

Learning Path – Timekeeper

Help For You

There are four main security roles in the UltiPro system. These roles are Employee, Manager, Timekeeper and Employee Administrator. This Learning Path is designed for the manager role at the Salvation Army.

Just getting set up in UltiPro? View [Learning Path – All Employees](#) to orient yourself to UltiPro

New to the Timekeeper role? See steps 1-4.

Are you looking for a review?

- **I need help managing timesheet entries?** See steps 3-12.
- **I need help with scheduling worktime?** See steps 13-14.
- **I need help with reporting and delegating my role?** See step 15.

To access the hotlinks in the table below, hover over the link, press *ctrl* button and click your mouse. To go directly to the Timekeeper job aids page [click here](#).

What do you want to do?	Print instructions (PDF)	Demonstration Video
1. How can I get an overview of what Timekeepers do in UltiPro?	UltiProTask and Role Access Chart	Overview for Managers and Timekeepers (view on site)
2. Show me tips about entering and approving time off requests.	Time Entry Tip Sheet	Demonstration of timesheet entry, reset dates and approvals
3. I can't see the Time and Attendance screens.	How to turn off Pop-up blockers	
4. How and when are PTO balances updated?	PTO Balance Synchronization Schedule	
5. How do I add an employee absence to an employee's timesheet?	How to Update a Timesheet with an Absence	How to enter absences and overtime on behalf of an employee (view on site)
6. How do I enter overtime on an employee's timesheet?	How to Enter Employee Overtime Hours	How to add overtime hours
7. How do I add work hours to a casual employee's timesheet?	How to Add Hours for Casual Employees	
8. Show me a list of the time off codes and the premium codes.	Time Off Codes and Premium Codes List	

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What do you want to do?	Print instructions (PDF)	Demonstration Video
9. How do I add premiums and flat dollar premiums to an employee's timesheet?	Adding a premium	Adding a premium
10. How do I add hours for secondary jobs?	Adding time for a secondary role (multiple jobs)	Adding Time for a Secondary Job
11. How do I add/edit statutory holiday hours?	Adding Statutory Holiday Hours	
12. How do I edit stat holiday date to ensure a weekend employee is paid stat pay?	Revising a holiday date	
13. How do I use Simple Scheduler to create/modify a shift schedule?	Creating employee and team schedules	
14. How can I add/modify a shift or shift pattern?	Changing Shifts and Shift Patterns	Adding Shifts
15. How do I create and print a report in Time and Attendance?	Producing Reports	
16. How do I temporarily delegate my Time and Attendance duties? How do I act as proxy for someone else?	Assigning a proxy for time approvals (delegating during vacation)	Delegating Duties: Time and Attendance