to disable popup blockers in order for UltraTime to work properly. Please call the HELP DESK for assistance in disabling popup blockers.

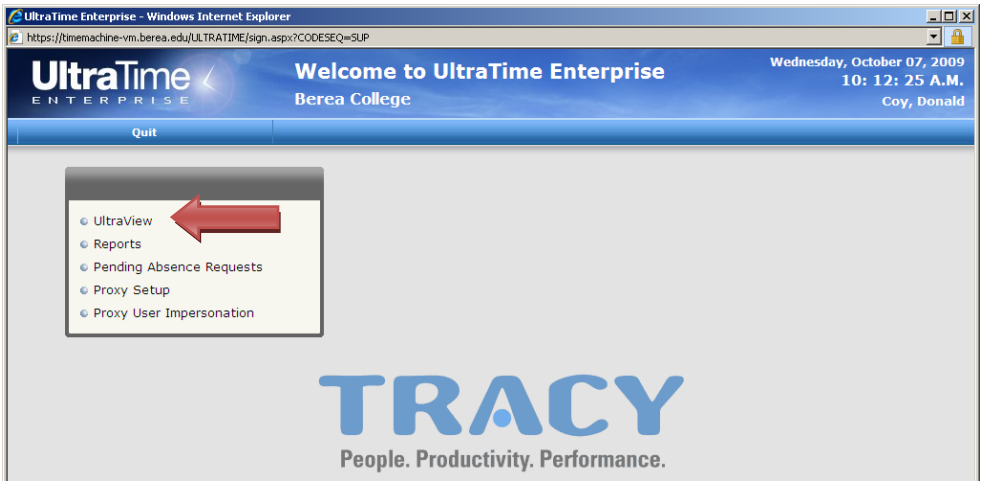
4. Upon successfully logging into UltraTime Enterprise, all supervisors will be taken to the following screen:



Navigating UltraTime Enterprise

Navigating UltraTime Enterprise is easy using a combination of basic mouse and keyboard functions. By using the mouse to click on various buttons and fields throughout the system you will be able to move around, review information, and apply necessary changes.

Please click on **UltraView**



UltraView

The **UltraView** screen will be a frequent work area for labor supervisors. In the **UltraView** tab options, supervisors can:

- View and edit hours for all worker
- Correct and/or create manual time entries
- Certify and approve time for all workers
- Set up and view work schedules
- See class schedules
- Filter for specific information
- See past punch histories
- View/print system reports including **TimeCard** and **Exceptions** reports

Overview of Button Functions in UltraView

- Refresh – Refreshes the screen to current information
- Filter – Filters and selects a sub-group of employees for review and editing
- Global – Allows you to apply a mass change or edit to an entire group of employees
- Macro – Allows you to insert predefined information into an individual cell as a "single" click function
- Lock – This function operates at the supervisor level to lock time records for a department after all approvals have been made. This prevents students from entering additional hours without a supervisor's knowledge after all hours been approved at the end of a pay period.
- Reports – Creates system reports that assist you in managing your department payroll
- Settings – Allows you to customize your view of the UltraView screen
- Exit – Exits UltraView and returns back to the main menu screen

Button functions with corresponding Keyboard Shortcuts listed in [ ]

- - Moves backward in time to earlier time records [Ctrl + Page Up]
- + - Moves forward in time to later or most current time records [Ctrl + Page Down]
- Date - Allows you to see records based on a user defined date
- |< - Jumps to the beginning of the worker listing [Home]
- < - Scrolls the worker listing back one page [Page Up]
- > - Scrolls the worker listing forward one page [Page Down]
- >| - Jumps to end of the worker listing [End]
- Locate - Allows you to locate a specific worker

NOTE: When search box appears, start typing the last name of the person you are seeking and the match will move to the top of the listing. Click on the correct name in the search box and that person/records will move to the top of the page in UltraView.

Overview of Tabs

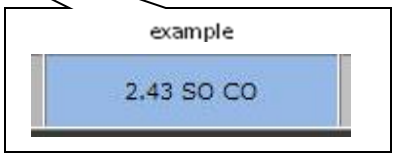
- Hours – Lists employees' punch histories, hours, and exception information for a selected time frame
- Schedules – Allows a supervisor to set and manage work schedules for their employees
- Absences – Tracks employee absences (only if the UltraTime scheduling feature is active)
- Exceptions – Tracks employee exceptions (ex. In Late, Out Late, Missing Punch, etc Note: some only are visible when the UltraTime scheduling feature is active)
- Classes – Allows a view of student class schedules as pulled from BANNER

Proceed to the UltraView Hours Tab

UltraView Hours Tab

This view of the UltraView **Hours Tab** supplies you with a quick view of payroll information as explained below.

Each cell contains an accumulated total hours that an individual has worked in a single day plus a series of acronym codes that supply details and explanations related to those hours.



UNDERSTANDING ACRONYMS: Acronyms will appear on individual cells and provide information to assist you in managing your payroll. Some acronyms will indicate that a student clocked in late (IL) or left early (OE) while others will show an absence (ABS) or if there is a missing punch (MP). <u>It is important to note that if you have not enabled the scheduling feature, the only acronyms you will see are SO (scheduled off), MP (missing punch) and CO (class override).</u> The following list contains additional acronyms you may see if you are using the TRACY scheduling feature:

ABS—Absent	**OE—Out Early**
APA—Approved Absence	**OH—Over Hours**
CO—Class Override	**OL—Out Late**
IE—In Early	**SO—Scheduled Off**
IL—In Late	**UAA—Unapproved Absence**
MP—Missing Punch	**UH—Under Hours**

In addition, the color of the cells supplies a quick visual of the status of each clock period for the worker. The code is as follows:

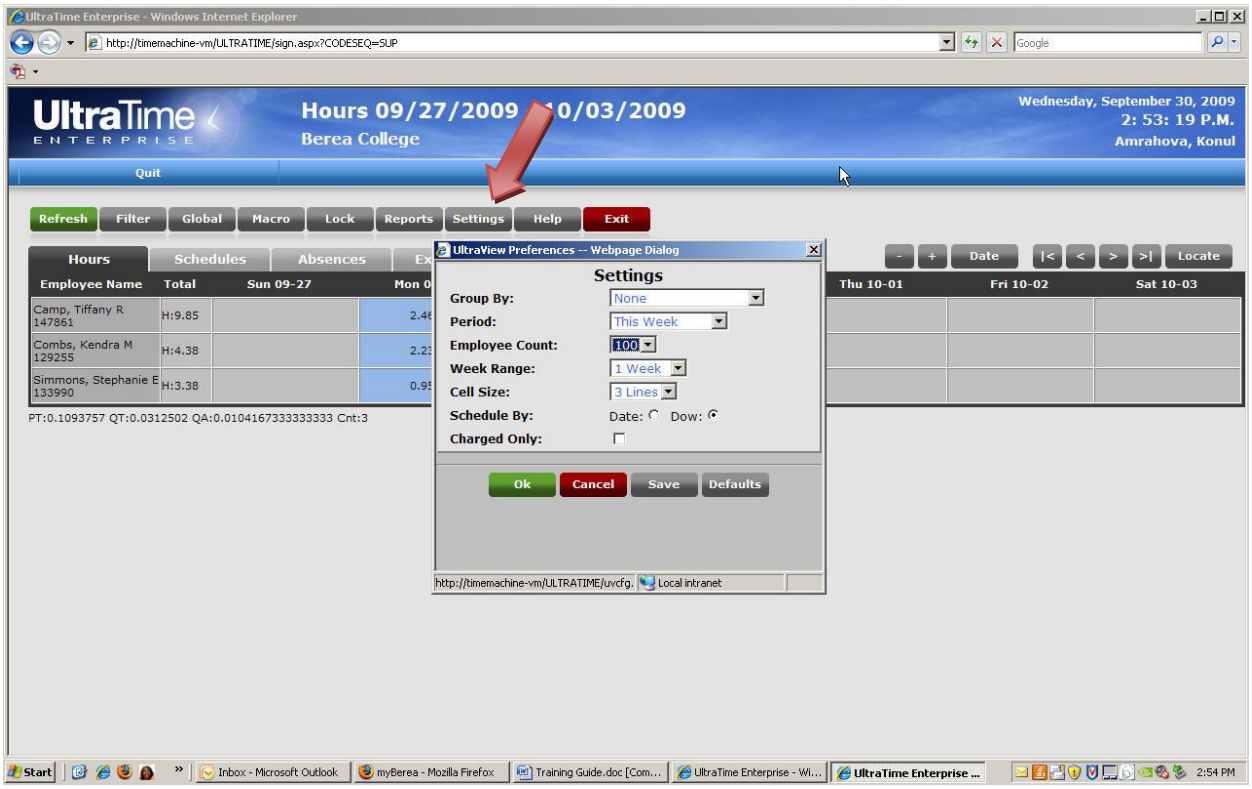
<u>Blue cells</u> will show hours correctly entered and no known issues. Blue also indicates these hours are not yet approved/certified.

<u>Grey cells</u> indicate that all time entries are in order and have been approved/certified by the supervisor. A right click on any blue cell will turn the cell grey and insert a check mark **(✓)** to show approved/certified status.

<u>Red cells</u> show a payroll issue that must be resolved before approval can occur. Common causes are usually missed punches (MP) or distribution code errors (DC). Once you correct the issue, the cell will turn blue and will be able to be approved/certified.

Adjusting Screen Settings in UltraView

Changing the screen Settings will allow you to view multiple week ranges and to view all students in one screen if there are more than 10 in a department. To change your settings, click the UltraView **Settings** tab. The following Settings window will appear:



You can define your view by the following:

- **Group By** allows you to view and group your departmental payroll records according to supervisors, shift and department, etc…
- **Period** gives a wide view of payroll periods and records in the system (example: This week, this month, last month, etc.)
- **Employee Count** allows you to determine the number of workers you see per page (example: 5, 100, etc.)
- **Week Range** allows a view of single or multiple week records (example: 1,2,3,4,5 week ranges)
- **Cell Size** allows you to shrink the cell size when viewing payroll records in order to fit more onto a screen.
- **Schedule By** Date or Dow (Day of the week). This option is used when using the TRACY scheduling feature allowing you to customize the type of schedule you are inserting.

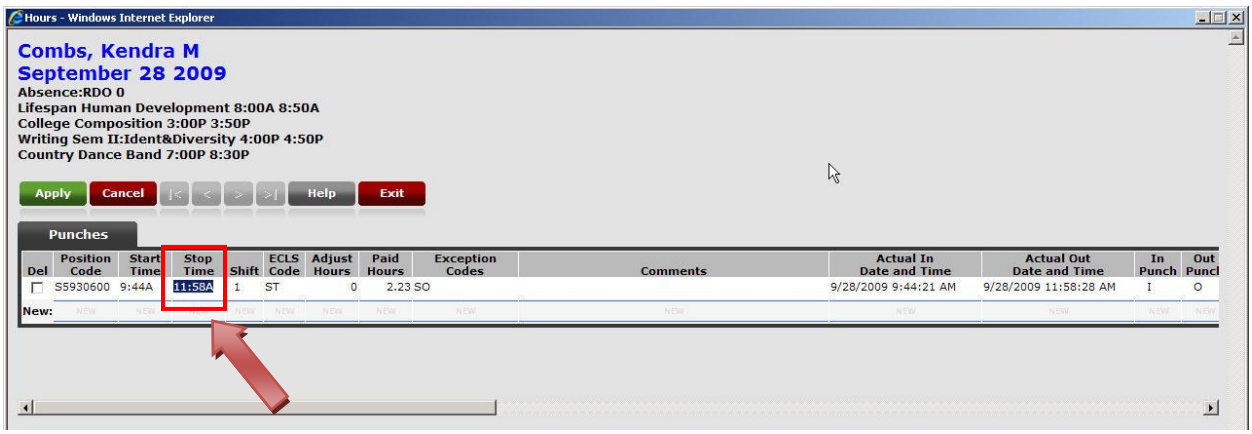
If you click **Ok** the selected settings will be applied to the current session only. If you click **Save** and **Ok**, your selections will become your default setting every time you log in. If you would like to return to the original settings, click **Default** and **Ok**.

Editing an Existing Clock Punch in UltraView

A. In the UltraView **Hours** tab, double click on the cell you would like to view and edit. A second, smaller window will open with an expanded view of that cell's information and will contain all the details surrounding that punch. NOTE: sometimes the second window will be minimized or appear "behind" your main screen. You will need to maximize and bring the detail screen to the front.

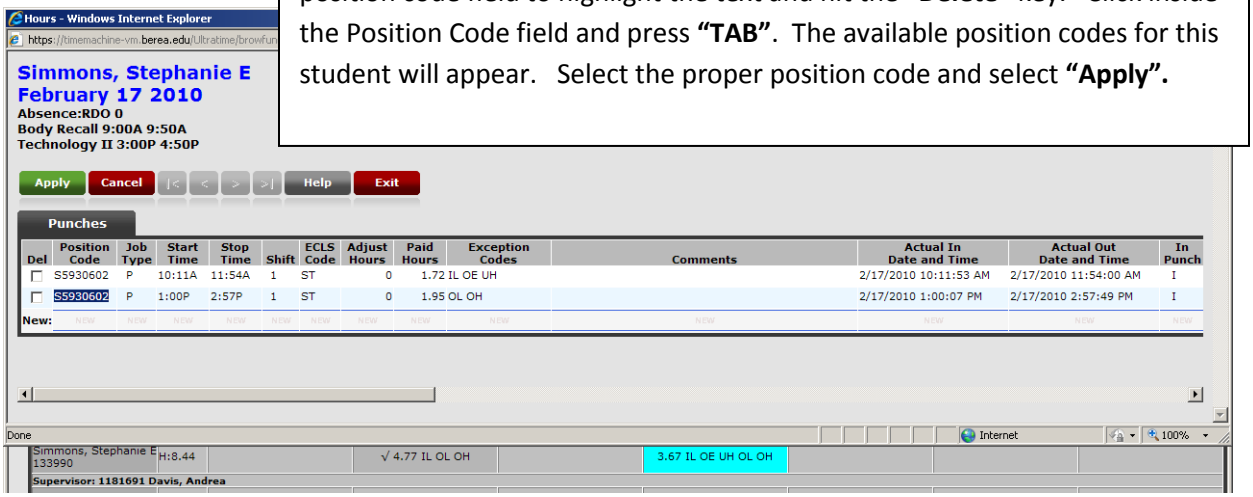
B. To edit the Start and/or Stop Time, highlight the area to be edited (click and drag cursor over area), erase the incorrect time and type in the correct time remembering to use "A" for a.m. and "P" for p.m. (Example 2:30P). Click **Apply** and then **Exit**.

NOTE: Any time you alter a record, an audit trail is created in that screen that shows the login ID of the person making the change to the record along with the date and time of the edit. This is helpful in managing your payroll whenever you are using a proxy and need to verify who has made an edit and when.



EDITING POSITION CODE FIELDS

To edit the position code (in the case of an incorrect job clock in/out) simply follow the same procedures for editing. Click and drag the curser over the position code field to highlight the text and hit the **"Delete"** key. Click inside the Position Code field and press **"TAB"**. The available position codes for this student will appear. Select the proper position code and select **"Apply".**

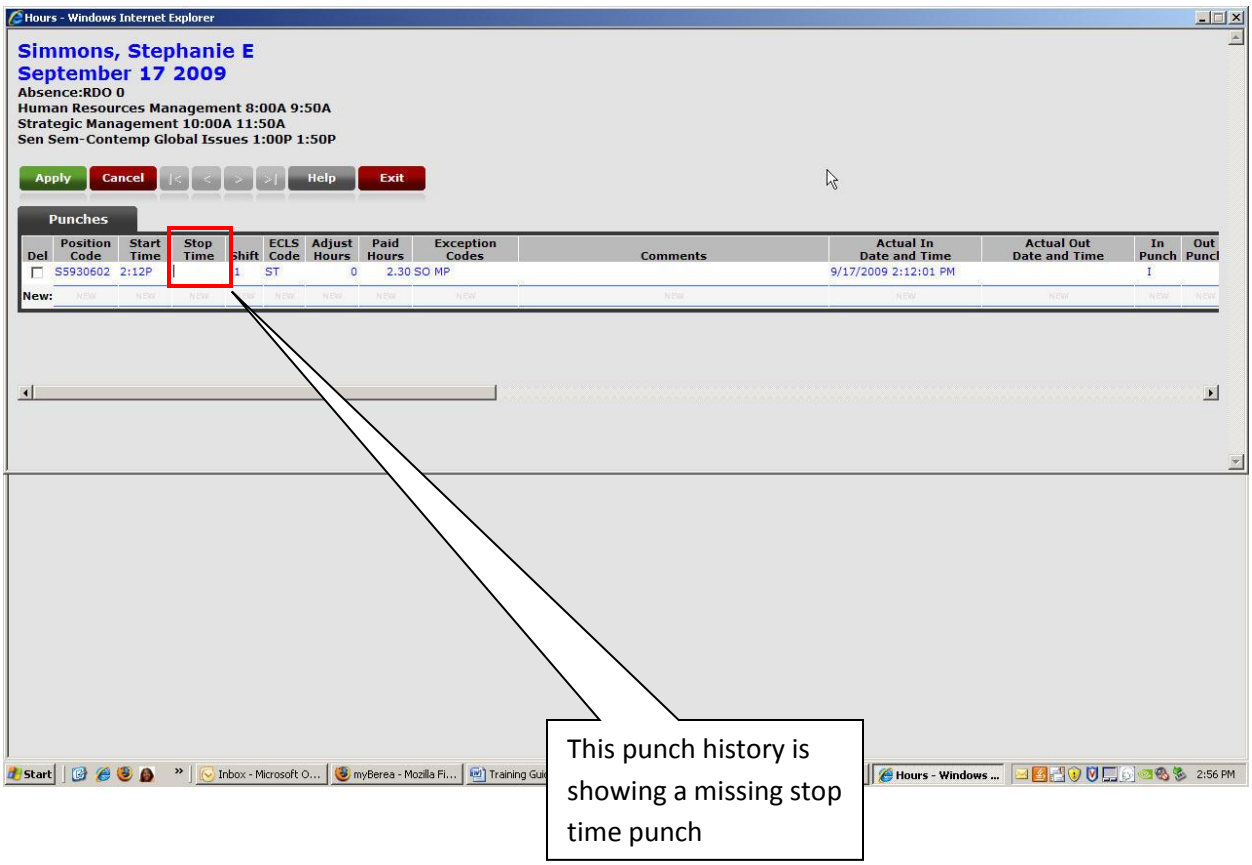


Manually Adding a Missing Punch in UltraView

A. In the UltraView **Hours** tab, double click on the cell with missing punch. This cell should be red and contain the acronym **MP**. A second, smaller window will open with an expanded view of that cell's information and will contain all the details surrounding that punch.

B. Locate and click on the cell with the missing time punch and type in the correct Start / Stop Time remembering to use "A" for a.m. and "P" for p.m. (Example 2:30P). Click **Apply** and then **Exit**.

NOTE: This instruction applies to workers who have only one clock punch for the day and have forgotten to clock in or out.

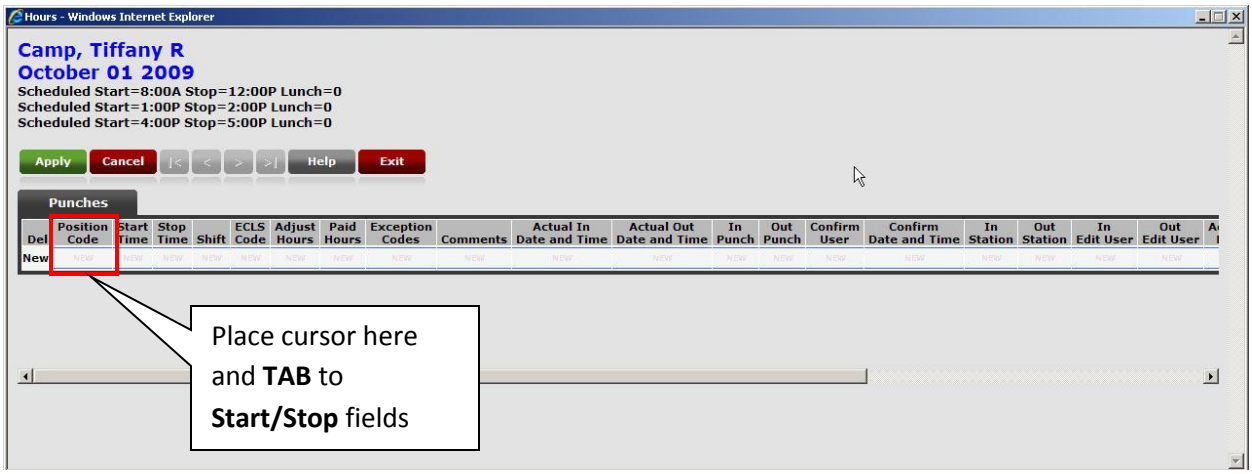


Manually Creating a New Punch Record in UltraView

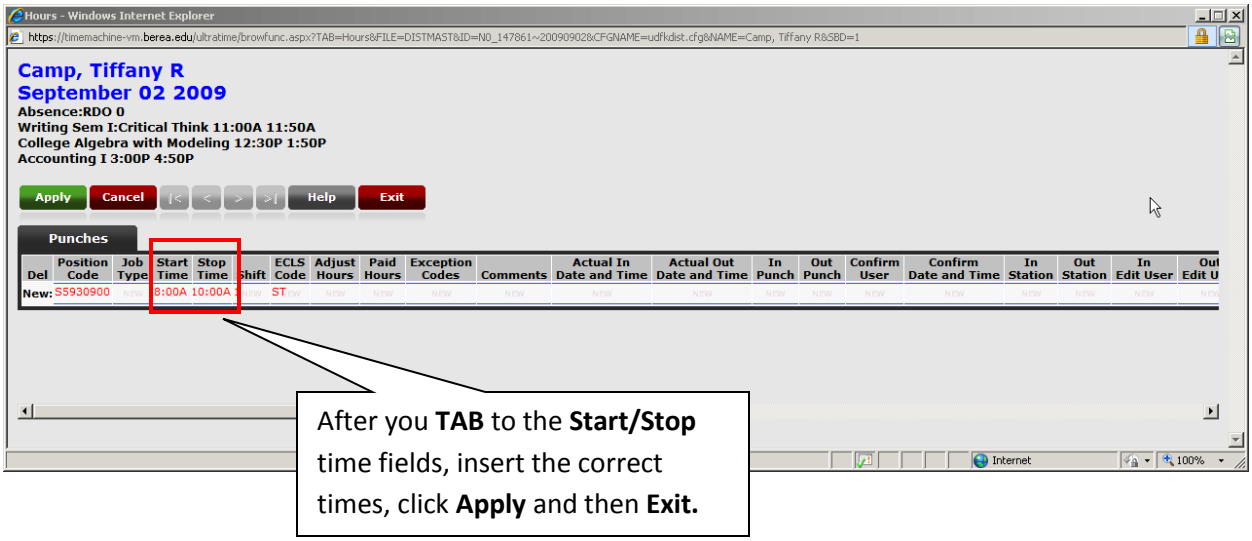
A. In the UltraView **Hours** tab, double click on the cell where you would like to create a new time record and add punches. Be sure to use the cell in the **Hours** tab for the date where you want to create the record. A punch screen will appear as shown below.

B. Start by placing the cursor in the "**New**" **Position Code** field and use the **TAB** key to advance to the **Start** and **Stop Time** fields. Doing this causes the system to populate fields in this screen with essential payroll information. Once you **TAB** to the **Start** and **Stop Time** cells, enter the appropriate times remembering to use "A" for a.m. and "P" for p.m. (Example 2:30P). Click **Exit.**

NOTE: This method is used when you are creating a new payroll record that has not yet been started by the student. An example would be when a student has worked in a location or a time frame that prevented them from clocking in or out at the usual location.



After inserting the correct stop/start times as shown below, click **Apply** and then **Exit**:



Deleting a Clock Punch in UltraView

A. Click on the cell in that contains a punch that needs to be deleted. A second, smaller window will open with an expanded view of that cell's information and will contain all the details surrounding that punch.

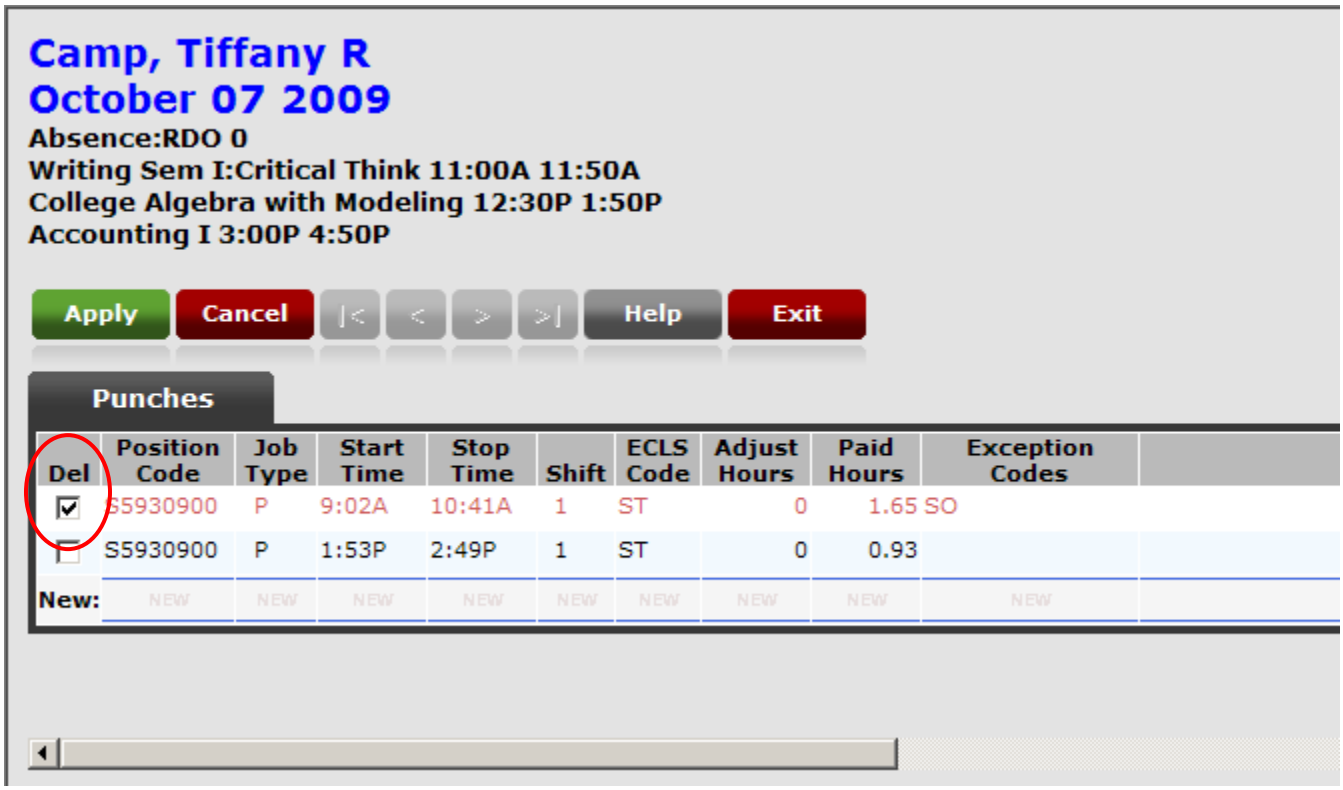
B. Click in the box labeled **Del** on the line that contains the punches to be deleted – A check mark will appear in the box

C. Click **Apply** and then **Exit**

NOTE: Punch information will turn red and remain in the detailed cell information found in this screen for tracking purposes. It will, however, not be included in the work hour totals for a worker.

D. If for some reason you need to reactivate this punch, you simply follow the same process and uncheck the **Del** box.

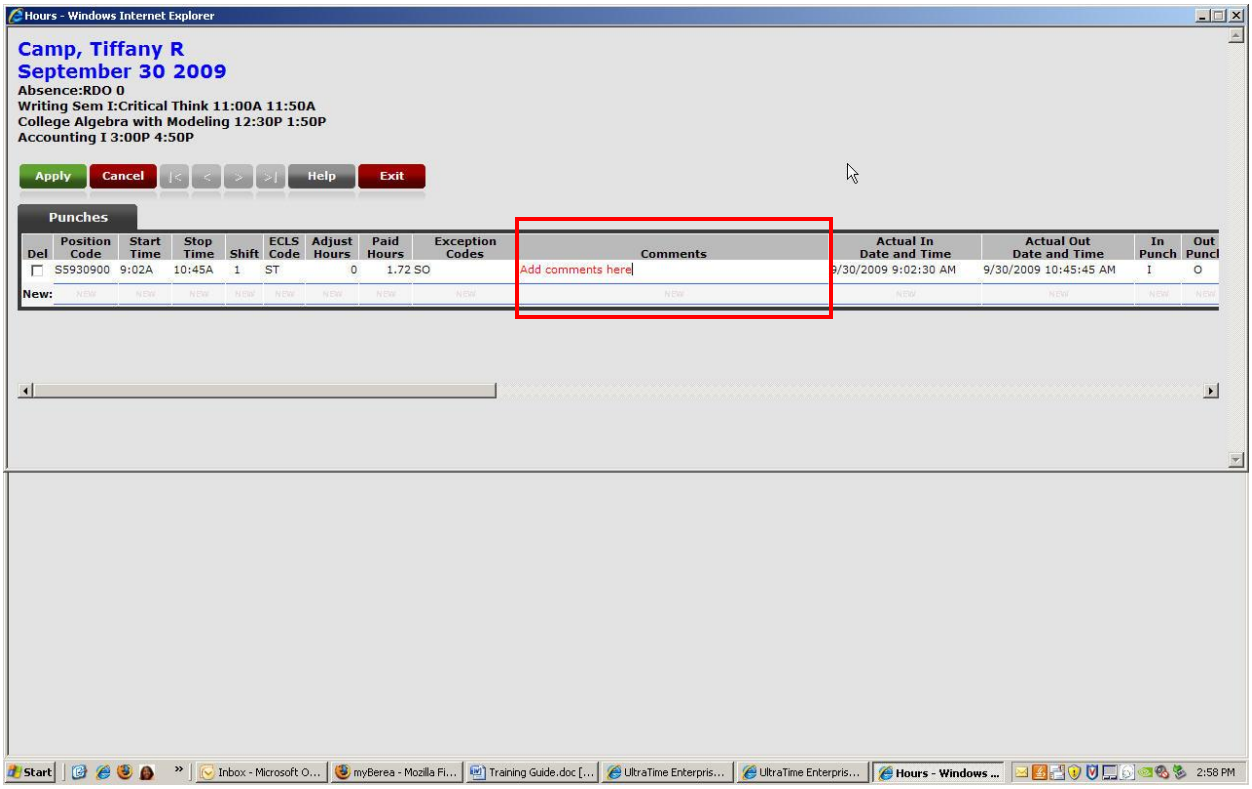
E. Click **Apply** and then **Exit**. The punch information will turn blue again and will become active in the system.



Adding Comments to a Punch in UltraView

A. In the UltraView **Hours** tab, double click on the cell where you would like to add a comment. Click on the **Comments Box"**Add comments here" and type your comment.

NOTE: This field is offered to assist supervisors whenever there is a need to maintain information about a particular time record. An example might be where supervisors want to know how many hours were spent by a particular student while working on a special project for the department or to record consistently late punches. Use this field to record any information whenever you need to document concerns or details about a punch history that you need to recall at a later date.



How to Certify/Decertify a Punch in UltraView

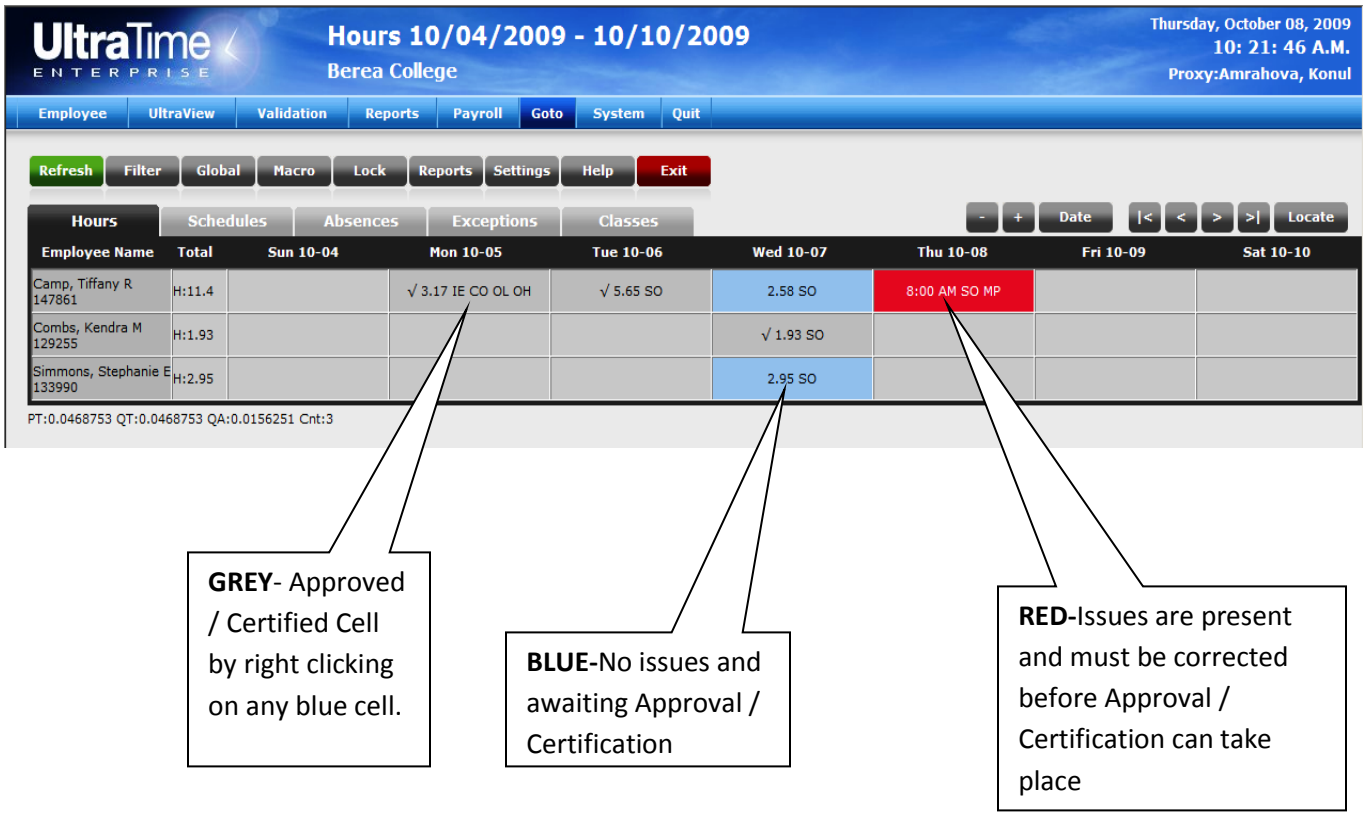
This is a required step in meeting the regulations as set forth in the Department of Education Federal Work Study Programs. Supervisors are responsible for the accuracy of these records even if using a proxy. When a record is approved and certified, you are confirming that a student has worked the indicated hours and entitled to compensation derived from federal dollars.

A. In the UltraView **Hours** tab make sure that that you have resolved all known issues. If there are red cells on this screen that shows missing punches, you **MUST** fix those before that cell can be approved and certified.

B. Once all conflicts are resolved and you are seeing blue cells, **right click** on a single cell to certify the time for that record. A check mark will appear and the cell will turn grey. Repeat this process until all records are certified. In the event you discover an issue or mistake, another right click on any certified cell will reverse this process.

NOTE: This view allows you to see the dates, times, and the total hours recorded for each day. This is your opportunity to check for any inconsistencies and to verify that each individual record is correct.

HINT: If you have a larger department, you may want to do this at the end of each week and not wait until payroll is due to certify hours for each student during the entire pay period.



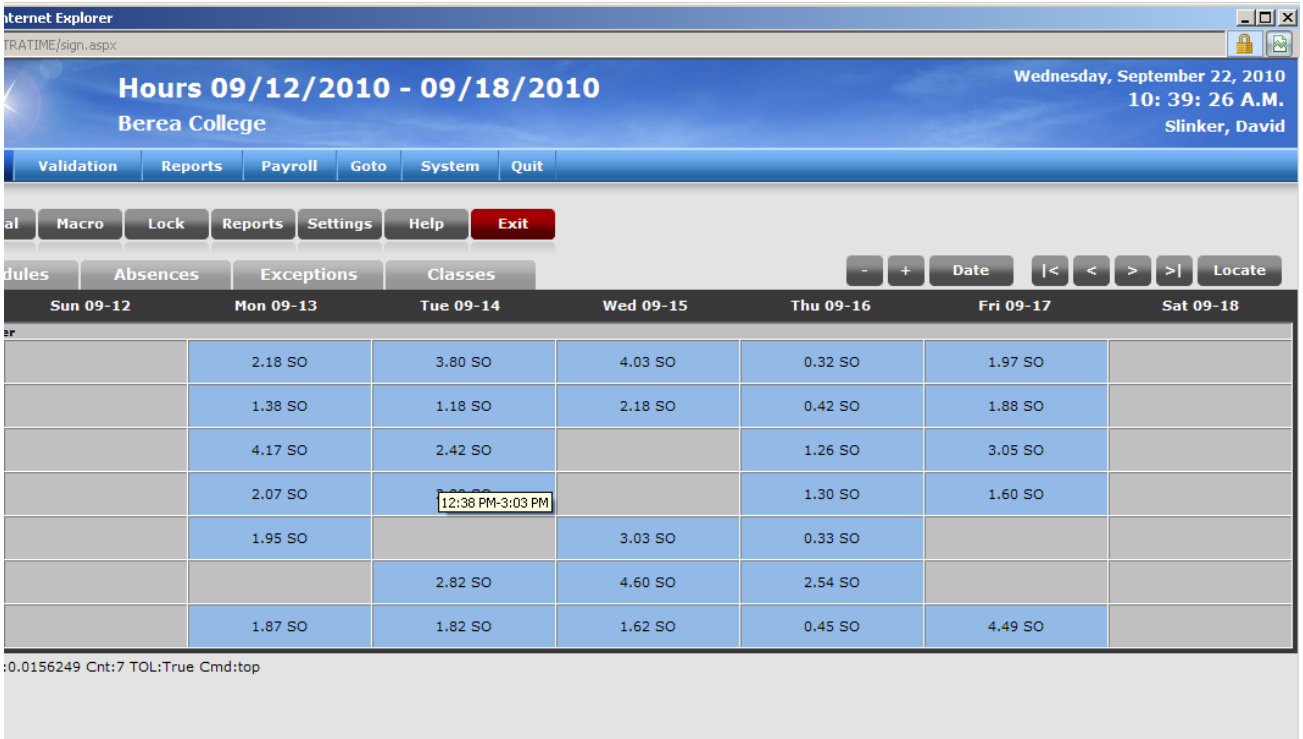
GREY- Approved / Certified Cell by right clicking on any blue cell.

BLUE-No issues and awaiting Approval / Certification

RED-Issues are present and must be corrected before Approval / Certification can take place

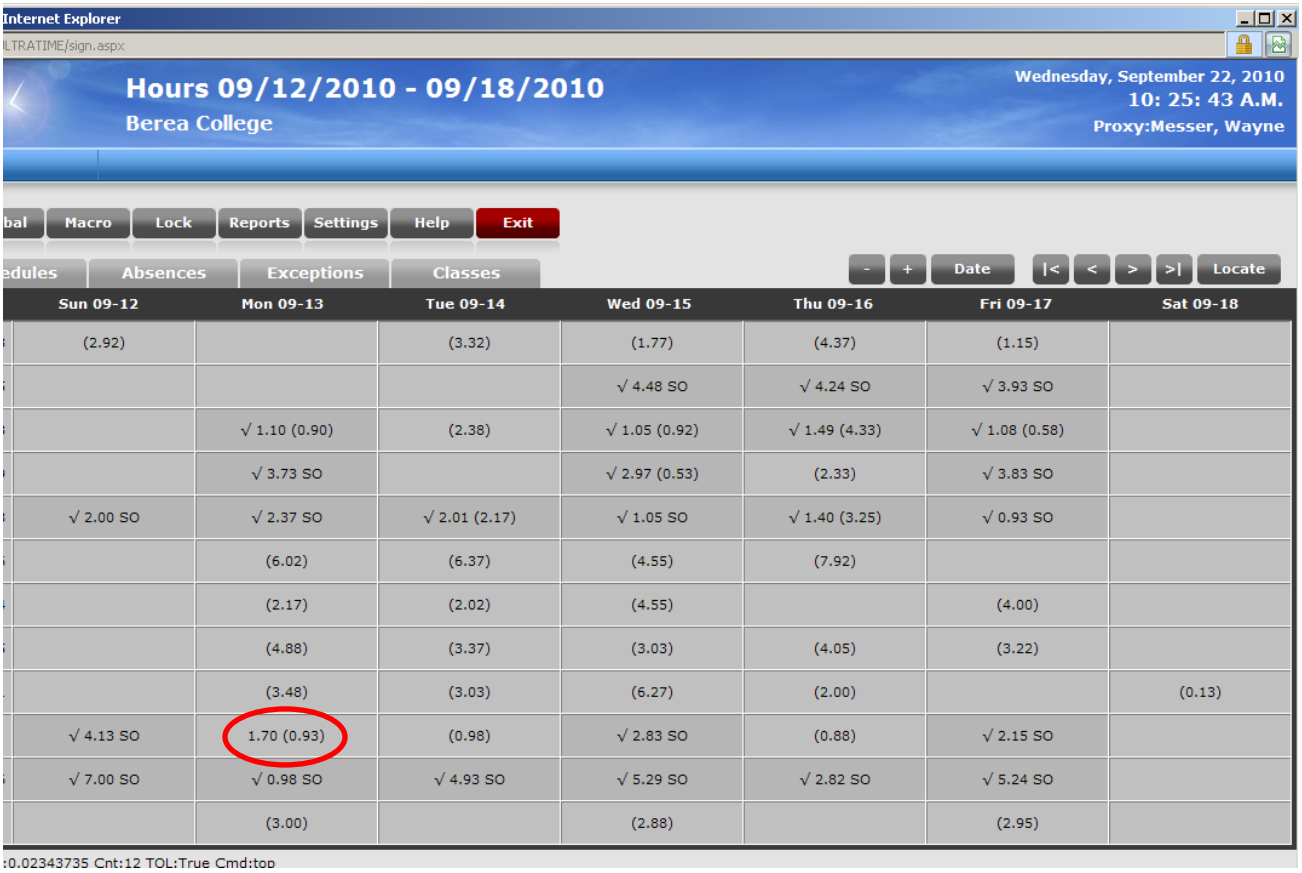
Known Issues When Approving Time

1) The example below shows several blue cells that are awaiting certification and approval. A supervisor /proxy "right click" on the cell is all that is needed to approve the time. When that is done the cell turns gray with a ✓ in it. **If the check is not present, the hours are not approved**. The issue that many of us face is in the next example.



Continue on next page

2) In the following example we see several cells that are gray with a ✓ indicating these hours are approved. You also see several cells that are gray with the hours are in parenthesis. The parenthesis indicates those are hours logged under a different supervisor or department. They are not yours to approve.
3) The issue is in the cell circled in red. The secondary hours have been approved and the cell turned gray BUT there is not a check mark in it. That means that even though the cell is gray, your hours are not yet approved. Cells that are gray with no check and have hours outside the parenthesis STILL MUST BE APPROVED BY YOU. In this example, once the supervisor "right clicks" the cell, a darker shade of gray appears and the ✓ is inserted. Once the ✓ appears, your times are approved. You cannot go entirely by the color of the cell. You must also look for the check mark.

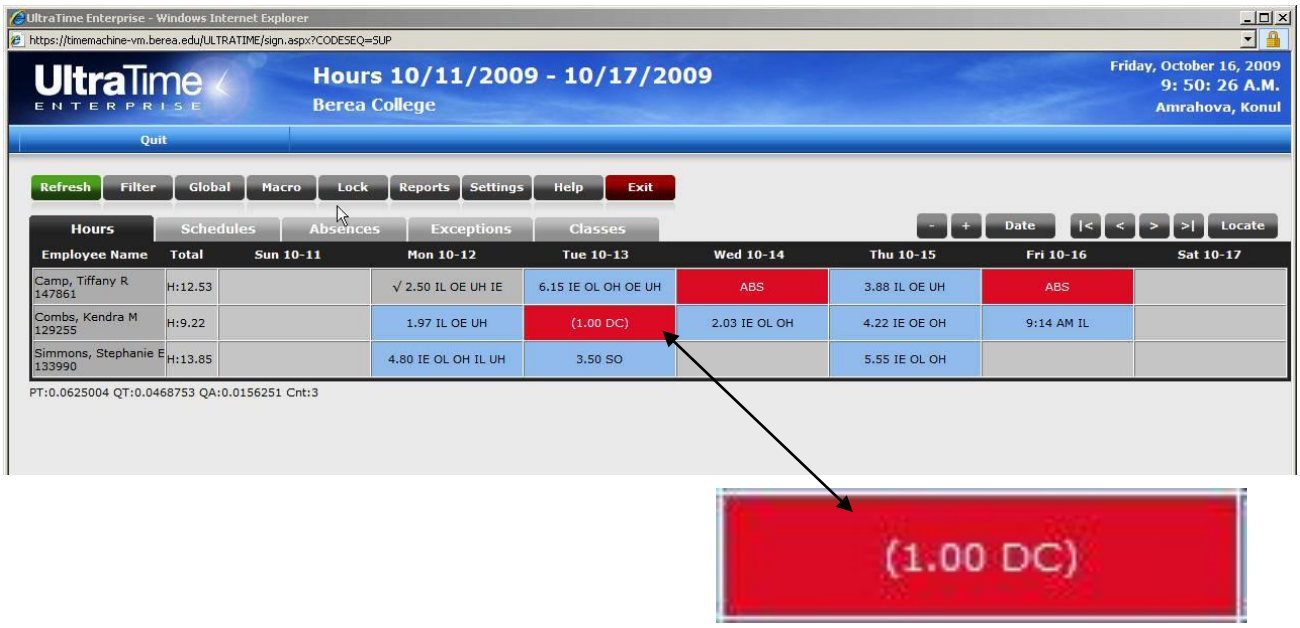


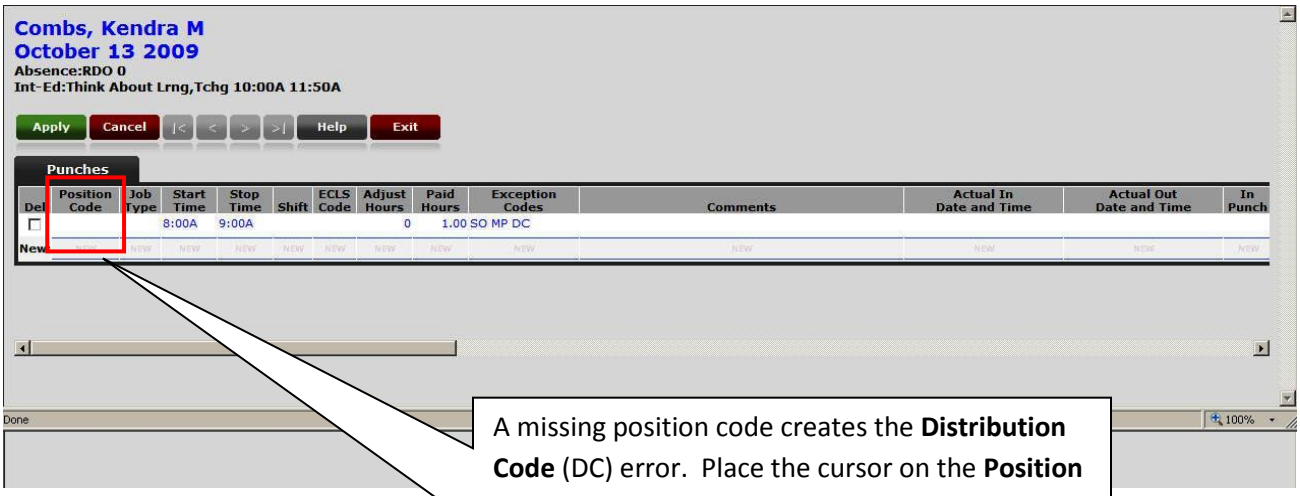
Sun 09-12	Mon 09-13	Tue 09-14	Wed 09-15	Thu 09-16	Fri 09-17	Sat 09-18
(2.92)		(3.32)	(1.77)	(4.37)	(1.15)	
			√ 4.48 SO	√ 4.24 SO	√ 3.93 SO	
	√ 1.10 (0.90)	(2.38)	√ 1.05 (0.92)	√ 1.49 (4.33)	√ 1.08 (0.58)	
	√ 3.73 SO		√ 2.97 (0.53)	(2.33)	√ 3.83 SO	
√ 2.00 SO	√ 2.37 SO	√ 2.01 (2.17)	√ 1.05 SO	√ 1.40 (3.25)	√ 0.93 SO	
	(6.02)	(6.37)	(4.55)	(7.92)		
	(2.17)	(2.02)	(4.55)		(4.00)	
	(4.88)	(3.37)	(3.03)	(4.05)	(3.22)	
	(3.48)	(3.03)	(6.27)	(2.00)		(0.13)
√ 4.13 SO	1.70 (0.93)	(0.98)	√ 2.83 SO	(0.88)	√ 2.15 SO	
√ 7.00 SO	√ 0.98 SO	√ 4.93 SO	√ 5.29 SO	√ 2.82 SO	√ 5.24 SO	
	(3.00)		(2.88)		(2.95)	

To avoid this problem or any issue with uncertified time, make sure that each supervisor, proxy, or payroll coordinator is running the **Pre-Payroll Error Report** and the **Unconfirmed Hours Report** found in Supervisor Menu under Student Payroll Reports. It is crucial that you run these reports to identify errors and issues as outlined above.

Another issue you may see when approving/certifying time records occurs when a manual time record has been created without following the steps as described on page 11. Whenever a time record is created without following the steps to populate the position code field, the cell will be red and show a Distribution Code (DC) error. In addition, the accrued times will be contained in parentheses (see example below).

In order to correct the issue and approve/certify this record, you must insert the correct position code number in the Position Code field. To do this, follow the instructions found on page 11 or simply type the code in manually.





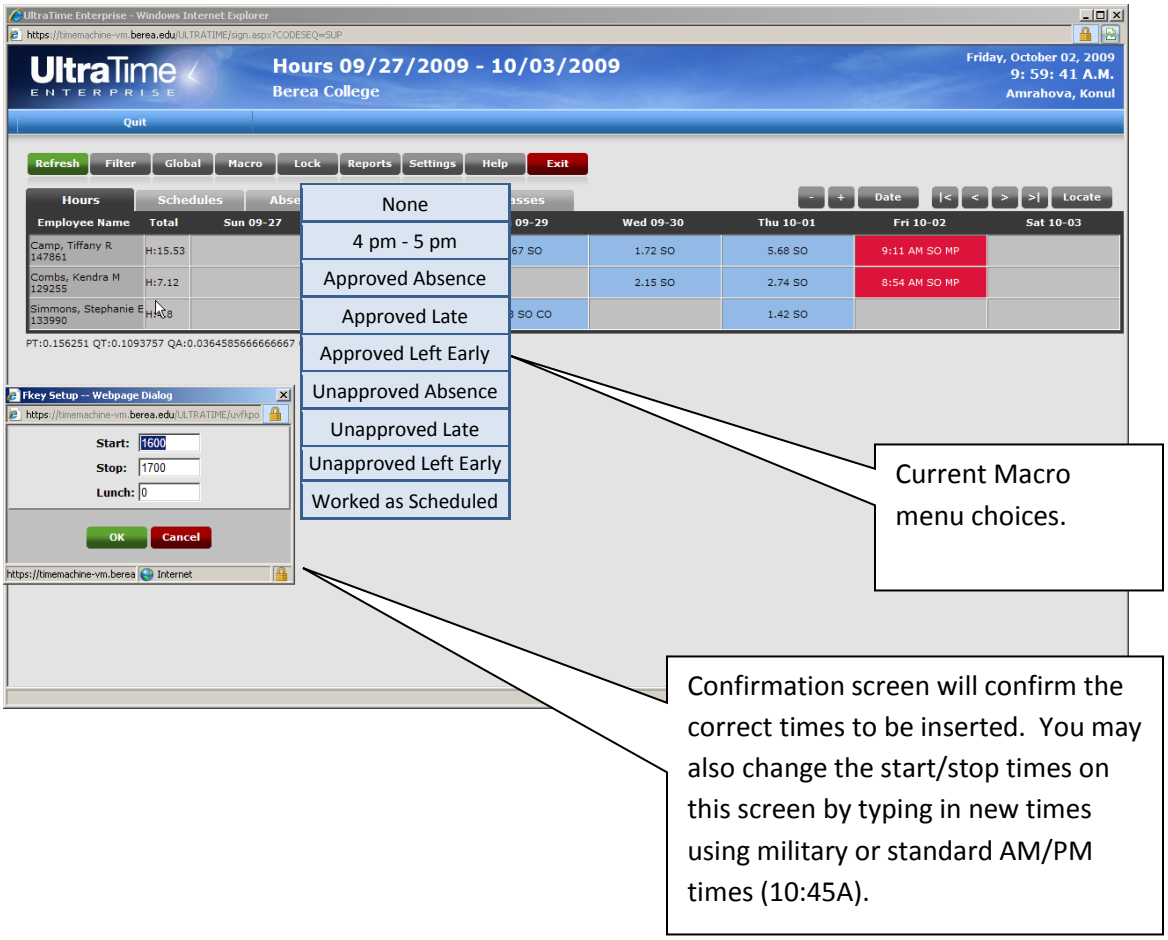
A missing position code creates the **Distribution Code** (DC) error. Place the cursor on the **Position Code** field and **TAB** to the next field to have the system populate the code into the area. You may also type it in manually. Once corrected, you should be able to approve and certify the record.

Using Macro Functions in UltraView

A. **Macro** functions are special features that allow you to insert predefined information into individual cells as a "single" click function. For example, one Macro function is already set to insert a predetermined time of 4:00 – 5:00 pm for labor meetings. This will be helpful for larger departments that don't want students taking time to clock in/out and where the supervisor will manually insert a time record for each student attending at a later time.

B. To use a macro function in the **UltraView Hours Tab**, click on the **Macro** tab. A dropdown menu will appear with several predetermined macro choices. Select a macro by clicking on one of the choices. After confirming the correct item to insert, you may now go to the hours screen and wherever you place the curser, the cell will turn bright red. Once you click on that cell, the predefined macro will be inserted. This allows you to bypass opening each cell and manually adding that information to the screen.

C. To turn the Macro function off, click **Macro** and select **None** from the menu screen.

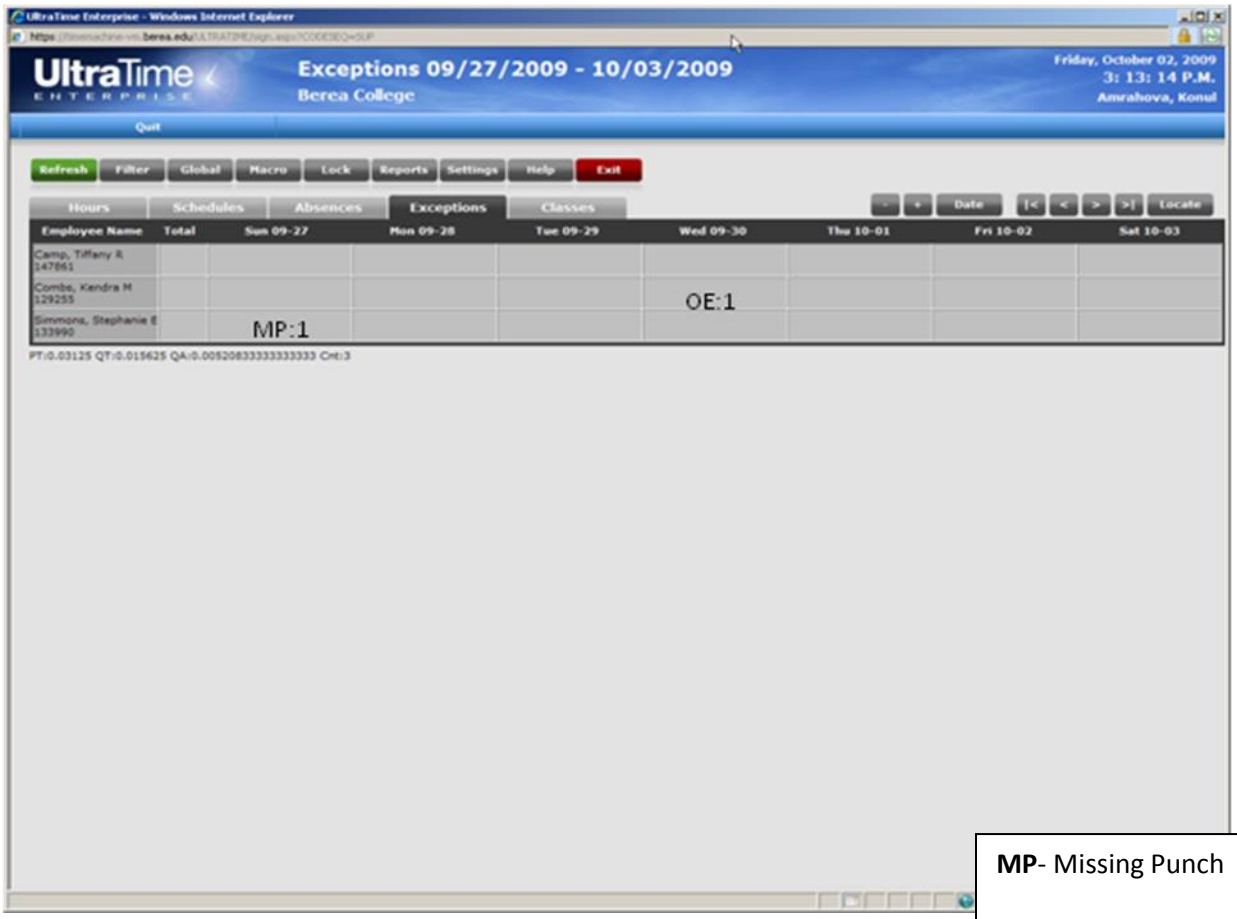


Exceptions in UltraView

The UltraView **Exceptions** tab allows a view of system exceptions that point out any variation beyond a normal clock in/out at the scheduled time or day. Most often, these will include:

- Clock in/out late and early (only if you are using the scheduling features)
- Absences (only if you are using the scheduling features)
- Missed punches
- Class Override

NOTE: This tab allows a larger view of the entire department when trying to determine attendance, absence, and tardy trends of your workforce and allows you to respond accordingly.



MP- Missing Punch

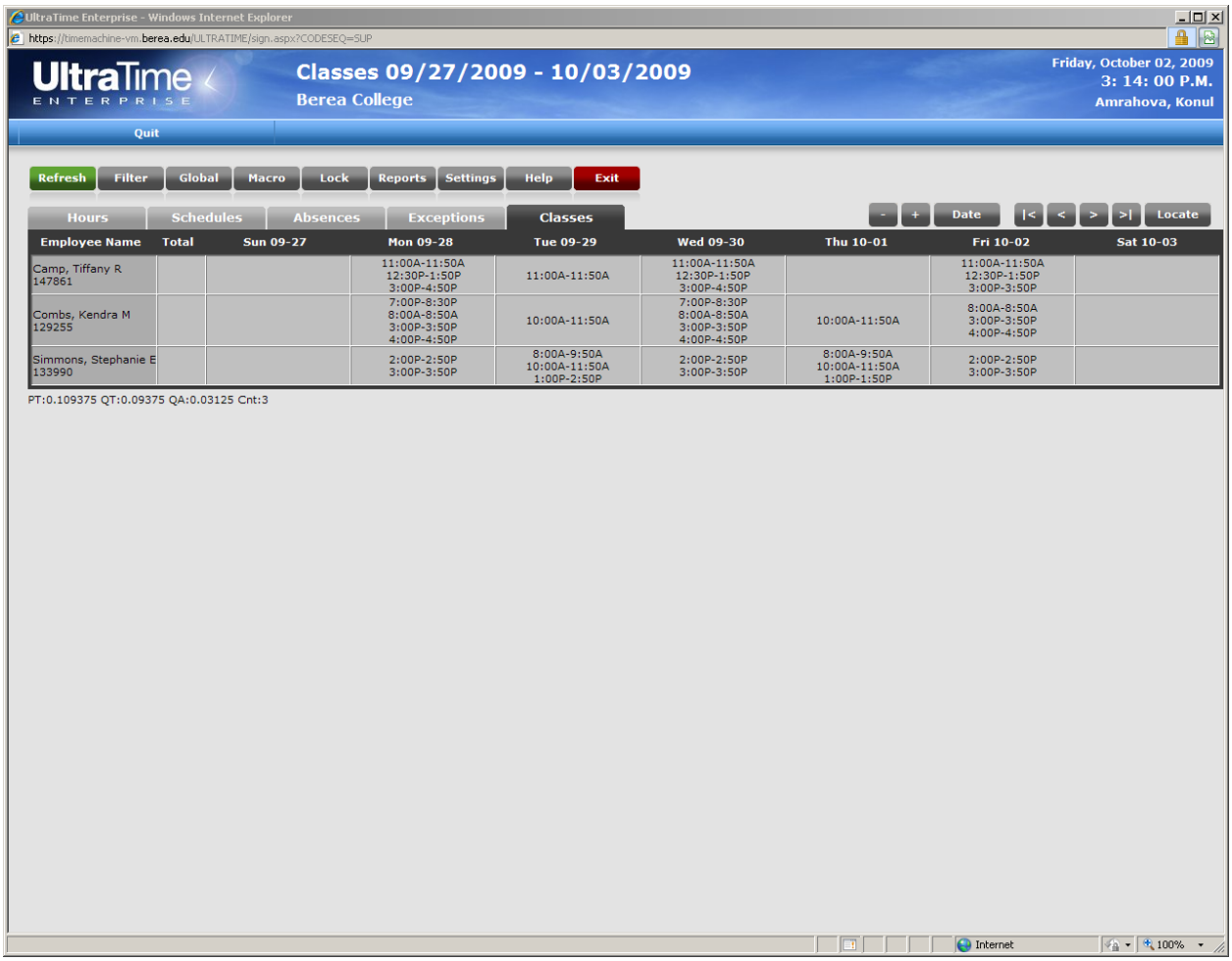
OE - Out Early

Classes Tab in UltraView

A. The UltraView **Classes** tab is a special feature developed for Berea College that allows a view of student class schedules as pulled from BANNER. This function allows you to look at your workforce in a single view in order to see what scheduled class commitments they have and when they are occurring. Your view of student class schedules can assist you in effective planning for your student labor workforce.

B. This information is pulled into the scheduling function in UltraView. If you are using the UltraView **Schedules** tab to create work schedules for your workers, the system will not allow you to schedule a work time during a student's class time.

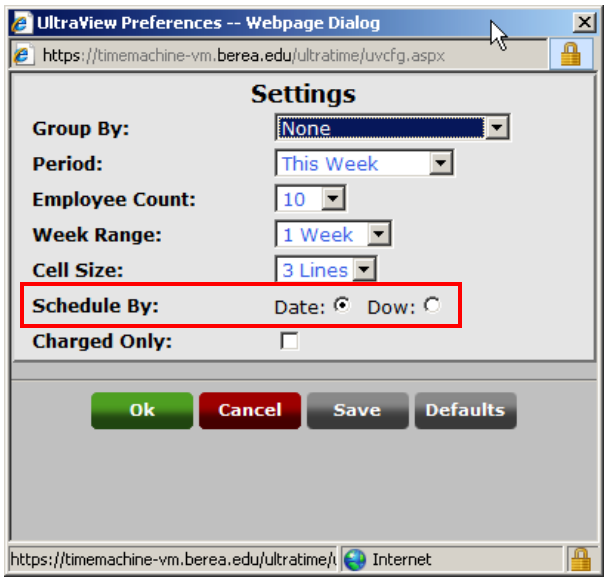
C. Students are not prevented from clocking in during a class time, but you will be alerted in the UltraView **Hours** and **Exceptions** tabs as Class Override (**CO**). This is your opportunity to find out why a student is working during a scheduled class.



Using the Scheduling Tab in UltraView

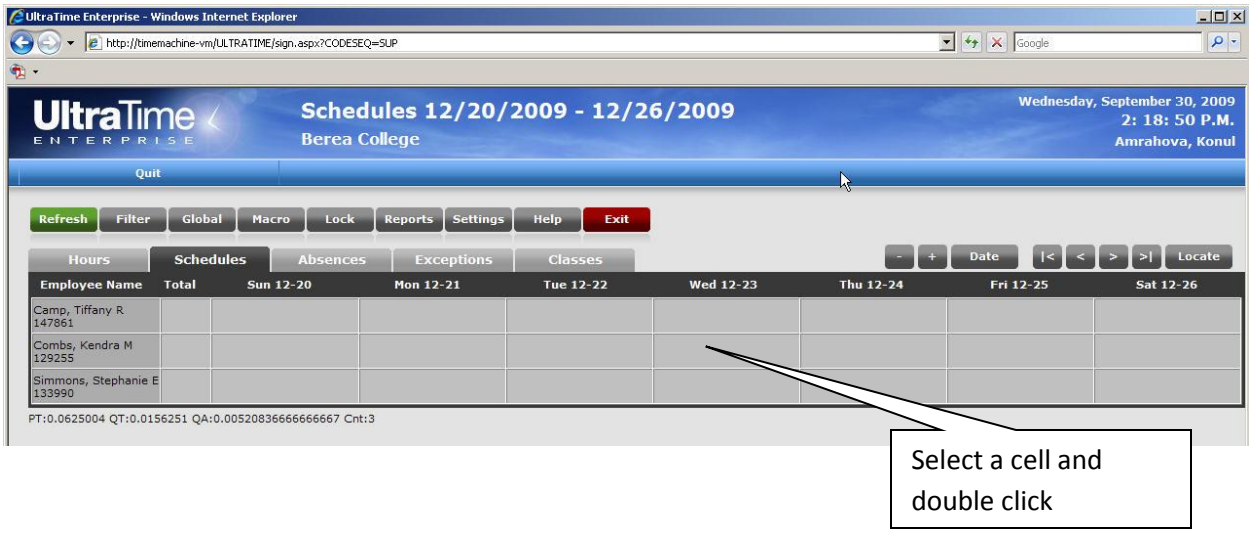
The UltraView **SCHEDULE** tab gives optional scheduling tools that can assist supervisors in managing schedules for the department workforce.

A. Make sure that you have correctly configured your **Settings** tab to get the correct applications of this feature. In the **Settings** tab, you will Schedule By: **Date** or **DOW** (day of week). Scheduling by **Date** will allow you to schedule labor on a specific date while **DOW** will duplicate the schedule on the selected day on each successive week.



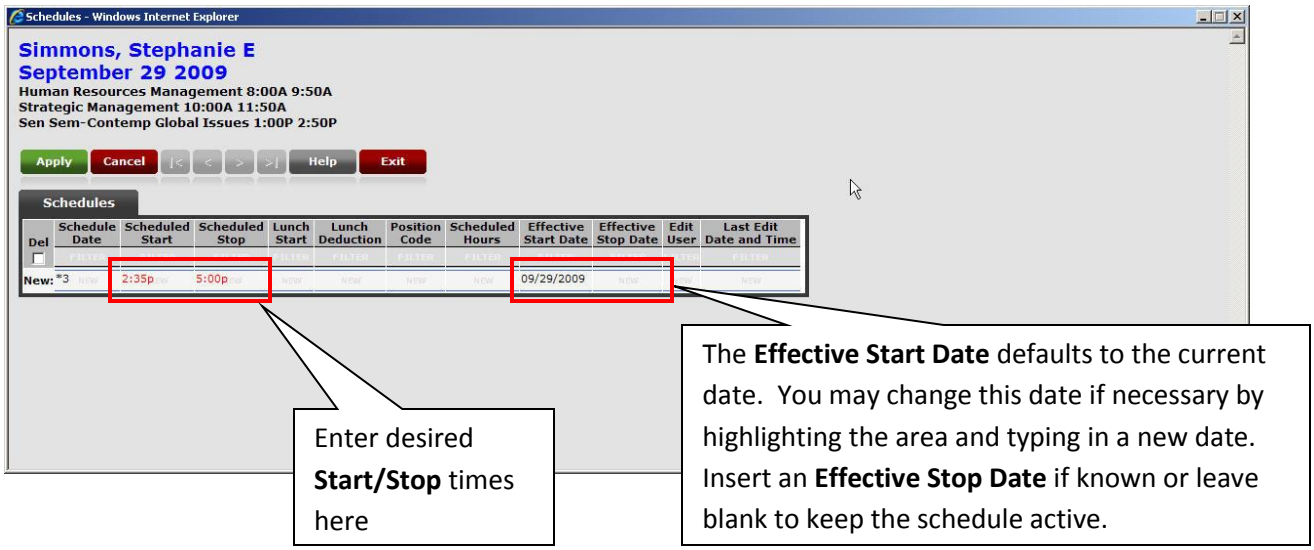
Creating a Schedule

A. To input a student schedule in the UltraView **SCHEDULE** tab, double click on a cell for the desired day of the week for any worker.

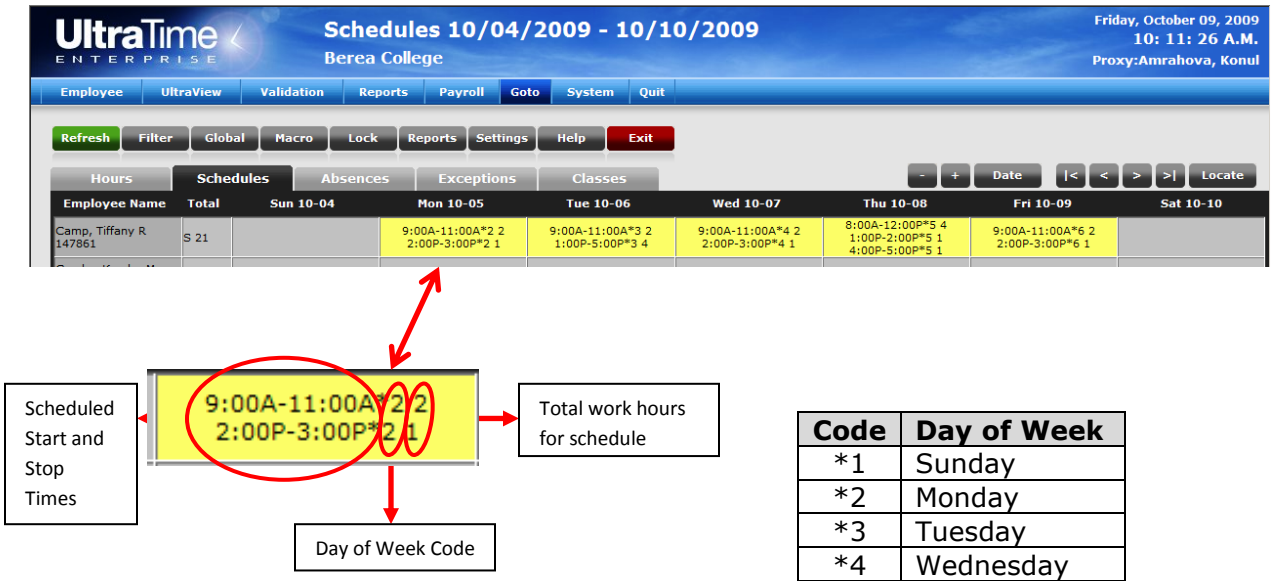


B. Click on the appropriate cells and type the Scheduled **Start** and **Stop Times** and **Effective Start** and **Stop Dates**. Click **Apply** and **Exit**.

NOTE: If you have more than one work time in a day, simply repeat the process until all schedules are inserted.



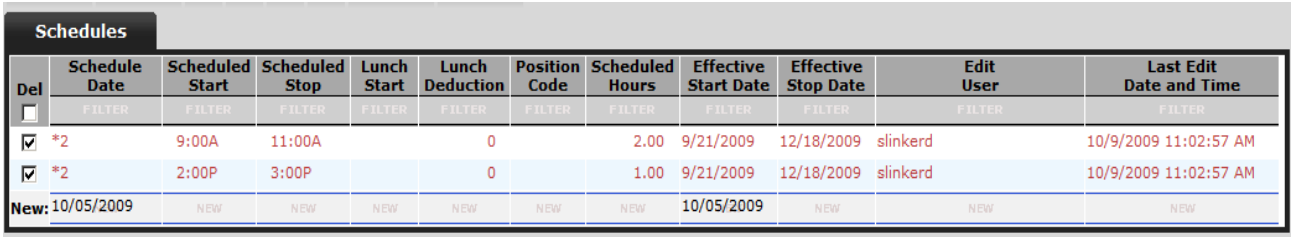
C. Once all schedules are inserted, you will be able to see something similar to the example below in your Schedules tab.



Code	Day of Week
*1	Sunday
*2	Monday
*3	Tuesday
*4	Wednesday
*5	Thursday
*6	Friday
*7	Saturday

D. To deactivate a schedule, double click on the desired day/schedule to be deactivated. Check the **Del** box and click **Apply** and then **Exit**. The line will turn red but like in all other records, it remains in the system.

E. To reactivate the schedule, simply repeat the process, uncheck the box and click **Apply** then **Exit**.

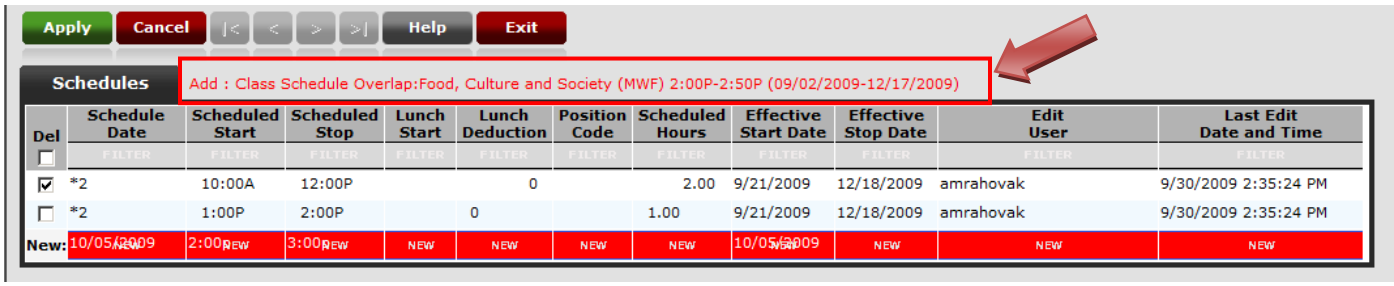


Schedules

Del	Schedule Date	Scheduled Start	Scheduled Stop	Lunch Start	Lunch Deduction	Position Code	Scheduled Hours	Effective Start Date	Effective Stop Date	Edit User	Last Edit Date and Time
	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER
☑	*2	9:00A	11:00A		0		2.00	9/21/2009	12/18/2009	slinkerd	10/9/2009 11:02:57 AM
☑	*2	2:00P	3:00P		0		1.00	9/21/2009	12/18/2009	slinkerd	10/9/2009 11:02:57 AM
New:	10/05/2009	NEW	NEW	NEW	NEW	NEW	NEW	10/05/2009	NEW	NEW	NEW

What Does The Scheduling Feature Do For You In UltraView?

A. Because all work schedules are compared to the class schedules in BANNER, you will be alerted and unable to schedule work during a class time. The fields will turn bright red with an overlap alert message.



Apply | Cancel | |< | < | > | >| | Help | Exit

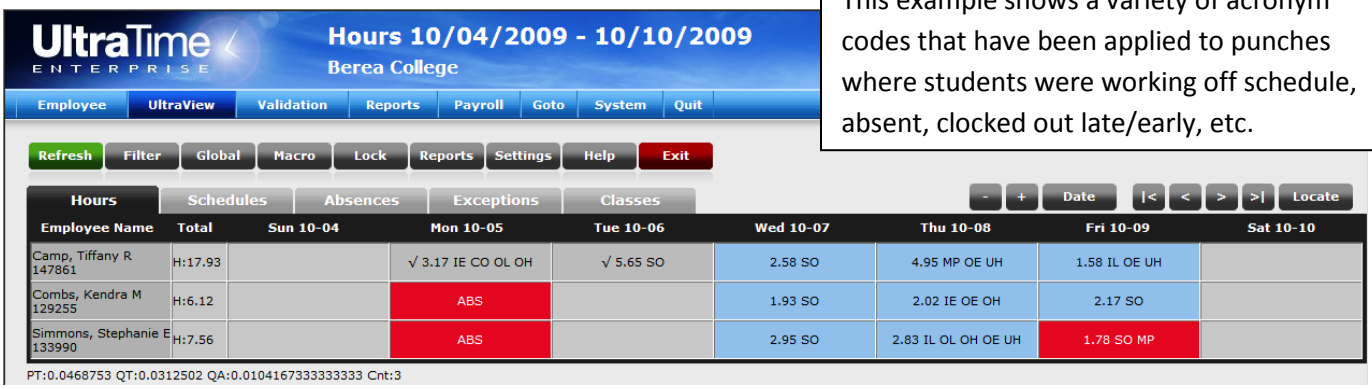
Schedules

Add : Class Schedule Overlap:Food, Culture and Society (MWF) 2:00P-2:50P (09/02/2009-12/17/2009)

Del	Schedule Date	Scheduled Start	Scheduled Stop	Lunch Start	Lunch Deduction	Position Code	Scheduled Hours	Effective Start Date	Effective Stop Date	Edit User	Last Edit Date and Time
	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER	FILTER
☑	*2	10:00A	12:00P		0		2.00	9/21/2009	12/18/2009	amrahovak	9/30/2009 2:35:24 PM
☐	*2	1:00P	2:00P		0		1.00	9/21/2009	12/18/2009	amrahovak	9/30/2009 2:35:24 PM
New:	10/05/2009	2:00P	3:00P	NEW	NEW	NEW	NEW	10/05/2009	NEW	NEW	NEW

B. You will also be able to see a much more detailed report of payroll "exceptions" through the **Exceptions**, **Hours**, and **Absence** tabs. Because of the inserted schedule, the system now knows when a worker is absent and reports that as such. You will also be able to see a variety of issues that assist you in managing any department attendance and performance concerns. You will see when workers clock in later/early, leave early, report during unscheduled work times etc. All of these are shown and represented as acronyms that are discussed on **page 7** of this manual.

This example shows a variety of acronym codes that have been applied to punches where students were working off schedule, absent, clocked out late/early, etc.



UltraTime ENTERPRISE — Hours 10/04/2009 - 10/10/2009 — Berea College

Employee | UltraView | Validation | Reports | Payroll | Goto | System | Quit

Refresh | Filter | Global | Macro | Lock | Reports | Settings | Help | Exit

Hours | Schedules | Absences | Exceptions | Classes

- | + | Date | |< | < | > | >| | Locate

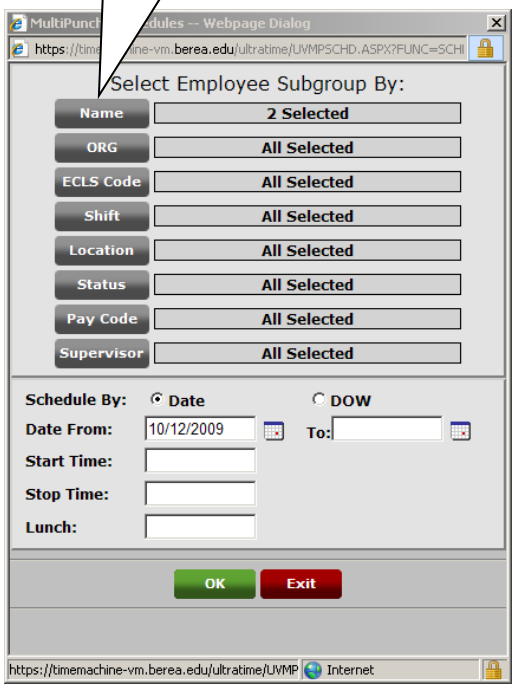
Employee Name	Total	Sun 10-04	Mon 10-05	Tue 10-06	Wed 10-07	Thu 10-08	Fri 10-09	Sat 10-10
Camp, Tiffany R 147861	H:17.93		√ 3.17 IE CO OL OH	√ 5.65 SO	2.58 SO	4.95 MP OE UH	1.58 IL OE UH	
Combs, Kendra M 129255	H:6.12		ABS		1.93 SO	2.02 IE OE OH	2.17 SO	
Simmons, Stephanie E 133990	H:7.56		ABS		2.95 SO	2.83 IL OL OH OE UH	1.78 SO MP	

PT:0.0468753 QT:0.0312502 QA:0.0104167333333333 Cnt:3

Using the Global Button with the Schedule Tab in UltraView

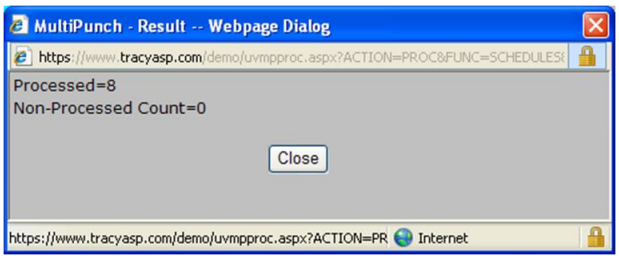
The **Global** button is the quickest way to set a schedule for a group of employees that will be following the same schedule on one or more days. Departments with a large number of workers might find this option helpful.

Click on **Name** to see your roster. Click on any name(s) you wish to select and a check will appear beside their name(s). Once completed, click **Save** to complete the selection process. The example below shows two students selected.



Using the Global button with Filtering

A. While the **Schedules** Tab is selected, Click on the **Global** button
B. In the pop up box, select an individual employee or group of employees using the same method used for the **Filter** button
C. Click on the **DOW** radio button for a weekly reoccurring schedule. Use **Date** if you are setting a schedule on one date only.
D. Enter the start date for the schedule in the **Date From** field
E. Enter the stop date for the schedule in the **To** field – if the schedule does not have a stop date, leave this field blank
F. Enter the daily start time in the **Start Time** field
G. Enter the daily stop time in the **Stop Time** field
H. Click **OK**
I. A dialog box will appear confirming the number of employees Click **OK**
    a. A dialog box will appear confirming the number of employees processed and not processed



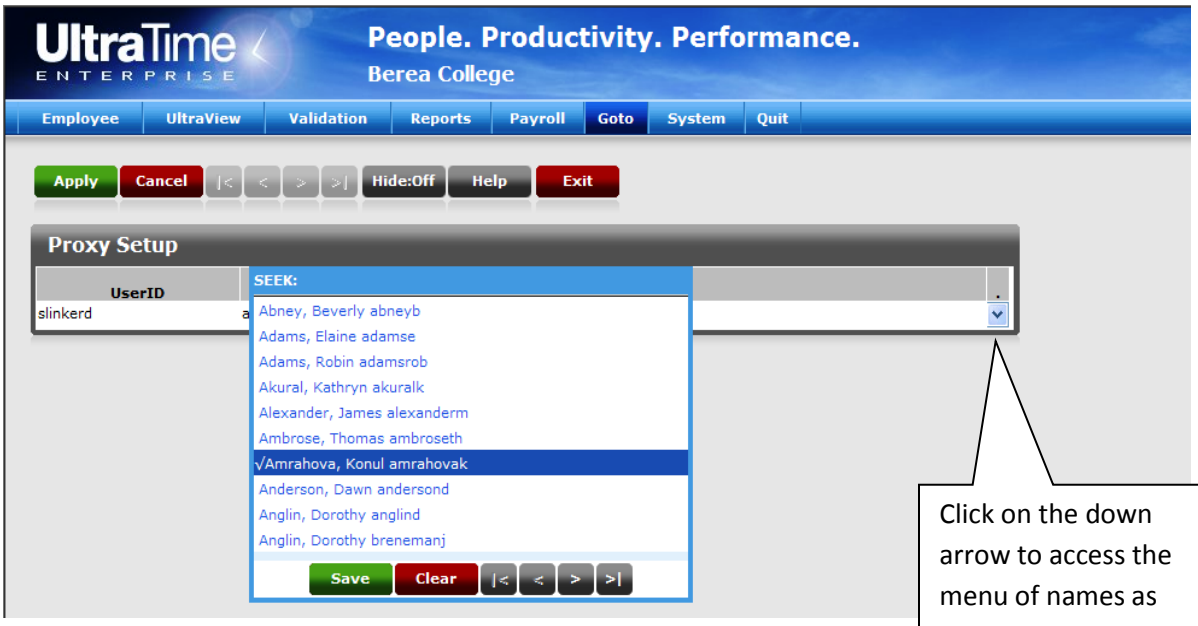
NOTE: Employees not processed will have a reason listed for not processing such as an overlapping schedule, class conflict, etc.

J. Click **Close**
K. Click **Exit** on the first pop up box

Proxy Setup and User Impersonation in UltraView

SETUP

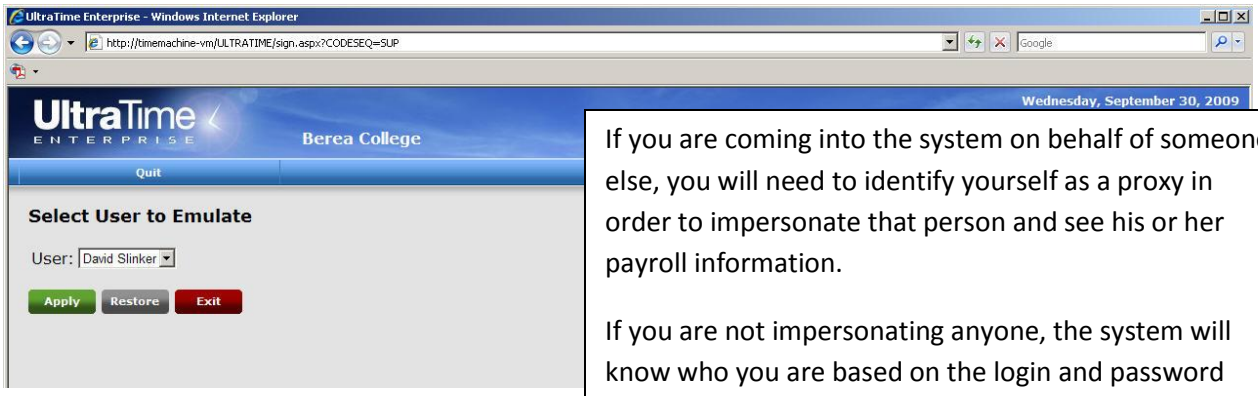
A. On the main menu, click on **Proxy Setup**. You will be taken to a screen as shown below.
B. To add a person to serve as your proxy, click on the down scroll arrow and a menu will appear as shown.
C. Type in the last name of the person you are seeking and their name should scroll to the top of the menu.
D. Click on the desired name. The field will turn blue and you will notice a check beside the name.
E. Click **Save**. You should now see their login in your main proxy setup window.
F. Repeat the process to add additional names.



Click on the down arrow to access the menu of names as shown.

IMPERSONATION

A. Before clicking on UltraView on the main menu, click on **Proxy User Impersonation** if you are entering the system as a proxy on behalf of someone else.
B. Select your proxy's name from the dropdown menu, click **Apply** and then **Exit**.
C. If you wish to stop being a proxy for someone, return to the **Proxy User Impersonation** screen, click **Restore** and then **Exit**.



If you are coming into the system on behalf of someone else, you will need to identify yourself as a proxy in order to impersonate that person and see his or her payroll information.

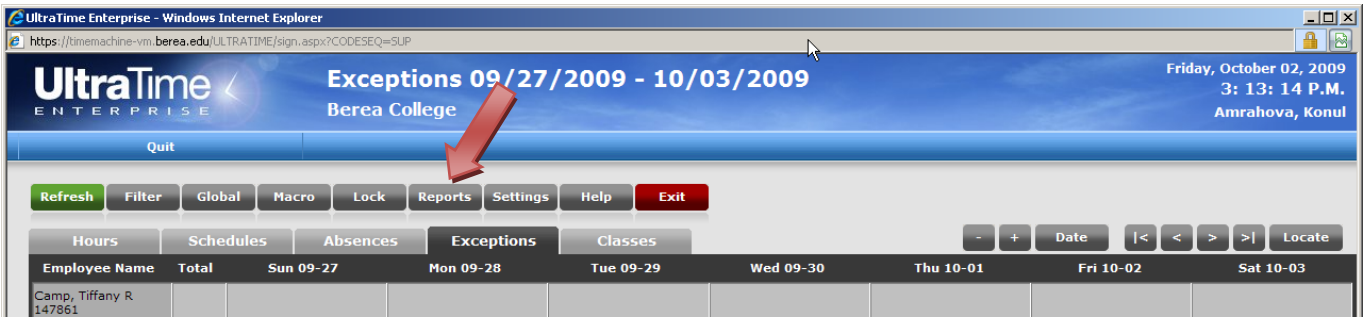
If you are not impersonating anyone, the system will know who you are based on the login and password information that you entered and you will only be able to see information assigned to you to view.

Reports Generated in UltraView

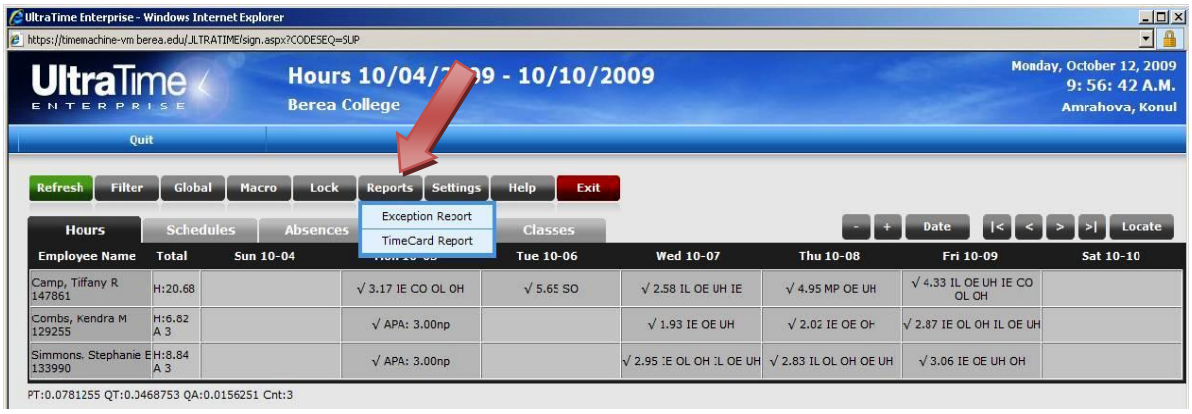
There are two main reports generated in UltraView:

A. **Exceptions Reports** – Produces a report that shows all exceptions and issues related to clock punches for an employee or group of employees. IMPORTANT NOTE: If you are not seeing known exceptions in the Hours, Exceptions, and Absence tabs, run this report to resynchronize the systems and make them viewable. See page 25 for a report example.

B. **Time Card Report** – Produces a report that shows all punches for a pay period and is useful in checking all punches/issues for an individual or department. See page 27 for a report example.

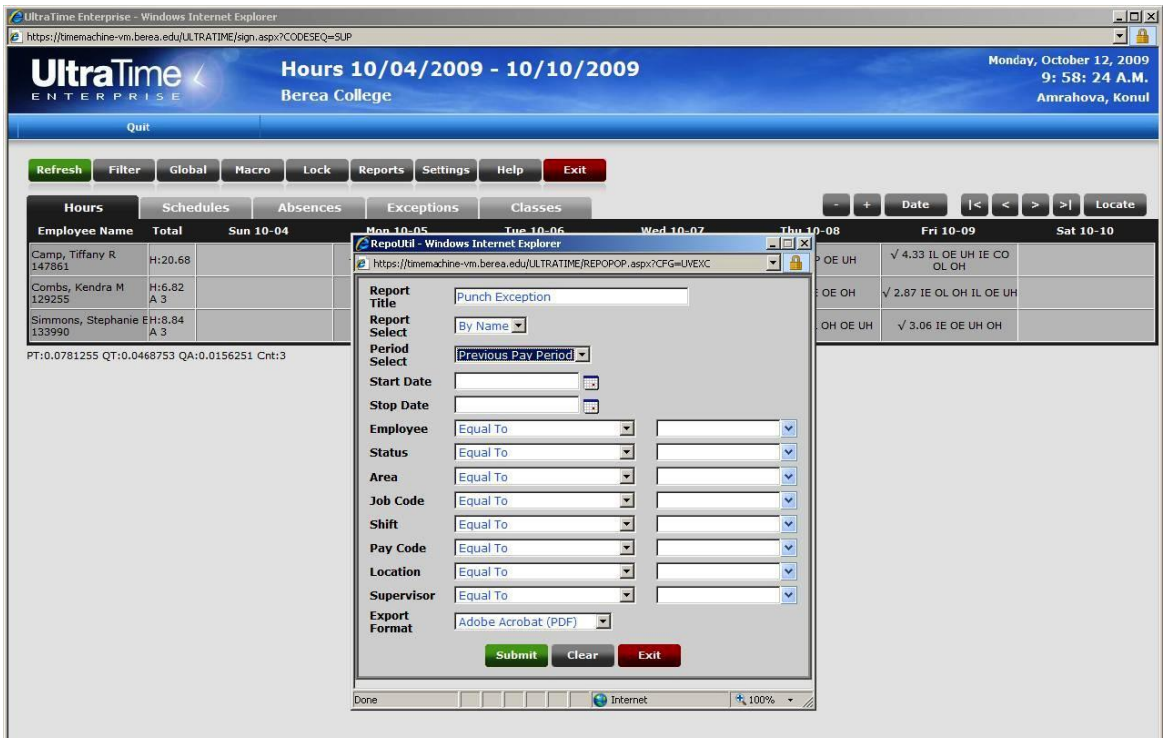


Click on UltraView **Reports** tab.



Exceptions Report

A. In UltraView, click on **Reports** Tab and then select **Exceptions Report**
B. In the **Report Select** field select **By Name**
C. In **Period Select** field, select **Previous Pay Period.** Because you are already into a new payroll cycle when approving payroll, selecting Previous Pay Period allows you to view the most recently completed cycle for approval. You have other options from which to choose in this field including **User Predefined Date**. Selecting **User Predefined Date** will allow you to see reports generate for a specific date range that you select.
D. If using **User Predefined Date**, select appropriate **Stop** and **Start** Dates
E. Select **Submit** to generate the report
F. Correct appropriate exceptions revealed by the report...



G. <u>On the next page</u> is the Punch Exception Report generated by UltraTime. Be sure to review the **Exception** column for issues that need to be corrected before payroll can be approved... This will generally be missing punches (MP).

Berea College

Punch Exception By Name

Name	Badge	Date	Actual		ORG	ECLS	Sh	Paid Start	Paid Stop	Elap	Adj	Schd Strt	Schd Stop	Lun	Abs	Hrs	Pd	Exception	Schd Hrs	Paid Hrs
Camp, Tiffany R	147861	9/23/2009	9:16 AM(I)	10:44 AM(O)	4022	ST	1	9:16 AM	10:44 AM	1.47	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	1.47
Camp, Tiffany R	147861	9/24/2009	9:21 AM(I)	11:59 AM(O)	4022	ST	1	9:21 AM	11:59 AM	2.63	0.00	8:00 AM	12:00 PM	0.00		0.00	N	SO	4.00	2.63
Camp, Tiffany R	147861	9/25/2009	9:03 AM(I)	10:43 AM(O)	4022	ST	1	9:03 AM	10:43 AM	1.67	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	1.67
Camp, Tiffany R	147861	10/2/2009	9:11 AM(I)	10:45 AM(O)	4022	ST	1	9:11 AM	10:45 AM	1.57	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	1.57
Camp, Tiffany R	147861	10/2/2009	1:55 PM(I)	3:02 PM(O)	4022	ST	1	1:55 PM	3:02 PM	1.12	0.00	2:00 PM	3:00 PM	0.00		0.00	N	CO	1.00	1.12
Camp, Tiffany R	147861	9/28/2009	9:10 AM(I)	10:48 AM(O)	4022	ST	1	9:10 AM	10:48 AM	1.63	0.00	9:00 AM	11:00 AM	0.00		0.00	N	IL OE UH	2.00	1.63
Camp, Tiffany R	147861	9/28/2009	1:56 PM(I)	2:46 PM(O)	4022	ST	1	1:56 PM	2:46 PM	0.83	0.00	2:00 PM	3:00 PM	0.00		0.00	N	IE OE UH	1.00	0.83
Camp, Tiffany R	147861	9/29/2009	9:01 AM(I)	10:49 AM(O)	4022	ST	1	9:01 AM	10:49 AM	1.80	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	1.80
Camp, Tiffany R	147861	9/30/2009	9:02 AM(I)	10:45 AM(O)	4022	ST	1	9:02 AM	10:45 AM	1.72	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	1.72
Camp, Tiffany R	147861	10/1/2009	8:21 AM(I)	11:57 AM(O)	4022	ST	1	8:21 AM	11:57 AM	3.60	0.00	8:00 AM	12:00 PM	0.00		0.00	N	SO	4.00	3.60
Combs, Kendra M	129255	9/21/2009	10:02 AM(I) (O)	12:27 PM	4022	ST	1	10:02 AM	12:27 PM	2.42	0.00	9:00 AM	11:00 AM	0.00		0.00	N	IL OL CH	2.00	2.42
Combs, Kendra M	129255	9/21/2009	2:32 PM(I)	2:50 PM(O)	4022	ST	1	2:32 PM	2:50 PM	0.30	0.00	2:00 PM	3:00 PM	0.00		0.00	N	IL OE UH	1.00	0.30
Combs, Kendra M	129255	9/23/2009	9:49 AM(I)	11:59 AM(O)	4022	ST	1	9:49 AM	11:59 AM	2.17	0.00	10:00 AM	12:00 PM	0.00		0.00	N	SO	2.00	2.17
Combs, Kendra M	129255	9/24/2009	1:01 PM(I)	2:49 PM(O)	4022	ST	1	1:01 PM	2:49 PM	1.80	0.00	1:00 PM	3:00 PM	0.00		0.00	N	SO	2.00	1.80
Combs, Kendra M	129255	9/25/2009	8:54 AM(I)	10:59 AM(O)	4022	ST	1	8:54 AM	10:59 AM	2.08	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	2.08
Combs, Kendra M	129255	9/28/2009	9:44 AM(I)	11:58 AM(O)	4022	ST	1	9:44 AM	11:58 AM	2.23	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	2.23
Combs, Kendra M	129255	9/30/2009	8:56 AM(I)	11:05 AM(O)	4022	ST	1	8:56 AM	11:05 AM	2.15	0.00	10:00 AM	12:00 PM	0.00		0.00	N	IE OE OH	2.00	2.15
Combs, Kendra M	129255	10/1/2009	1:05 PM(I)	2:51 PM(O)	4022	ST	1	1:05 PM	2:51 PM	1.77	0.00	1:00 PM	3:00 PM	0.00		0.00	N	SO	2.00	1.77
Combs, Kendra M	129255	10/2/2009	8:54 AM(I)	11:04 AM(O)	4022	ST	1	8:54 AM	11:04 AM	2.17	0.00	9:00 AM	11:00 AM	0.00		0.00	N	SO	2.00	2.17

Adjust Codes:	L=Lunch	G=Grace	P=Penalty	I=In Late Grace	O=Out Early Grace	R=Long Lunch Grace	T=Overtime	S=Spring DLS	F=Fall DLS
Exception Codes:	IE=In Early	IL=In Late	OH=Overtime	MP=Missing Punch	DE=ORG Error	LL=Long Lunch	AI=Auto In	PC=Punch Count	DC=Dist Code
	OE=Out Early	OL=Out Late	SO=Sched Off	UH=Under Hours	JE=ECLS Error	SL=Short Lunch	AO=Auto Out	PA=Print Always	
	FH=Future Hire	TO=Time Overlap	OS=Absent	OC=Over Charge	UB=Unauth Break	BC=Break Count	LB=Long Break	MO=Manager Override	

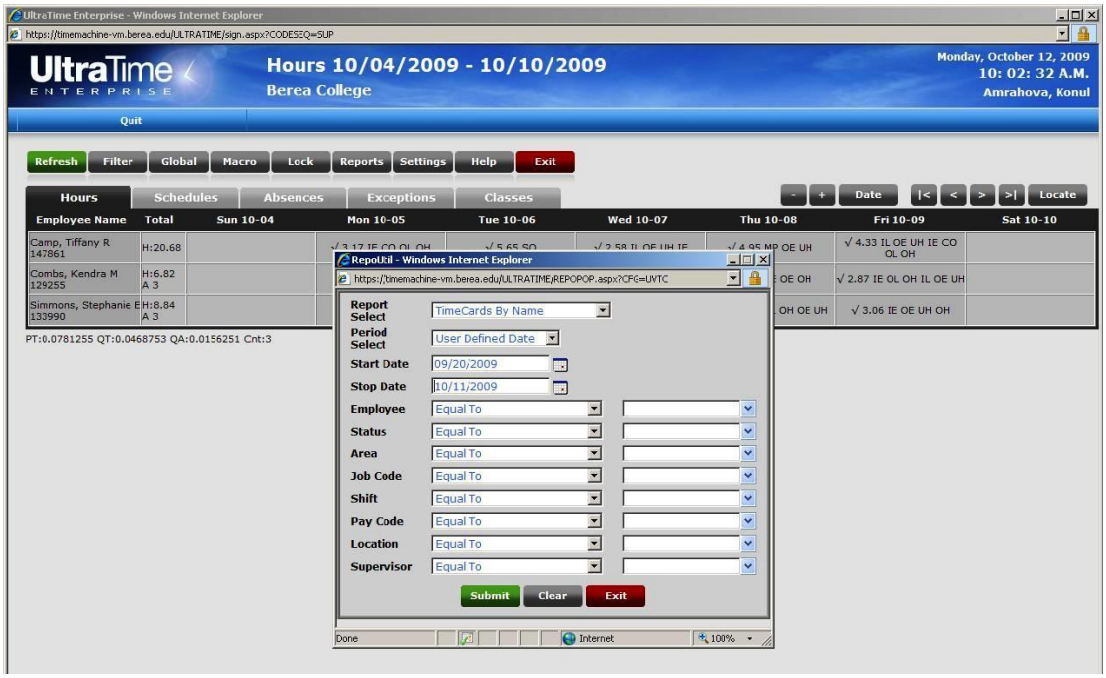
Produced by UltraTime 1 of 2 Report Printed on 10/12/2009 at 10:02 AM

excrpti_name

TimeCard Report

A. Click on **Reports** Tab and then select **TimeCard Report**
B. In **Report Select** field select **TimeCards By Name**
C. In **Period Select** field, select **Previous Pay Period.** Because you are already into a new payroll cycle when approving payroll, selecting **Previous Pay Period** allows you to view the most recently completed cycle for approval. You have other options from which to choose in this field including **User Predefined Date**. Selecting **User Predefined Date** will allow you to see reports generate for a specific date range that you select.
D. If using **User Predefined Date**, select appropriate **Stop** and **Start** Dates
E. Select **Submit** to generate the report

Time card reports continued on next page



F. Below is an example of a TimeCard Report generated by UltraTime

Tiffany Camp SysID:147861 Number:1165058 B#:B005 Pay:A Diff:
Type:S

	--Actual---					Standard Rate								Alternate Rate					
Date	Dow	Start	Stop	Hours	Adj	Total	Reg	OT	DT	Hol	Vac	Per	Sic	CMP	Code	Rate	Reg	OT	DT	Codes
09/20/09	Sun	*** Sched Off ***																		
09/21/09	Mon	*** Sched Off ***																		
09/22/09	Tue	*** Sched Off ***																		
09/23/09	Wed	09:16	10:44	1.47		1.47	1.47													
		13:55	14:49	0.90		0.90	0.90													
09/24/09	Thu	09:21	11:59	2.63		2.63	2.63													
		13:01	17:01	4.00		4.00	4.00													
09/25/09	Fri	09:03	10:43	1.67		1.67	1.67													
		13:58	14:59	1.02		1.02	1.02													
09/26/09	Sat	*** Sched Off ***																		
09/27/09	Sun	*** Sched Off ***																		
09/28/09	Mon	09:10	10:48	1.63		1.63	1.63													
		13:56	14:46	0.83		0.83	0.83													
09/29/09	Tue	09:01	10:49	1.80		1.80	1.80													
		13:09	17:01	3.87		3.87	3.87													
09/30/09	Wed	09:02	10:45	1.72		1.72	1.72													
10/01/09	Thu	08:21	11:57	3.60		3.60	3.60													
		13:06	14:27	1.35		1.35	1.35													
		16:05	16:49	0.73		0.73	0.73													
10/02/09	Fri	09:11	10:45	1.57		1.57	1.57													
		13:55	15:02	1.12		1.12	1.12													
10/03/09	Sat	*** Sched Off ***																		
10/04/09	Sun	*** Sched Off ***																		
10/05/09	Mon	08:47	11:57	3.17		3.17	3.17													
10/06/09	Tue	08:41	10:58	2.28		2.28	2.28													
		12:59	16:21	3.37		3.37	3.37													
10/07/09	Wed	09:02	10:41	1.65		1.65	1.65													
		13:53	14:49	0.93		0.93	0.93													
10/08/09	Thu	08:00	11:59	4.00		4.00	4.00													
		13:00	13:57	0.95		0.95	0.95													
10/09/09	Fri	09:07	10:42	1.58		1.58	1.58													
		13:56	16:41	2.75		2.75	2.75													
10/10/09	Sat	*** Sched Off ***																		
10/11/09	Sun	*** Sched Off ***																		
						50.59	50.59													

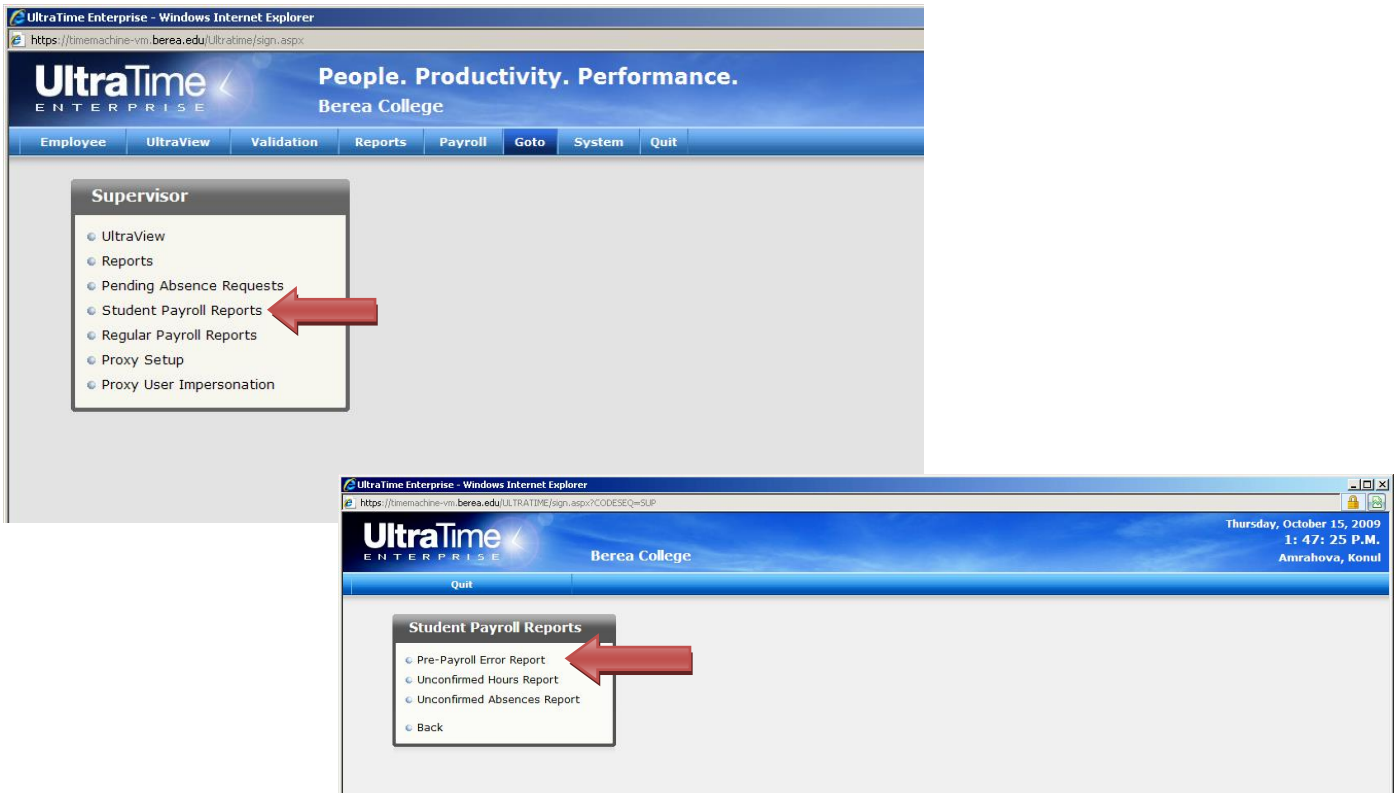
Pay Totals:

Type	ORG	ECLS	Positition	RATE	REG	OT	DT	TTLHRS	REG$	OT$	DT$	TOTAL$
REG	4022	ST	S5930900	3.8000	50.59	0.00	0.00	50.59	$ 192.24	$ 0.00	$ 0.00	$ 192.24
Totals:					50.59	0.00	0.00	50.59	$ 192.24	$ 0.00	$ 0.00	$ 192.24

IMPORTANT

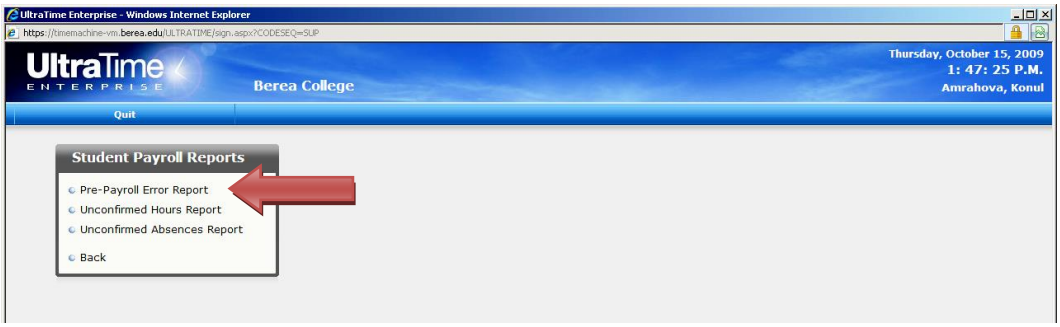
In addition, Supervisors must run the same two reports that Payroll coordinators run in order to detect all errors that may exist in a pay period. Inside the **Student Payroll Reports** menu, run the **Pre-Payroll Error Report** and the **Unconfirmed Hours Report** and fix any errors identified before the end of the pay period.

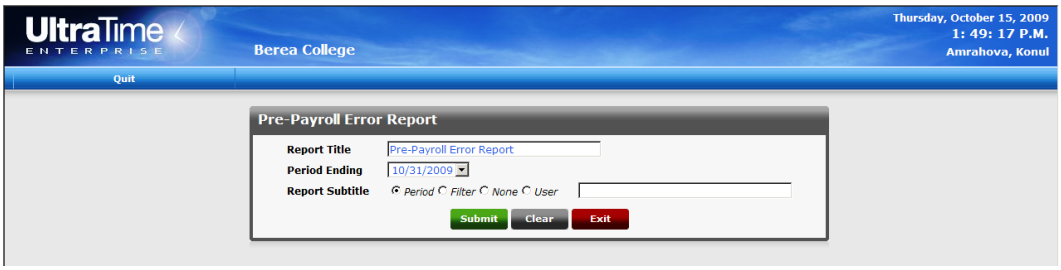
These two reports are explained further in the Payroll Coordinator Section of this manual on pages 29-34.



Pre-Payroll Error Report

The **Pre-Payroll Error Report** is an essential report that Payroll Coordinators must run before approving time records for an area. This report identifies known exception errors that must be corrected before the approval of payroll can occur. You will be looking for missed punches (MP) that have not been corrected by department supervisor.





A. In UltraView main menu select **Student Payroll Reports** then select **Pre-Payroll Error Report**
B. In the **Report Title** field, a default report title appears. You may change this if desired.
C. Select the appropriate **Period Ending** date (based on the last day of payroll cycle)
D. Click Submit

E. The following is an example of the **Pre-Payroll Error Report**

Berea College

Pre-Payroll Error Report

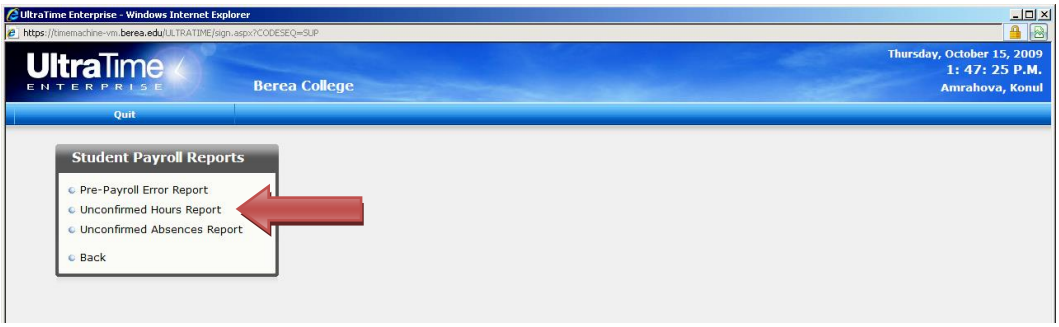
From 10/11/2009 To 10/31/2009

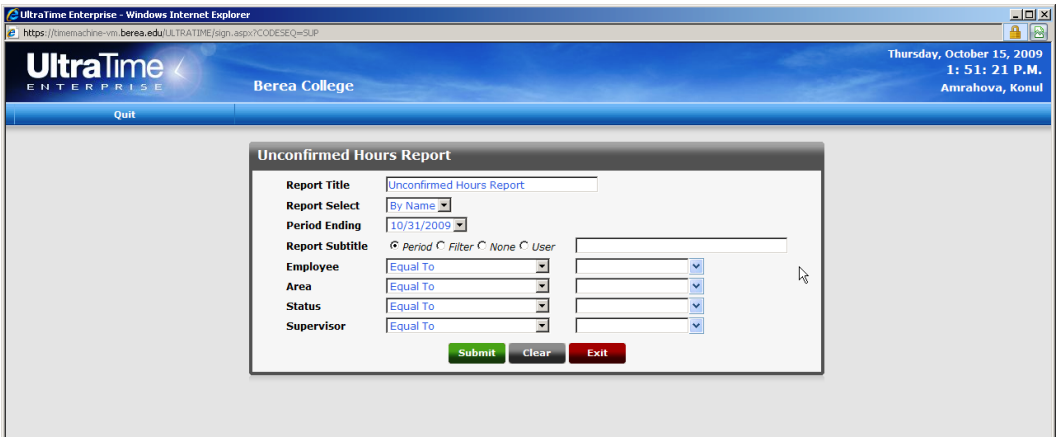
Name	Badge	Date	Start Time	Stop Time	Status	Pay Code	Shift	Distribution Code	ORG	ECLS
Combs, Kendra M	129255	10/15/2009	12:43 PM		S	A	1	S5930600	4022	ST
Simmons, Stephanie E	133990	10/15/2009	11:33 AM		S	A	1	S5930602	4022	ST

This example shows two time records where a missing **Stop Time** is detected. This must be corrected before payroll approval can take place

Unconfirmed Hours Report

The **Unconfirmed Hours Report** is another essential report that Payroll Coordinators must run before approving time records for an area. This report identifies individual time records that have not yet approved and certified by the labor supervisor. All time records should be approved and certified by the department supervisor or proxy before payroll approval takes place.





A. Click on **Student Payroll Report** in the main menu and then select **Unconfirmed Hours Report**
B. In **Report Select** field, select **By Name.** You can also filter by **SysID** (system ID) and by **Date**.
C. In **Period Ending** field, select the appropriate pay period based on ending date. NOTE: Because you are already into a new payroll cycle when approving payroll, this will generally be the period that has just ended.
D. Generally, you will not alter the Employee, Area, Status and Supervisor fields. They are, however, filter options you may use to see specific groups of individuals within the report.
E. Select **Submit** to generate the report

F. Below is an example of an **Unconfirmed Hours Report** by Name. A student's name appearing on this report indicates that the student has unapproved/noncertified time records for this time period. Contact the appropriate supervisor(s) as indicated on the report for the prompt resolution of these issues.

Berea College

Unconfirmed Hours Report By Name

From 10/11/2009 To 10/31/2009

Name	SysID	Date	Start Time	Stop Time	Hours	Supervisor
Camp, Tiffany	147861	10/13/2009	8:54 AM	12:03 PM	3.15	Amrahova, Konul
Camp, Tiffany	147861	10/13/2009	1:00 PM	4:00 PM	3.00	Amrahova, Konul
Camp, Tiffany	147861	10/15/2009	8:05 AM	11:58 AM	3.88	Amrahova, Konul
Combs, Kendra	129255	10/12/2009	9:01 AM	10:59 AM	1.97	Amrahova, Konul
Combs, Kendra	129255	10/14/2009	9:59 AM	12:01 PM	2.03	Amrahova, Konul
Combs, Kendra	129255	10/15/2009	12:43 PM		0.00	Amrahova, Konul
Simmons, Stephanie	133990	10/12/2009	9:49 AM	1:44 PM	3.92	Amrahova, Konul
Simmons, Stephanie	133990	10/12/2009	3:54 PM	4:47 PM	0.88	Amrahova, Konul
Simmons, Stephanie	133990	10/13/2009	9:11 AM	9:45 AM	0.57	Amrahova, Konul
Simmons, Stephanie	133990	10/13/2009	2:05 PM	5:01 PM	2.93	Amrahova, Konul
Simmons, Stephanie	133990	10/15/2009	11:33 AM		0.00	Amrahova, Konul

Records printed: 11

This report shows the names of students who have still have unapproved/uncertified time records for a payroll period.

The Date indicates where the time record exists in UltraView

Supervisor name -- please contact to correct the issue.

Upon determining that all time records have been approved and certified and that all exceptions/issues have been corrected, you are ready to proceed to Approve and Submit all records to the Student Payroll Manager for processing.

Trouble Shooting

Who is my primary contact to address UltraTime issues?

- Contact Johauna Gosney, Student Payroll Manager, Ext. 4222
- If Johauna is unavailable, contact Eric Arthur, Ext. 3692

Who do I call if my IP phone or time clock is not working?

- Contact Eric Arthur, Ext. 3692

How do I remove a Proxy?

- Follow the instruction for "adding" a proxy by searching on the desired name. When found, click on it to "uncheck" the name and then select apply.

What if you don't see all of your students?

- This is a BANNER issue where an incorrect supervisor was entered into BANNER. Contact Johauna Gosney, Ext. 4222

Where have my student work schedules gone?

- Most likely, schedules were entered by **DATE** instead of Day of Week (**DOW**). Go back to the **settings** Tab and select **DOW** as your scheduling option in order to see reoccurring schedules.

What if your screen view doesn't function properly through the Berea College Portal?

- Contact the IS&S Help Desk, Ext. 3343

What if students are unable to view an Internet Explorer screen through Firefox on the Portal?

- Contact IS&S Help Desk, Ext. 3343