

## Ultratime Frequently Asked Questions-Employee

Below are some commonly asked FAQ's regarding Ultratime. If you have any suggestions, please feel free to contact Shawn Stowe or Payroll.

### FAQ

- **How do I Punch In and Out?**
  - Locate the "[Ultratime Punch Login IE](#)" link (Ultrapunch) in the Staff Utility menu, open and enter your TCAPS ID # (User) and last 4 of your Social Security Number (pass), then click appropriate action button.
  - Use the time clock located in your building.
- **How do I Add, Delete, Change or Correct a Punch Time?**
  - Locate the "[Ultratime System Login IE](#)" link in the Staff Utility menu, open and enter your TCAPS ID # (User) and last 4 of your Social Security Number (pass). Once in, you will see the current pay period. To add, delete, change, or correct times:
  - If adding a new time, just add times and job code. Be sure to include the "a" or "p" in the entry. Hit apply.
  - If deleting an entry, simply change the end time to match the start time, then hit apply. The entry will disappear.
  - To change an entry, simply overwrite the numbers and hit apply.
  - If you are adding a time entry in between a start and stop time, you must first edit the end time entry backwards then enter the new entries. Once entered, you will work forward through the day. Hit apply when done.
- **Which Method Should I use to Clock In and Out?**
  - You may use any combination of the building time clocks, the Ultrapunch web page, or for those with multiple jobs the web time card. Although employees have the ability to manually enter and edit their time entries, employees are expected to use a time keeping system versus just hand entering time entries.
- **What Do I Do if My Job is not in Ultratime?**
  - If your job is not in Ultratime, please contact Shawn Stowe, it is likely a timing issue. For days worked prior to your job appearing in Ultratime, simply track on a blank time sheet and send to Payroll once the job appears. Start using Ultratime the day the job appears.
  - All sub jobs will still require the use of a time sheet. Sub jobs will not appear in Ultratime.
- **What if Other Jobs Appear in Ultratime that I am not Currently Working?**
  - If jobs appear in your profile, please let Shawn Stowe know immediately and they will be removed.
- **How Do I Report or Request an Absence?**
  - There two methods of reporting or requesting an absence, both require logging into the "[Ultratime System Login IE](#)" page.
  - One method is to use the blue shaded columns on the right hand side of your current time card. You will select the enter absence code (i.e Personal Sick, Personal Business,

etc.) from the drop down menu, enter the number of hours for each job and select the job you were absent from the drop down list. If you have multiple jobs, you will enter an entry for all jobs you were absent from.

- The second method of reporting or requesting an absence is by using the calendar feature. On the same time card page, click the calendar button located above the blue positions column. Again, you will select the absence code from the drop down menu, enter the daily hours you are reporting, click OK then drop the “+” on the day you need to report. Once done, hit apply. This feature is a great tool for requesting absence beyond the current payroll period.
- While in this calendar page, you can always view your attendance balances by clicking the Summary button.
- **How Do Get Paid for Holidays in Ultratime?**
  - Until further notice, you will be responsible for entering your own Holiday time in the absence calendar as previously described. Due to the varying number of holidays paid and differing hours, this is the current practice. In the future, Holidays may be preloaded to employee profiles but you will be notified if this occurs.
- **Do I have to Punch Out for Lunch?**
  - Yes, until otherwise notified. You will manually need to punch out then “return from Lunch” to account for an unpaid lunch break. Once a pattern is established and a schedule can be inputted into the system, we can automatically deduct your lunch time from your time, eliminating a set of punches. Building Principals will have the final say but if you feel your schedule would benefit from an automatic lunch deduction, let Shawn Stowe or Payroll know and I can work with your Principal.
  - If your schedule includes an auto deduction for lunch, it will NOT deduct the lunch if you input your time through your time edit web card. You will need to account for your lunch with your time entries. Auto lunch deductions only work if you punch the time clock or Ultrapunch.
- **What if I work at a Different Building too?**
  - If you have a job at a different building, you will complete a time sheet for those hours UNLESS that building has already converted to Ultratime, in which case your job will already be preloaded in Ultratime and ready for use.
- **How Do I Accrue Comp Time for Hours over 40?**
  - If you work over 40 hours in one week, your Principal will either make the decision to Comp your hours over 40 or pay you overtime. They may discuss with you directly. There is nothing you need to do with Ultratime.
- **When Does My Time Card Need to be Finalized?**
  - When using Ultratime, you will need to have the two week payroll cycle cleaned up and ready for your Supervisor’s approval by the end of Monday following the close of payroll. So if the two week pay period is Sunday June 18<sup>th</sup> through Saturday July 1<sup>st</sup>, you will need to be done with your clean up by end of the day, Monday July 3<sup>rd</sup>.