ULTRATIME (WEB-TIME ENTRY – Leave Entry) – QUICK REFERENCE

Web Time Entry **(WTE)** is a component of UltraTime Enterprise; WCC's electronic time-keeping system. **WTE** allows you to enter 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.

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 following screen
8. Click the **Request** button to open the **Calendar Screen**

Calendar Screen

Web Time Entry allows employees to enter and request future leave time.
1. The following yearly calendar view is displayed after clicking the Request Button.
2. To view the monthly calendar, click the Month button located on the toolbar

Figure 1 - Yearly Calendar View
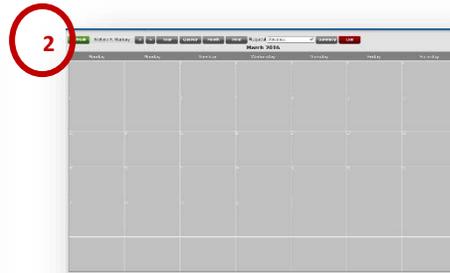
Figure 2 - Monthly Calendar View

Entering Leave Time

1. Leave Time is entered by **clicking the drop down arrow** in the **Request** field to select the appropriate **Leave code**.
2. Once the code is selected the following window will appear that allows you to enter the desired hours. enter the appropriate hours **(4 hour increments)** and click ok. *Note: you can also enter comments in the Message box.*
3. You will be returned to the monthly calendar view and your cursor go into **entry mode** and will turn into a block arrow with a **red background**.

Note: In this example, 8 hours of vacation time will be entered.
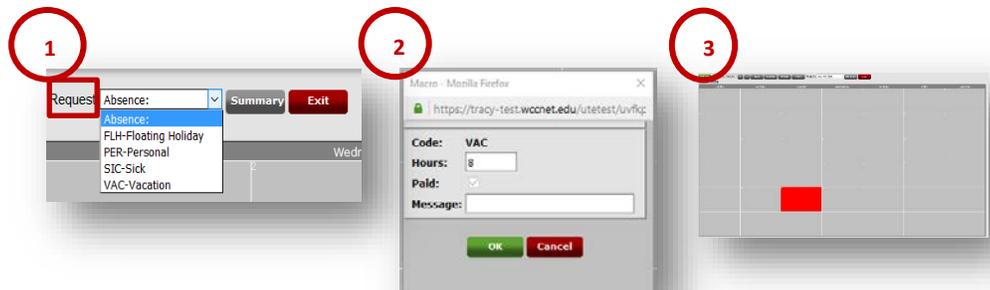
4. **Select** desired day, and the Vacation hour summary box will be displayed, Click ok.
   a. **Note:** If requesting multiple days, repeat this process for each day
5. The leave time will be added to the calendar and the cell will change to yellow **(pending supervisor approval)**
   a. **Note: Click** the **Refresh** button on the toolbar to **exit entry mode.**
   b. **Note:** Once the supervisor approves the leave time, the cell will change from yellow to **green (supervisor approved)**
6. Example of leave time taken in 4 hour increments with two different leave codes
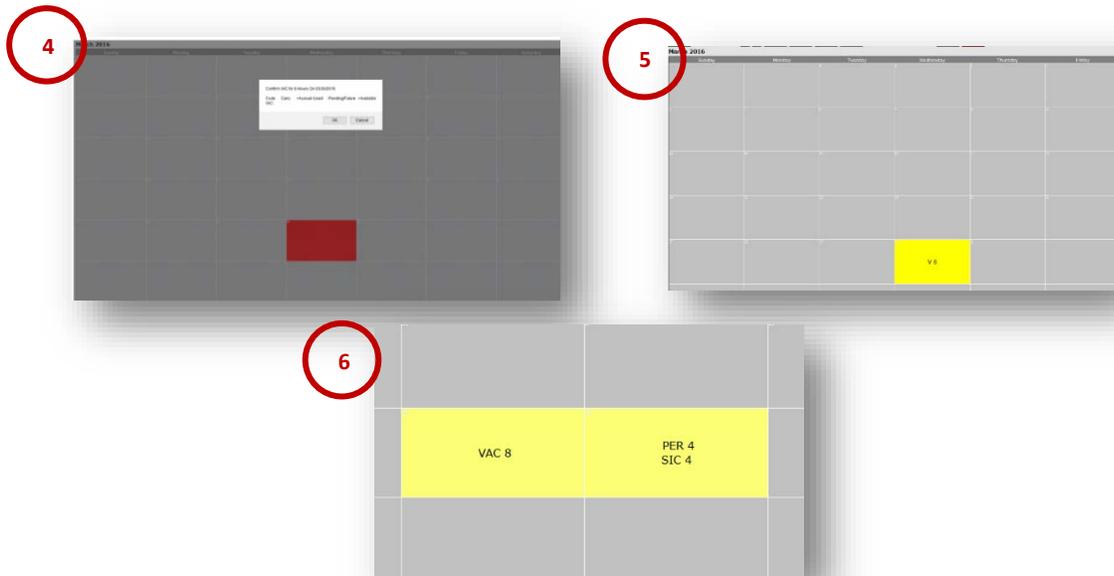
Remove/Edit Leave Time Entries:

- If time was approved, you are unable to make any changes. Contact supervisor
- Removing requested time can only be done one day at a time and only if time was **not yet** approved.

To remove requested time off (*essentially taking it off the same way you put it on*):
1. **Click** the d**rop down arrow** next to request and select the same absence code, along with the same hours.
2. Click the desired cell.
3. Leave time will disappear and the cell color will return to grey
4. Click the **Refresh** button when done.

Toolbar - Explained

Refresh – Refreshes screen

Name – Your name is displayed

Navigation Arrows – Allows you to move forward or backward one increment at a time respective to the view currently on. For example, one month at a time, one quarter at a time or one year at a time.

Year, Quarter, Month – Calendar Views - quarter, to a single month or 12 month layout.

Print - A report in PDF format that shows a 12 month attendance calendar.

Request – A drop down list of available absence codes.

Summary - A summary of time off balance and history

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 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 with direct issues related to:
- Payroll hours
- Time approvals
- Paychecks

E-mail 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