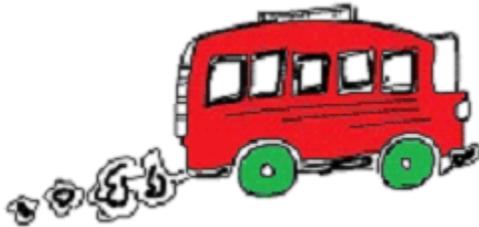


# UltiPro: How to Turn Back Time



Uh-oh! You know that feeling when you get into the car or bus and realize you left something behind? It turns out the same thing can happen with payroll systems...

## **IMPORTANT:** All time must be entered into UltiPro!

- Vacation time, sick time, medical leave, bereavement...it all has to be entered in the system.
- Employees enter their planned absences using the Time Off calendar under the Time & Attendance module in UltiPro. This includes vacation, sick, medical/personal, lieu and overtime.
- Timekeepers OR managers enter unplanned time (sick, bereavement, unplanned vacation, other unexpected absences) by adjusting the 'timesheet' in UltiPro.
- Timekeepers OR managers also enter overtime including 'time in lieu' - very important if you want to use your time in lieu later.
- Managers approve all time entered.

Each department decides which process works for them. If you are unsure who is to make each time of time entry, please check with your manager.

Detailed instructions for submitting time off requests are on our resources page (see job aids):  
<http://salvationist.ca/projectultiopro/resources/>

## **VERY IMPORTANT:** Time off impacts pay

- Obviously, if a person has used all their vacation or sick time, then further time off needs to be handled differently. It may have an impact on pay.
- Overtime is paid differently according to a variety of rules.
- UltiPro will figure that out, but only if time is entered correctly.
- Pay statements reflect current balances for time (vacation, medical leave, sick, etc.); if time off is not entered correctly, pay statements will not reflect reality.
- Late adjustments can alter pay amounts which cause confusion when they are not expected (late).

## **THEREFORE THE MOST IMPORTANT POINT IS:** Time corrections and time off must be entered into UltiPro within 1 pay period of their occurrence

- For security purposes, we cannot leave time periods open to adjustment indefinitely.
- Time off, overtime and time in lieu must be entered in the system during the week a person was off, or at latest by the week after.
- The cutoff for time entry and approval for a pay period is Monday 10am (EST) of the pay week. 24 hour Ministry Units have an extra two hours to approve (by noon EST).
- You can access and modify one previous pay period. Further time periods are locked.

Detailed instructions for modifying time are on our resources page (see job aids):  
<http://salvationist.ca/projectultipro/resources/>

**The Bottom Line:** Timekeepers and managers...please make sure that all time off, lieu and overtime for February are entered into the system and approved on time.

If time needs to be adjusted for previous weeks and the time period is now locked, you can:

1. Adjust the timesheet once it is unlocked. The adjustment will be made on the next pay run.
2. Submit your required time adjustments to Payroll, including:
  - Employee name and number
  - Type of time (sick, vacation, lieu, bereavement etc.). You can use time codes if you know them.
  - Date(s) it occurred and the number of hours that need to be adjusted (e.g. 10 lieu, 8 sick)