


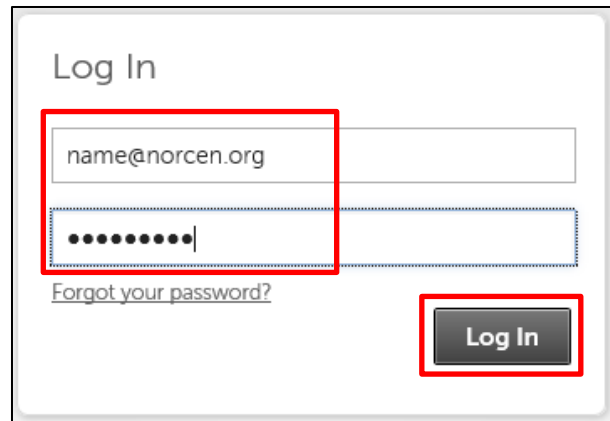
UltiPro Job Aid –Timesheet Management

Supervisors and their designees log into UltiPro to review, modify/correct, and approve timesheets for direct reports.

Log In to UltiPro

Note: IF this is your first time logging into UltiPro, please follow steps in [UltiPro Login Job Aid](#) first. [O:\Information Systems Libraries\UltiPro\NCHC UltiProLogIn.pdf](#)

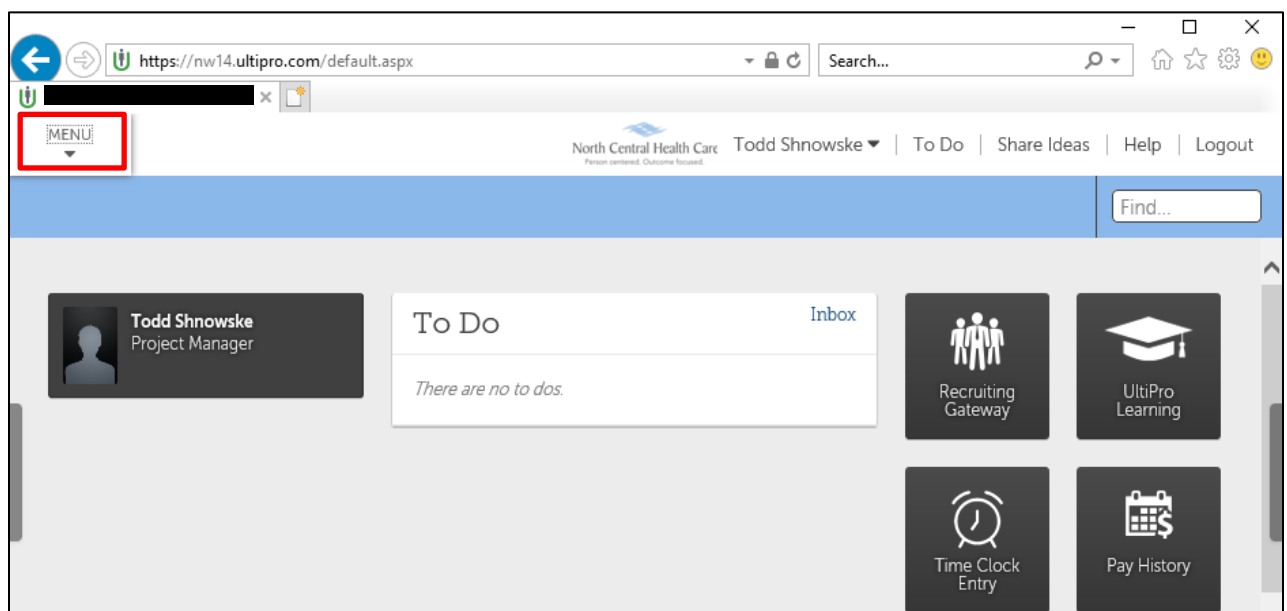
1. **Double-click** UltiPro desktop icon  .
2. When **UltiPro Log In** displays:
 - a. In **User Name**, type your North Central Health Care (**NCHC**) e-mail address (e.g. [name@norcen.org](#)).
 - b. In **Password**, type your password.
3. Click **Log In**. UltiPro Dashboard displays.



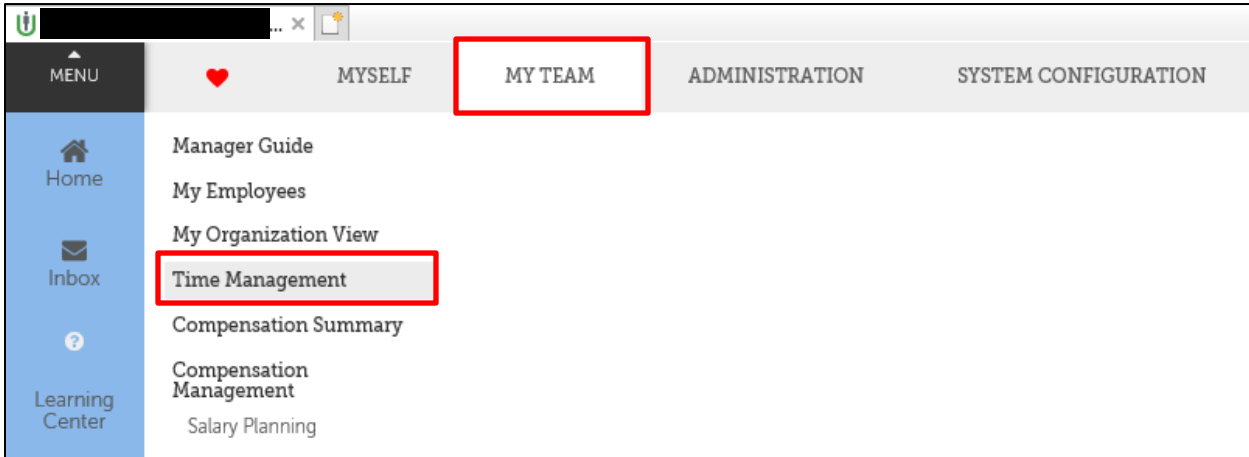
Access Time Management

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.**

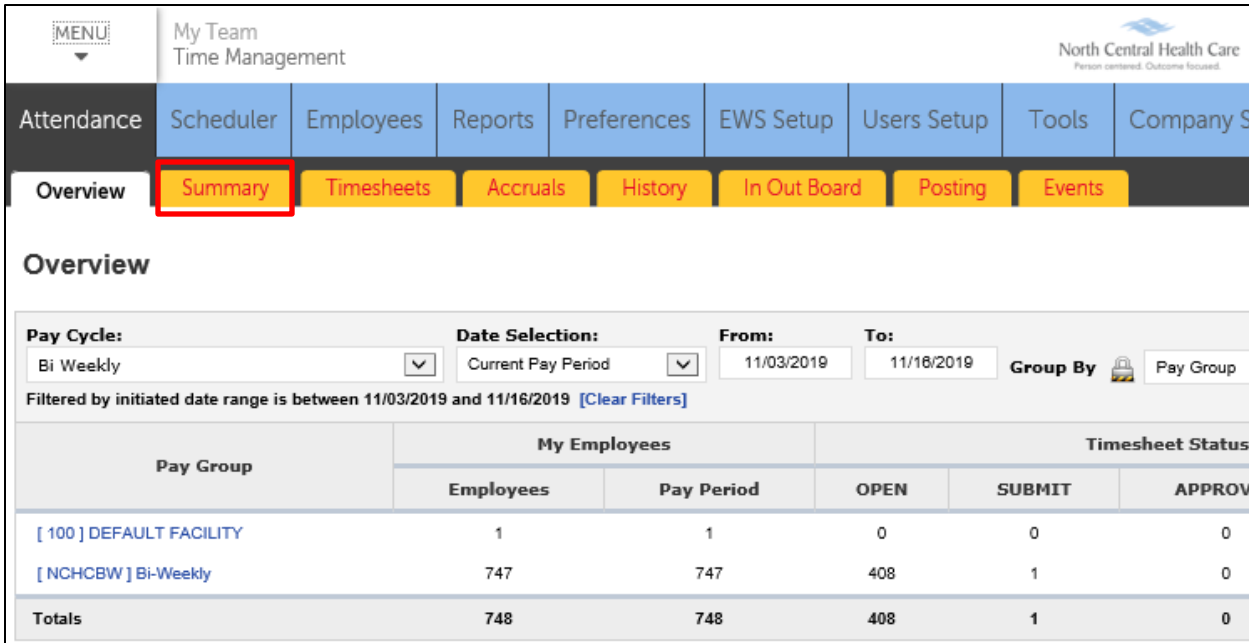


2. Click **MY TEAM** tab.
3. Click **Time Management**.



UltiPro *Time Management* page opens.

4. Click **Summary** tab.



Summary tab opens to display a list of the supervisor/designee's direct reports.

5. To drill down to an individual employee's timesheet, click **employee's Name**.

Summary

Pay Cycle: Bi Weekly | Date Selection: Current Pay Period | From: 11/03/2019 | To: 11/16/2019 | Last updated: Tuesday, 11/05/2019

Filtered by initiated date range is between 11/03/2019 and 11/16/2019 [Clear Filters]

Group / Filter By: All | Employee Search: [] | Cancel Filter

Supervisor / Filter By: []

Status Filter: All | Active Only

Unopened Timesheets: 0
Opened Timesheets: 748 | Save | Approve this Page

ID	NAME	Missed Punch	Sch.Hr	Reg.Hr
00099901-TC2LD	Test, Kyle Chandler	0	0.00	9.25
00099902-TC2LD	Test, Erin Degeners	0	0.00	0.00

Timesheets tab opens to display the selected employee's timesheet.

6. To navigate employee timesheets:

- Click **Previous Employee** or **Next Employee** buttons to navigate through employee timesheets in succession.

Test, Kyle chandler | View Profile | View Schedule

Location: Wausau | Job: CNA | Pay Policy: DEFAULT PAY POLICY | Shift Number: DEFAULT SHIFT | Pay Category: Full Time | Holiday Rule: 8 HOUR HOLIDAY

Date Selection: Current Pay Period

Timesheet for November 03, 2019 to November 16, 2019 | Status: OPEN | Attestation: Not Yet Submitted

Summary

Timesheet Detail

Save | Add | Delete | Cancel | Columns | Multi Add | Insert/Repost | Multi Edit | Approve | Print

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM	4:15PM	9.25	0.00	0.00

- Search for a specific employee’s timesheet, **type employee’s name** or **employee ID** in **Employee** field.
 - Click **Search**.
 - The employee’s timesheet displays and the employee’s name is highlighted in the list (e.g. Test, Kyle Chandler).

Note: If Employee Search finds multiple matches (e.g. Test), use arrows to locate correct employee’s timesheet.

Supervisor:
 Employee: Test
 4 found ◀ 1 ▶ Filter
 Pay Cycle:
 Bi Weekly

MENU My Team Time Management

Attendance Scheduler Employees Reports Preferences EWS Setup Users Setup To

Overview Summary Timesheets Accruals History In Out Board Posting E

Active

Supervisor:
 Employee: chandler
 1 found ◀ 1 ▶ Filter
 Pay Cycle:
 Bi Weekly
 All (No Group Filter)
 All Timesheets Count: 748
 Previous Employee Next Employee

NAME ID

Test, Kyle Chandler 000999901-TC2LD
 Test, Erin Degeneres 000999902-TC2LD

Test, Kyle chandler

Location: Wausau Job: CNA Pay Policy: DEFAULT

Date Selection:
 ◀◀ Current Pay Period ▶▶

Timesheet for November 03, 2019

Summary

Timesheet Detail

Date	PayCode
Mon 11/04/2019	0[WORK HOU

- View a different employee’s timesheet – **Select another employee** (e.g. Test, Erin Degeneres) from the **Timesheets tab list**.

Enter a Missed In/Out Punch

1. While viewing an employee’s timesheet, scroll down to the **Timesheet Detail** section.

Note: Maroon boxes in the *In* and *Out* columns identify missed punches.

Test, Kyle chandler View Profile View Schedule

Location: **Wausau** Job: **CNA** Pay Policy: **DEFAULT PAY POLICY** Shift Number: **DEFAULT SHIFT** Pay Category: **Full Time** Holiday Rule: **8 HOUR HOLIDAY**

Summary

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

	Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
	Sun 11/03/2019	0[WORK HOURS]		0:00AM	05:09PM	0:00AM	*	0.00	0.00
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM	4:15PM	*	9.25	0.00
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*	7:00AM		0.00	0.00

2. Click **In** (or **Out**) field and *type time* for missed in (or out) punch.

Note: When entering time, the system defaults hours entered as AM. System accepts AM designation if entered. To indicate afternoon/evening/night time correctly, type PM after time entry (e.g. 407PM).

Missed “In” Punch Example

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve

	Date	PayCode	In	In Rnd	Out
	Sun 11/03/2019	0[WORK HOURS]	<input type="text" value="659"/>	0:00AM	05:09PM
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*

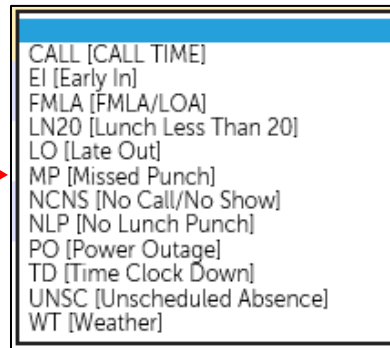
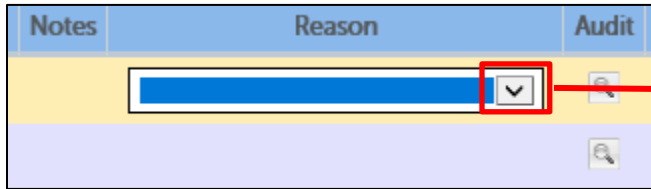
Missed “Out” Punch Example

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve

	Date	PayCode	In	In Rnd	Out
	Sun 11/03/2019	0[WORK HOURS]	06:58AM	0:00AM	05:09PM
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	* <input type="text" value="337PM"/>

3. Select **Reason Code** for each modified/corrected timesheet entry.

- **Tab** to **Reason** column.
- From **Reason** drop-down list, select **Reason Code**.



4. Click **Save**.

Timesheet modification/correction (e.g. missed punch) is processed and selected Reason Code displays on updated employee timesheet.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

Date	PayCode	In	In Rnd		Out	Out Rnd		Reg	OT	HOLW
Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	*	05:09PM	5:15PM	*	10.25	0.00	0.00
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*	03:37PM	3:45PM	*	8.75	0.00	0.00

Notes	Reason	Audit
	MP [Missed Punch]	<input type="text" value=""/>

Enter a Missed In/Out Meal Punch

1. While viewing an employee’s timesheet, scroll down to the **Timesheet Detail** section.

Example: Employee forgot to punch out/in for a 30-minute lunch on Sunday, November 3.

2. Click **Insert/Repost**.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

Date	PayCode	In	In Rnd		Out	Out Rnd		Reg	OT	HOLW
Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	*	05:11PM	5:15PM	*	10.25	0.00	0.00
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*	03:34PM	3:30PM	*	8.50	0.00	0.00

- In row 1, select **Date** and **Time** for missed *Meal Start*.
- In row 2, select **Date** and **Time** for missed *Meal End*.
- Click **OK**.

The first screenshot shows the 'Insert/Repost Punches' dialog box with a table for selecting date and time information. The table has two columns: 'Date' and 'Time'. The first two rows have empty time fields. A red box highlights the first two rows. A red arrow points to the second screenshot, which shows the same dialog box but with '11:30AM' and '12:00PM' entered in the time fields for the first two rows. The 'OK' button is highlighted with a red box.

- Click **OK**.

The dialog box contains the following text: "Time Management System has determined that 2 record(s) will be reposted to your timesheet data file. This process cannot be undone. Continue to Repost the Punches?". The 'OK' button is highlighted with a red box.

Time sheet modification/correction (e.g. missed meal in/out punch) is processed.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

	Date	PayCode	In	In Rnd		Out	Out Rnd		Reg	OT	HOLW
	Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	*	11:30AM	11:30AM	*	4.50	0.00	0.00
	Sun 11/03/2019	0[WORK HOURS]	12:00PM	12:00PM	*	05:11PM	5:15PM	*	5.25	0.00	0.00
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*	03:34PM	3:30PM	*	8.50	0.00	0.00

Adding Time or Other Entries

1. While viewing an employee's timesheet, scroll down to the **Timesheet Detail** section.

Test, Kyle chandler View Profile View Schedule

Location: Wausau Job: CNA Pay Policy: DEFAULT PAY POLICY Shift Number: DEFAULT SHIFT Pay Category: Full Time Holiday Rule: 8 HOUR HOLIDAY

Timesheet for November 03, 2019 to November 16, 2019 Status: OPEN Attestation: Not Yet Submitted

Summary

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM *	04:07PM	4:15PM *	9.25	0.00	0.00

2. Click the next **empty date field**.

3. Select **Date** from list.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
Mon 11/04/2019	0[WORK HOURS]			04:07PM	4:15PM *	9.25	0.00	0.00

Sun 11/03/2019
Mon 11/04/2019
Tue 11/05/2019
Wed 11/06/2019
Thu 11/07/2019
Fri 11/08/2019
Sat 11/09/2019
Sun 11/10/2019
Mon 11/11/2019
Tue 11/12/2019
Wed 11/13/2019
Thu 11/14/2019
Fri 11/15/2019
Sat 11/16/2019
Sun 11/17/2019

4. Click **PayCode** field and select a **PayCode** from list.

- If a Work **Hours** PayCode is selected, In and Out punch times must be entered.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost

Date	PayCode	In	In Rnd
Mon 11/04/2019		06:58AM	7:00AM
Tue 11/05/2019	0[WORK HOURS]		

0[WORK HOURS]
1[HOLIDAY]
3[SICK LEAVE]
10[BEREAVEMENT]
11[CALL TIME]
12[JURY DUTY]
13[ON CALL PAY]
14[PLT]
20[TRAINING]
31[NO CALL NO SHOW]
32[FMLA]

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

	Date	PayCode	In	In Rnd		Out	Out Rnd	
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*
✎	Tue 11/05/2019	0[WORK HOURS]	657					

- If a **non-working** PayCode (e.g. Jury Duty, Sick Leave, Bereavement, and PLT) is selected, the total number of hours (e.g. 8) must be entered in the REG column.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

	Date	PayCode	In	In Rnd		Out	Out Rnd		Reg	OT	HOLW
	Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	*	05:09PM	5:15PM	*	10.25	0.00	0.00
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
✎	Tue 11/05/2019	12[JURY DUTY]							8.00		

- As appropriate, select **Reason Code**:
 - **Tab** to **Reason** column.
 - From **Reason** drop-down list, select **Reason Code**.
- Click **Save**. Timesheet modification/correction is processed.

Approve an Individual Timesheet

Approve timesheet on an Individual OR on a By Page basis. The following are steps are how to approve an individual timesheet.

- While viewing an employee’s timesheet, scroll down to the **Timesheet Detail** section.
- After completing modifications/corrections and confirming totals on an employee’s timesheet, click **Approve**.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

	Date	PayCode	In	In Rnd		Out	Out Rnd		Reg	OT	HOLW
	Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	*	05:09PM	5:15PM	*	10.25	0.00	0.00
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
	Tue 11/05/2019	12[JURY DUTY]							8.00	0.00	0.00
	Wed 11/06/2019	14[PLT]							8.00	0.00	0.00
	Thu 11/07/2019	14[PLT]							8.00	0.00	0.00

Tip: To simplify the Timesheet Detail view, click **Columns** button to select and hide unwanted timesheet columns. Follow the same process to unhide timesheet columns.

Approve Timesheets by Page

Approve timesheet on an Individual OR on a By Page basis. The following are steps are how to approve timesheets by page.

1. While viewing **Time Management > Attendance > Summary tab**, review totals for displayed list of manager/designee’s direct reports.
2. Click **Approve this Page**.
3. Repeat review and approval steps for each additional page of employee timesheets.

Tip: Apply various **Filter** options to filter employee timesheets page by Supervisor, Group, etc.

Summary

Pay Cycle: Bi Weekly | Date Selection: Current Pay Period | From: 11/03/2019 | To: 11/16/2019 | Last updated: Tuesday, 11/05/2019

Filtered by initiated date range is between 11/03/2019 and 11/16/2019 [Clear Filters]

Group / Filter By: All | Employee Search: [] | Cancel Filter

Supervisor / Filter By: []

Status Filter: All | Active Only

Unopened Timesheets: 0

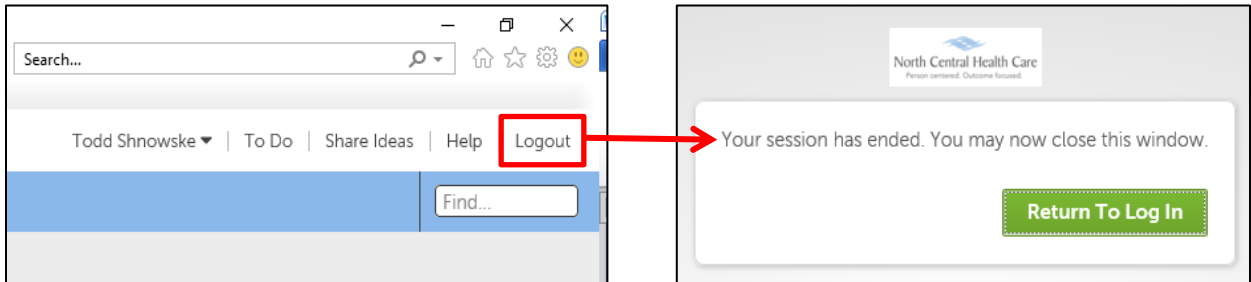
Opened Timesheets: 748 | Save | **Approve this Page**

ID	NAME	Missed Punch	Sch.Hr	Reg.Hr
00099901-TC2LD	Test, Kyle Chandler	0	0.00	9.25
00099902-TC2LD	Test, Erin Degeneres	0	0.00	0.00

1

Log Out of UltiPro

1. Click **Logout**.



2. Click **X** in upper right corner of window to close web browser.

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**
 - » HResources@norcen.org
- **Speak with Human Resources Staff**
 - » 715-848-4419 or ext. 4419