## HOW TO RECORD YOUR WORK TIME AS AN HOURLY EMPLOYEE

Using the Time Clock (any employee):

- Each building has at least one time clock. Locate the clock in your building, generally near the Main Office (WMS employees have access to a laptop in the main office, see below for instructions).
- To record an entry, simply press the button appropriate for your need: IN, OUT LUNCH, RETURN LUNCH, OUT then present TCAPS badge to card reader located on clock (if you have more than one job, select the job from the drop down menu and hit enter). Once the card is presented, you will hear a beep and the clock will indicate your action has been processed.
- Unless otherwise indicated, you are required to punch out for lunch, use the RETURN LUNCH button upon returning to work post lunch.

Using <u>UltraPunch Web Page</u> Time Clock (WMS and staff with regular access to computer):

- Locate the login screen located in the Staff Utility menu (on every Desktop).
- Click this link
  Iltratime Punch Login IE
- Enter your 6 digit TCAPS ID (located on the front of your TCAPS ID badge) as the user ID, enter the last 4 of your Social Security number as the password. The **Personal Time Clock** option will allow you to punch IN, OUT LUNCH, RETURN LUNCH, OUT. If you have multiple jobs, select the applicable job and click 'OK' to confirm action.

Using <u>UltraTime System Time Card</u> (for manual entry, absence reporting, edits and staff with 3+ jobs):

- Locate the login screen located in the Staff Utility menu (on every Desktop).
- Click this link 🔐 Ultratime System Login IE
- Enter your 6 digit TCAPS ID (located on the front of your TCAPS ID badge) as the user ID, enter the last 4 of your Social Security number as the password.

Entering Hours Worked:

- If adding a new time, simply enter start and stop 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.

## Entering an Absence:

- Select the absence type and enter hours in the blue shaded area on the right hand side for absences within the current pay.
- If the absence is for a <u>future date(s)</u>, click the "Calendar" button, choose leave type from drop down menu, enter your daily hours, click OK and drop the "plus" sign on your requested days.
- To report absences <u>prior to the current pay period</u>, please email Compensation. You cannot enter retroactive absences on your Ultratime page.