

# ULTRATIME (WEB-TIME ENTRY) – QUICK REFERENCE

Web Time Entry (**WTE**) is a component of UltraTime Enterprise; WCC’s electronic time-keeping system. **WTE** allows you to enter your hours worked and leave time taken for a specific pay period. Once time is entered, it is then reviewed and approved online by your supervisor and then sent to Payroll for processing.

- Employees are responsible for entering their time accurately, by the **9:00 a.m. Monday** submission deadline, following the pay period end date. **Note:** Please reference the pay schedule on the [UltraTime](#) Web Page (located on the Faculty/Staff web page under the information column)
- As a WTE employee you are able to start entering your hours as soon as the pay period opens so you can keep track of your vacation and sick days as they occur. **Setting a recurring reminder on your calendar every other Monday is strongly suggested.**

UltraTime’s WTE is accessible in the **Employee Tab** via **MyWCC** after **logging into the Gateway**. The following web browsers are compatible with WTE. Internet Explorer, FireFox, Chrome, and Safari.

## To Access UltraTime:

1. GoTo WCC’s website: **wccnet.edu**
2. Click **WCC Gateway**
3. Login with **netID and password**
4. Click **MyWCC Tile**
5. Click **Employee Tab**
6. Click **UltraTime for Employees**
7. Upon logging in, you should see the **WTE Screen**

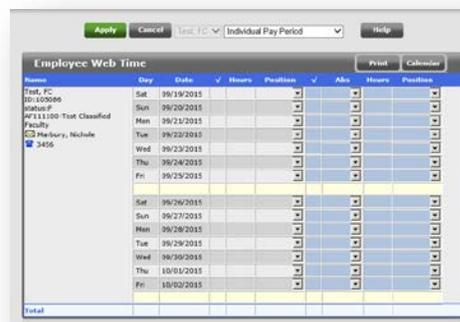


Figure 1 - Web Time Entry (WTE) Screen

## Recording Time

### Entering Hours Worked – (Left Side – Grey Area)

1. Enter the number of hours worked next to the corresponding day in the Hours Column.
2. Click **the drop down arrow** next to Position (code)
3. If done, Click **Apply**

### Entering Leave Time - (Right Side – Blue Area)

1. Enter the number of hours for the absence taken next to the corresponding day in the Hours Column.
2. Click the **drop down arrow** in the ABS Column (absence) and select the appropriate leave code.
3. Click **the drop down arrow** next to Position (code).
4. If done, Click **Apply**

**Note:** Before Clicking **Apply**, you can make changes to any entries by clicking **Cancel**.

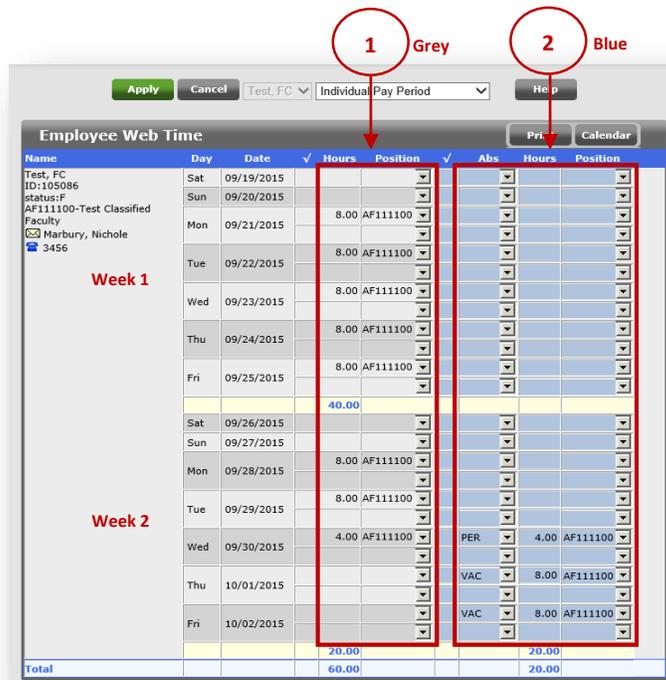


Figure 2 – Web Time Entry - Time Entered

Figure 2 – Sample Scenario (Bi-Weekly Pay)

### Week 1

Employee worked entire week, no time off taken.

### Week 2

- Wed 9/30/15 – Worked 4 and took 4 personal.
- Thurs 10/1 – 8 hours vacation taken
- Fri 10/2 – 8 hours vacation taken

1. Left Side (**Grey Area**) – Enter **Hours Worked** in this Section
2. Right Side (**Blue Area**) – Enter **Leave Taken** (Absences) and select abs code in this Section

## Editing / Deleting Entries

Clicking **Apply** saves your entries, if you clicked **Apply** and need to make changes (edits):

### Editing Hours Worked and Leave Taken

1. Click on the hours that need to be edited.
2. Make the appropriate change
3. Click Apply

### Deleting Hours Worked and Leave Taken

1. Type in a zero (0) in the hours column
2. Click Apply

Day	Date	✓	Hours	Position	✓	Abs	Hours	Position
Sat	09/19/2015							
Sun	09/20/2015		8.00	AF111100				
Mon	09/21/2015		8.00	AF111100				
Tue	09/22/2015		8.00	AF111100				
Wed	09/23/2015		8.00	AF111100				
Thu	09/24/2015		4.00	AF111100		PER	4.00	AF111100
Fri	09/25/2015					VAC	8.00	AF111100
			36.00				12.00	

Figure 3 - Original Entries

Day	Date	✓	Hours	Position	✓	Abs	Hours	Position
Sat	09/19/2015							
Sun	09/20/2015		0	AF111100				
Mon	09/21/2015		8.00	AF111100				
Tue	09/22/2015		8.00	AF111100				
Wed	09/23/2015		8.00	AF111100				
Thu	09/24/2015		8	AF111100		PER	0	AF111100
Fri	09/25/2015					VAC	8.00	AF111100
			36.00				12.00	

Figure 4 - Changes in process

Day	Date	✓	Hours	Position	✓	Abs	Hours	Position
Sat	09/19/2015							
Sun	09/20/2015		0.00	AF111100				
Mon	09/21/2015		8.00	AF111100				
Tue	09/22/2015		8.00	AF111100				
Wed	09/23/2015		8.00	AF111100				
Thu	09/24/2015		8.00	AF111100				
Fri	09/25/2015					VAC	8.00	AF111100
			32.00				8.00	

Figure 5 - Changes Applied – Hours now equal 40

### Figure 3, 4, and 5– Sample Scenario

David didn't anticipate any changes to his schedule so he decided to enter his time at the beginning of the week.

His schedule did indeed change, so on Friday he logged in to correct his timesheet. Upon logging in he noticed:

1. That his overall time for the week was 48 hours and not 40.
2. 8 hours were recorded for Sunday, but he doesn't work Sundays
3. He needed to change Thursday, because he decided to work the whole day.

There are no green check marks in the check mark column, so his supervisor hasn't approved his time. Therefore, he can make the needed changes.

David made the following corrections:

1. **Added a 0** to the hours worked column to **delete** the hours he recorded for Sunday
2. **Added 8** hours to the hours worked column for Thursday
3. **Added a 0** to delete the 4 personal hours

Click **Apply** and verify that his total hours (worked and absences) = 40

**Note:** You are unable to make changes after your time is approved. Changes need to be made by your supervisor.

## Additional Information

- Red Text = unsaved changes. Be sure to click Apply to save entries
- Black Text = entries were recorded successfully
- Once your Supervisor approves time, a green check mark will appear next to each saved record
- Once your timesheet has been approved, you will be unable to make changes. Please see your supervisor

## Ultra Time Help

### ITS Helpdesk – Overall Support

- Call at 734-973-3456, or
- Submit a Service Request online : <https://x3456.wccnet.edu/>, or
- Email your help request: helpdesk@wccnet.edu

E-mail [Ultratime@wccnet.edu](mailto:Ultratime@wccnet.edu) for UltraTime assistance regarding the following issues:

- Setting up proxies
- Technical problems
- Key fob issues

- Training
- Questions about exception codes
- Confirming fob system vs. web time entry

E-mail [pay@wccnet.edu](mailto:pay@wccnet.edu) with direct issues related to:

- Payroll hours
- Time approvals
- Paychecks

Email [employment@wccnet.edu](mailto:employment@wccnet.edu) for assistance with the following issues:

- Adding new employees
- Terminate employee positions
- Changing supervisors
- Questions/concerns regarding employees with multiple positions
- Requests to have exempt level staff and/or faculty added to the existing proxy list
- Changing an employee's status from part-time to full-time and vice versa