

UltiPro Job Aid – Desktop Time Clock Entry

Log In and clock (record) time entries within UltiPro. From the Time Clock Entry page, you are able to clock in, clock out, clock meal breaks (lunch), and clock transfers.

Log In to UltiPro

Note: IF this is your first time logging into UltiPro, please follow steps in <u>UltiPro Login Job Aid</u> first. <u>O:\Information Systems Libraries\UltiPro\NCHC_UltiProLogIn.pdf</u>

- 1. **Double-click** UltiPro desktop icon 🛄 .
- 2. When **UltiPro Log In** displays:
 - a. In *User Name*, type <u>your</u> North Central Health Care (NCHC) e-mail address (e.g. <u>name@norcen.org</u>).
 - b. In *Password*, type <u>your</u> password.
- 3. Click Log In. UltiPro Dashboard displays.





Access Time Clock Entry

1. UltiPro Dashboard displays, click **MENU**.

Note: UltiPro menu options are security driven and individuals may configure dashboards by preference; **your UltiPro view may be different from screen shots in this document and other users**.

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|-------------------------------------|----------------------------|--------------------------------|------------------------|----------------------|
| MENU | North Cen Person center | tral Health Care Todd Shnowski | e ▼ To Do Share Io | leas Help Logout |
| | | | | Find |
| | | | | |
| Todd Shnowske Project Manager | To Do | Inbox | Min | |
| | There are no to dos. | | Recruiting Gateway | UltiPro Learning |
| | | | Time Clock Entry | Pay History |

- 2. Click MYSELF tab.
- 3. Click Time Clock Entry.

| Ü | × | | |
|--------------------|---|---|---|
| MENU | ♥ MYSELF | MY TEAM A | ADMINISTRATION SYSTEM |
| * | Personal | Career & Education | Pay |
| Home | Employee Summary | Goals | Current Pay Statement |
| Inbox | Name, Address, and Telephone Status/Key Dates Contacts Property Private Info | Goal Planning Competencies Personal Development Talent Profile Licenses | Pay History YTD Summary Direct Deposit Income Tax W-2 |
| Learning Center | Other Personal Info | Skills Tests Previous Employment | Model My Pay |
| Customer | Company Info | Awards | Time Clock Entry |
| Success | Electronic Forms | Education | Benefits |

Time Clock Entry screen displays. Use Time Clock Entry screen to *record in/out punches* and *transfers*.



Clock an In/Out Punch

1. Click Punch.

A message displays stating the date and time of your *last recorded punch*, as well as the date and time of the *punch prior*.

| Monday, 10/28/2019 9:25:17 PM | | | | |
|---|--|--|--|--|
| Thank you! Todd Shnowske. Your punch was successfully recorded at | | | | |
| 10/28/2019 9:25:12 PM. | | | | |
| your prior punch was recorded at 10/11/2019 11:28:00 AM | | | | |
| Punch Transfer | | | | |

2. To *continue working* within UltiPro, click **Menu** and click **Home**.

| MENU | • | MYSELF | MY TEAM | ADM |
|----------|--|--------|--------------------------------------|-----|
| Personal | | | Career & Educatio | on |
| Home | Employee Summary Name, Address, and | | Goals Goal Planning | |
| Inbox | Telephone Status/Key Dates | | Competencies Personal Development | |
| | Contacts | | Talent Profile | |



OR

To *exit* UltiPro, click **Logout** and click **X** in upper right corner of window to close web browser.

| Search | - ロ × (マー 合 ☆ ⁽¹⁾ | North Central Health Care Press contend Outcome Incard |
|-------------------------------------|----------------------------------|--|
| Todd Shnowske ▼ To Do Share Ide | eas Help Logout | Your session has ended. You may now close this window. Return To Log In |
| | | |

Clock a Transfer

1. Within Time Clock Entry screen, click Transfer.



- 2. Transfer options display. **Select appropriate transfer options** from drop-down lists (e.g. Location, Program, and Job).
- 3. Click **Punch**.

| Ult i Pro | O" ULTIMATE SOFTWARE | | | |
|------------------|-------------------------|---------|--|---|
| | | | Tuesday, 10/29/2019 8:21:04 Al | м |
| | | Welcome | ?! Todd Shnowske. | |
| Location: | Wausau [100] | ~ | Job: Project Manager [0253] | |
| Project: | Default Project [PROJ] | ~ | Entity: Cost Pool - Support Svcs [CPS: | |
| Program: | IMS [0500] | • | Position: Leadership [LEAD] | |
| | Punch Cancel | | | |

A message displays stating the date and time of your *last recorded punch*, as well as the date and time of the *punch prior*.



4. To continue working within UltiPro, click Menu and click Home.

| MENU | • | MYSELF | MY TEAM | ADM |
|-------|-----------------------|--------|----------------------|-----|
| * | Personal | | Career & Education | |
| Home | Home Employee Summary | | Goals | |
| | Name, Address, and | | Goal Planning | |
| | Telephone | | Competencies | |
| Inbox | Status/Key Dates | | Personal Development | |
| | Contacts | | Talent Profile | |
| | | | | |

OR

To exit UltiPro, click Logout and click X in upper right corner of window to close web browser.

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| Search ♀ ☆ ☆ 戀 ⁽¹⁾ | Prozo contened Outcome fitoased |
| Todd Shnowske ▼ To Do Share Ideas Help Logout Find | Your session has ended. You may now close this window. Return To Log In |

Get Help

- View Help Documentation
 - » Available from Help link when signed into UltiPro
- View Quick Tours and Tips
 - » Available in Quick Tours and Tips links section of application tab set when signed into UltiPro
- Send e-mail to NCHC Human Resources
 - » <u>HResources@norcen.org</u>
- Speak with Human Resources Staff
 - » 715-848-4419 or ext. 4419