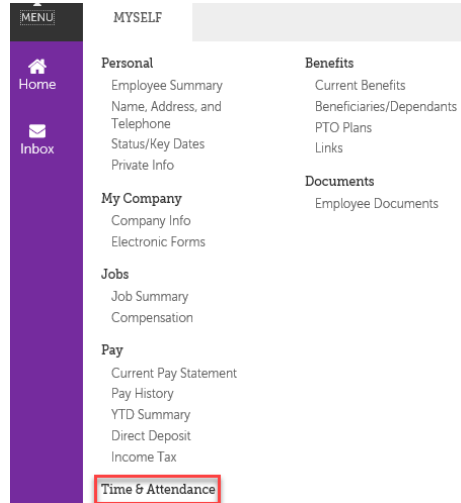


Entering Employee Hours

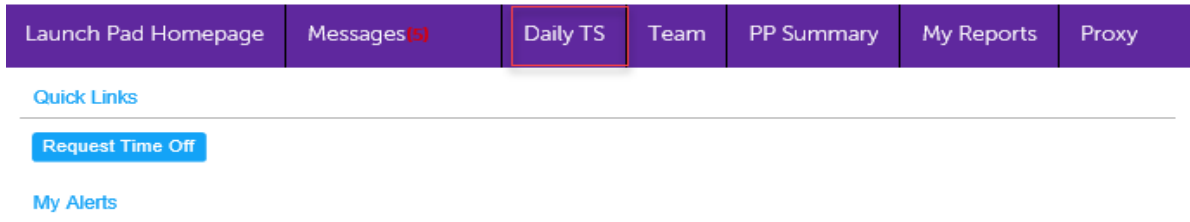
Overview: A Manager or Timekeeper enters the hours for a casual/hourly employee directly into the employee’s timesheet. This job aids also includes steps for modifying unpaid break time.

1. Click **Time and Attendance** in the UltiPro **Myself** menu.



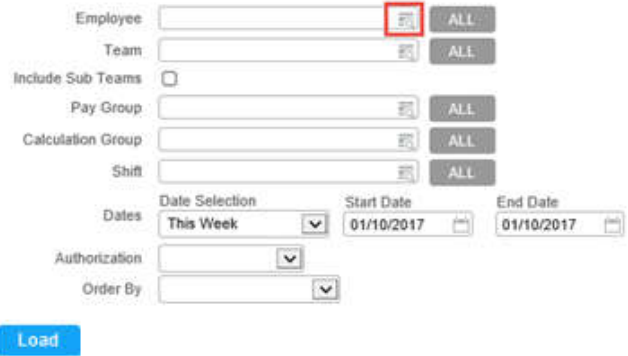
2. The **Time and Attendance Launch Pad Homepage** displays.
Note: The display below shows options available to a timekeeper, working on behalf of a manager. A Manager has more options available.

3. Click **Daily TS**.



- The **Timesheet Selection** screen displays. Click the search icon to see a list of employees, or click All beside Team to work with timesheets for all employees you have access to (if selecting this you can skip step 5).

Timesheet Selection



Employee: ALL

Team: ALL

Include Sub Teams:

Pay Group: ALL

Calculation Group: ALL

Shift: ALL

Date Selection: Start Date: 01/10/2017 End Date: 01/10/2017

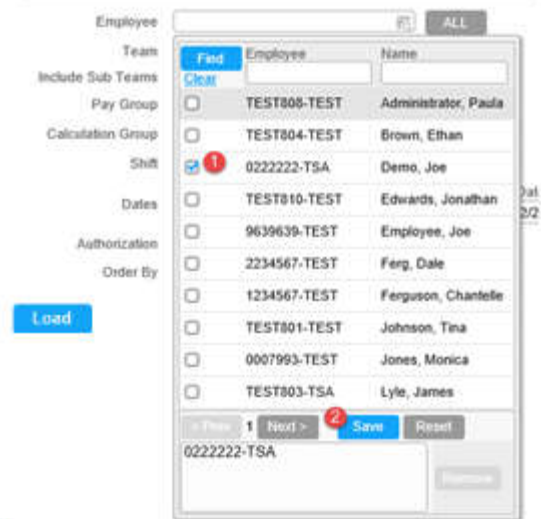
Dates: This Week

Authorization:

Order By:

- Click the checkbox beside an employee. Click **Save**.

Timesheet Selection



Employee: ALL

Team:

Include Sub Teams:

Pay Group:

Calculation Group:

Shift:

Dates:

Authorization:

Order By:

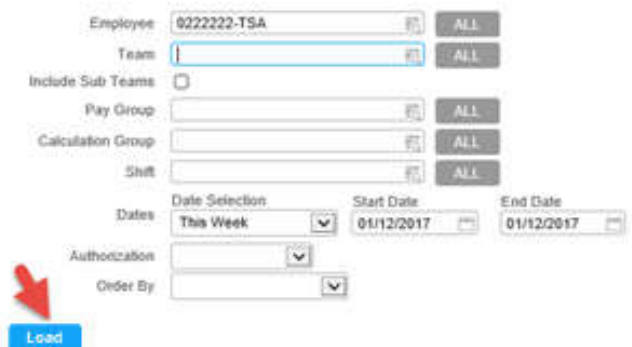
Find	Employee	Name
<input type="checkbox"/>	TEST805-TEST	Administrator, Paula
<input type="checkbox"/>	TEST804-TEST	Brown, Ethan
<input checked="" type="checkbox"/>	0222222-TSA	Demo, Joe
<input type="checkbox"/>	TEST810-TEST	Edwards, Jonathan
<input type="checkbox"/>	9639639-TEST	Employee, Joe
<input type="checkbox"/>	2234567-TEST	Ferg, Dale
<input type="checkbox"/>	1234567-TEST	Ferguson, Chantelle
<input type="checkbox"/>	TEST801-TEST	Johnson, Tina
<input type="checkbox"/>	0007993-TEST	Jones, Monica
<input type="checkbox"/>	TEST803-TSA	Lyle, James

< Prev 1 Next >

0222222-TSA

- The name will display in the **Employee** field. Change the Date selection and Start and End Date if needed to ensure you get the timesheet for the days you want to modify. Click **Load**.

Timesheet Selection



Employee: 0222222-TSA ALL

Team: ALL

Include Sub Teams:

Pay Group: ALL

Calculation Group: ALL

Shift: ALL

Date Selection: Start Date: 01/12/2017 End Date: 01/12/2017

Dates: This Week

Authorization:

Order By:

7. Click the Clock **+** icon beside the day the working hours occurred.

Scheduled	Auth By	Shift	Start	End	Clocks	Time Code Summary	Hour Type Summary	Calculation Group
▶	✕	✎	04/01/2017 Sat	AUTO	OFF	+		ON HOURLY NON-EXEMPT
▶	✕	✎	04/02/2017 Sun	AUTO	OFF	+		ON HOURLY NON-EXEMPT

8. The **Add New Clock** box displays. Type in the start of their work time. Type is **ON**.

+ Add New Clock

Time:

Type:

Date:

Data:

9. Click **Add**. The start time appears in green oval on the timesheet.

10. A new **Add New Clock** box displays. Type in the end of their shift and select **OFF**. **Note:** System uses a 24 hour clock. Enter time with a 'p' for p.m., e.g. 10p = 22:00.

+ Add New Clock

Time:

Type:

Date:

Data:

08:00

11. Click **Add**.

12. Note the green and red oval showing the start and end time of the shift.

▶	✕	✎	04/01/2017 Sat	AUTO	OFF	+		ON HOURLY NON-EXEMPT
▶	✕	✎	04/02/2017 Sun	AUTO	OFF	+		ON HOURLY NON-EXEMPT
▶	✕	✎	04/03/2017 Mon	AUTO	OFF	+	08:00 18:00	WRK 8:00 REG 8:00 ON HOURLY NON-EXEMPT

13. To account for an unpaid lunch break in the work time entry, select the checkbox on the right under the **Auto Deduct 30 Min Lunch** heading.

Time Code Summary	Hour Type Summary	Calculation Group	Summary Error	Bank OT?	Bank Holiday?	Auto Deduct Lunch 30 Min
		ON HOURLY NON-EXEMPT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		ON HOURLY NON-EXEMPT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WRK 8:00	REG 8:00	ON HOURLY NON-EXEMPT		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How to Modify Unpaid Break

If the 30 minute break option is not correct for this shift, you can change it.

1. This employee shows a 30 minute unpaid break, and paid hours of 7:30. Click the **arrow** to view details.

08/20/2017 Sun	AUTO	OFF	+				ON HOURLY NON-EXEMPT
08/21/2017 Mon	AUTO	OFF	+	08:00	04:00	WRK 19:30	REG 19:30 , UNPAID 0:30 ON HOURLY NON-EXEMPT

2. Click in the BRK entry field and type in desired duration of unpaid break.

Start Time	End Time	Hours	Time Code	Hour Type	Job	MU/RESPC	Department	Amount
08:00	18:00	10:00	WRK	REG	61000001	300101	1060	
18:00	18:30	0:30	BRK	UNPAID	61000001	300101	1060	
18:30	04:00	9:30	WRK	REG	61000001	300101	1060	

3. Click **Save**. Break duration is changed to 1 hour. Paid time worked is calculated as 7 hrs.

Employee: test, zoe

Start Time	End Time	Hours	Time Code	Hour Type	Job	Ministry Unit	Project	UDF 2
8:00a	12:00	4:00	WRK	REG	11000002	300101	1000	
12:00p	13:00	1:00	BRK	UNPAID	11000002	300101	1000	
1:00p	16:00	3:00	WRK	REG	11000002	300101	1000	

Save Show Edits

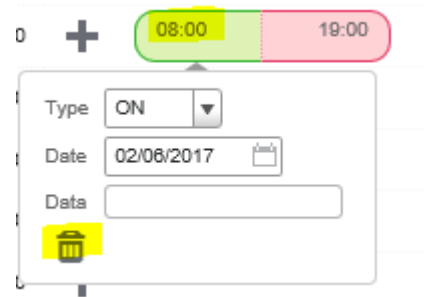
Code Summary

	REG	Total
WRK	7:00	7:00

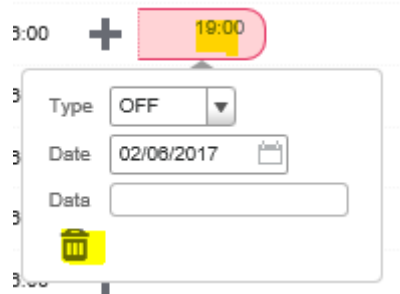
How to Delete Time Entry

If you make a mistake or need to correct an error:

1. Click the green **ON** time of the oval. Click the trash icon.



2. Click the red **OFF** time. Click the trash can icon.



3. Click **Save**.