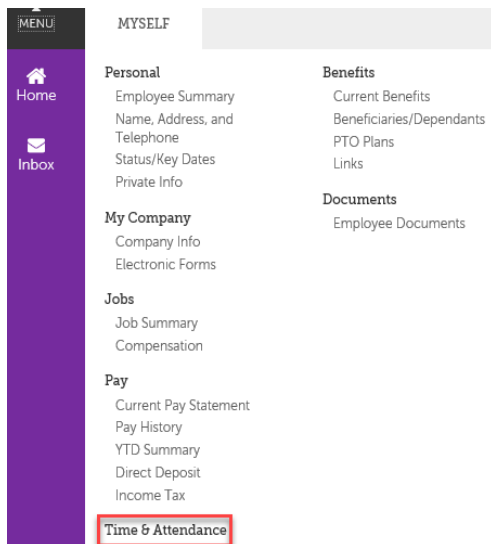


## Entering Casual Employee Hours

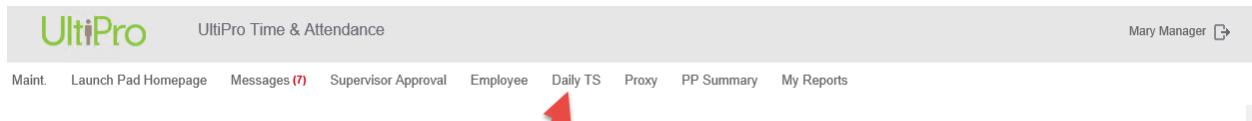
**Overview:** When a casual/hourly employee requires work hours entered or adjusted, these are entered into their timesheet in **UltiPro Time and Attendance**. This task is done by a Manager or a designated Timekeeper.

1. Click the **Time and Attendance** link in your UltiPro Myself menu.



2. The **Time and Attendance Launch Pad Homepage** displays. **Note:** The options shown in the image below are what a Manager sees. A Timekeeper, working on behalf of a Manager, will not see the **Supervisor Approval** and **Employee** options.


Click **Daily TS** to access employee timesheets.




3. The **Timesheet Selection screen** displays. Click the magnify icon to see a list of employees.


**Timesheet Selection**


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Employee   ALL

Team   ALL

Include Sub Teams

Pay Group   ALL

Calculation Group   ALL

Shift   ALL

Dates Date Selection  Start Date  End Date

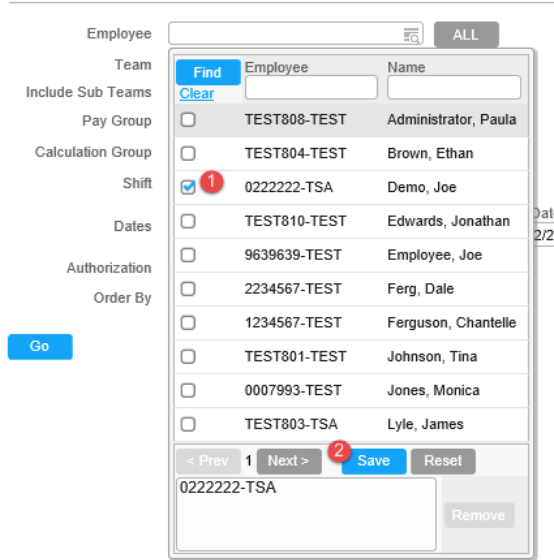
This Week  01/10/2017  01/10/2017

Authorization

Order By

- To select an employee, click the checkbox beside the employee name. Click **Save**.

Timesheet Selection



Employee: [ ] ALL

Team: [ ] ALL

Include Sub Teams:

Pay Group: [ ] ALL

Calculation Group: [ ] ALL

Shift:  0222222-TSA Demo, Joe 1

Dates: [ ] TEST810-TEST Edwards, Jonathan

Authorization: [ ] 9639639-TEST Employee, Joe

Order By: [ ] 2234567-TEST Ferg, Dale

[ ] 1234567-TEST Ferguson, Chantelle

[ ] TEST801-TEST Johnson, Tina

[ ] 0007993-TEST Jones, Monica

[ ] TEST803-TSA Lyle, James

< Prev 1 Next > 2 Save Reset

0222222-TSA

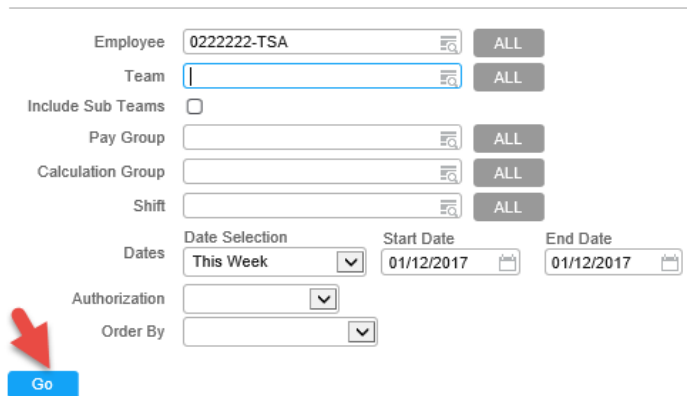
Remove

Go

- The name will display in the **Employee** field. The default **Date Selection** is *This Week*. Change the Date selection if needed. Start and End Date show the timesheet dates that will be displayed.

- Click **Go** to load this timesheet.

Timesheet Selection



Employee: 0222222-TSA ALL

Team: [ ] ALL

Include Sub Teams:

Pay Group: [ ] ALL

Calculation Group: [ ] ALL

Shift: [ ] ALL

Dates: Date Selection: This Week Start Date: 01/12/2017 End Date: 01/12/2017

Authorization: [ ]

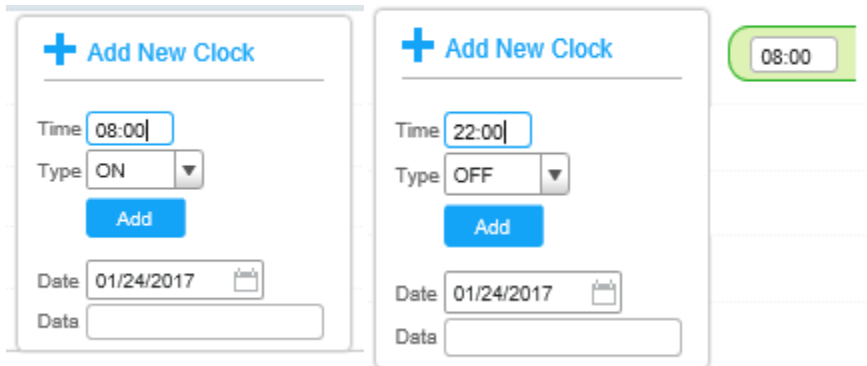
Order By: [ ]

Go

7. Click the Clock **+** icon beside the day the working hours occurred.

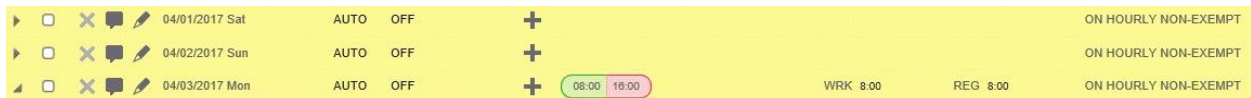


8. The **Add New Clock** box displays. Type in start time - **ON**. Click **Add**. The start time appears in green pill on the timesheet. **Note:** **ON** time is the time the employee began their work shift.

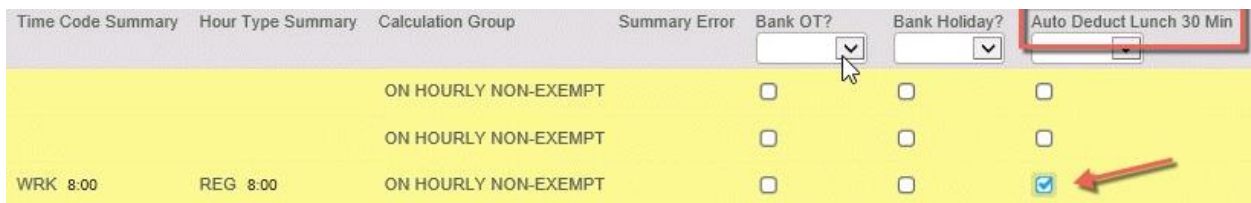


9. Type in the end time - **OFF** . Click **Add**. **Note:** System uses a 24 hour clock. Enter time with a 'p' for p.m., e.g. 10p = 22:00.

10. Note the "time pill" showing the start and end time of the shift.



11. To account for an unpaid lunch break in the work time entry, select the checkbox on the right under the **Auto Deduct 30 Min Lunch** heading.

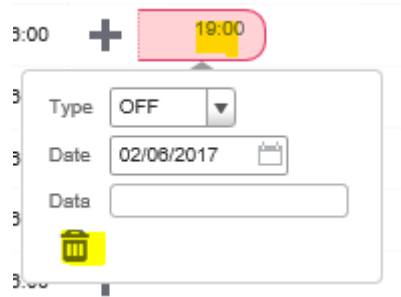


### How to Delete Time Entry

12. Click the green **ON** side of the pill.  
Click the trash can icon. Click **Save** to save the edits to the timesheet.



13. Click the red **OFF** side of the pill. Click the trash can icon.



14. Click **Save** to save the edits to the timesheet. The time entry is now deleted.

### How to Edit Time Entry

15. Delete existing entry as shown above. Create a new entry.

16. Click **Save** to save the edits to the timesheet.

17. The edits to the employee timesheet are now saved. You can make further edits to the same employee or:

1. Click the magnify icon to select a new employee.
2. Click the left-right arrows to view timesheets for other weeks.
3. Click **Load** to load newly selected timesheet. Begin entering edits to displayed timesheet.
4. When you are finished editing, click the icon beside your name to log out of **Time and Attendance**.

