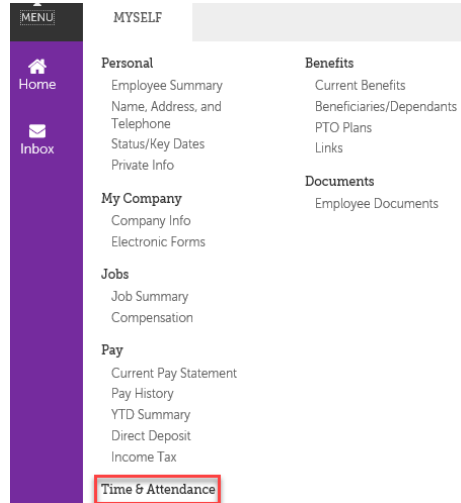![ProjectUltiPro logo with The Salvation Army shield]

# 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.

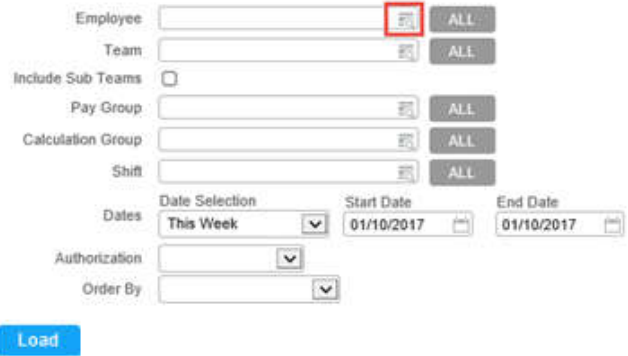1. Click *Time and Attendance* in the UltiPro *Myself* menu.



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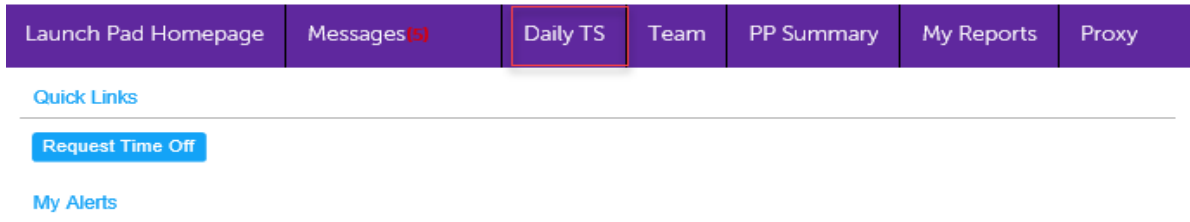
4. The **Timesheet Selection screen** displays. Click the search icon to see a list of employees, or click All beside Team to work with timesheets for all employees you have access to (if selecting this you can skip step 5).
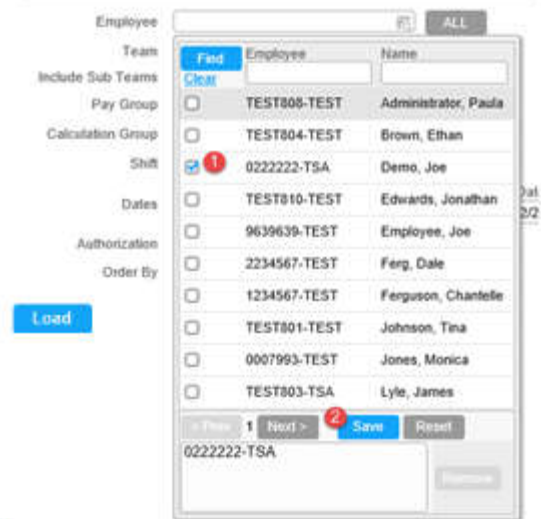
5. Click the checkbox beside an employee. Click **Save**.
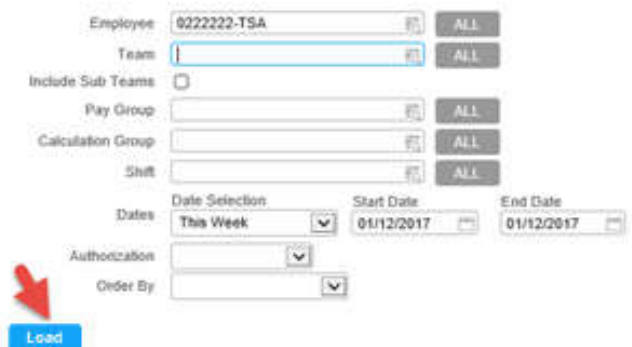


6. The name will display in the **Employee** field. Change the Date selection and Start and End Date if needed to ensure you get the timesheet for the days you want to modify. Click **Load**.

![Project UltiPro - The Salvation Army]

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

```
+ Add New Clock

Time  08:00
Type  ON      ▼
         Add

Date  01/24/2017  📅
Data
```

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.
11. Click **Add**.

```
+ Add New Clock              08:00

Time  22:00
Type  OFF      ▼
         Add

Date  01/24/2017  📅
Data
```

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

| | | | | Auth By | Shift | | | 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 |
| ◢ | ☐ ✕ 💬 ✎ | 04/03/2017 Mon | | AUTO | OFF | | | **+** 08:00 16:00 | | 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 | | ☐ | ☐ | ☐ |
| | | ON HOURLY NON-EXEMPT | | ☐ | ☐ | ☐ |
| WRK 8:00 | REG 8:00 | ON HOURLY NON-EXEMPT | | ☐ | ☐ | ☑ ← |

## 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.



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



3. Click **Save.** Break duration is changed to 1 hour. Paid time worked is calculated as 7 hrs.
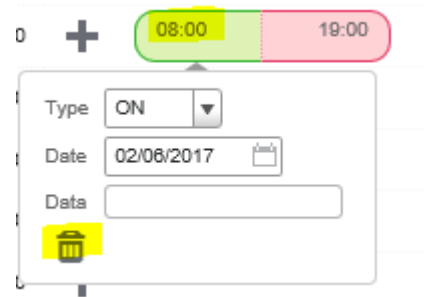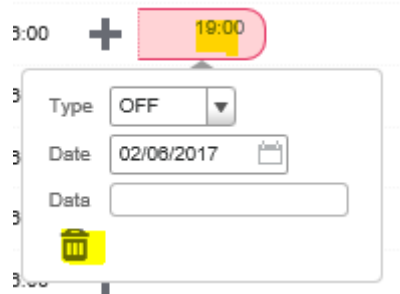
## How to Delete Time Entry

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**.