

Approving Timesheets in UTA – Individual Approval

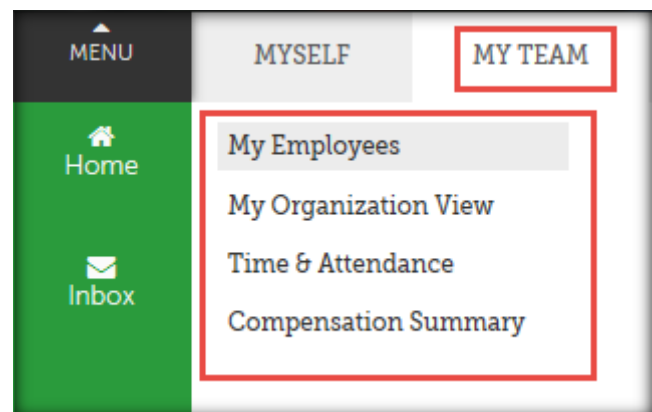
You must approve your Employees' timesheets in order for them to be included in the payroll.

Read on for instructions on how to approve timesheets one at a time for the Employees on your team.

Approving Timesheets One at a Time

1. Access **UltiPro** via the **Hub Tile** or **HR Portal**.
2. Click on the **Menu** tab in the upper left hand corner of the screen.

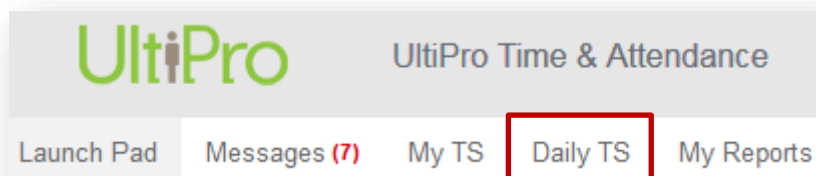
3. Click on the **My Team** tab.



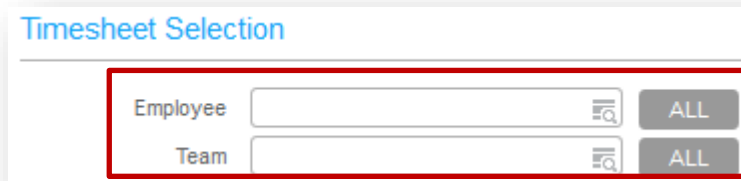
4. Click on **Time & Attendance**.

5. **UltiPro Time and Attendance** will open in a separate window. **Note:** If the separate window does not appear, make sure all pop-up blockers are off and try again.

6. Click on **Daily TS**.



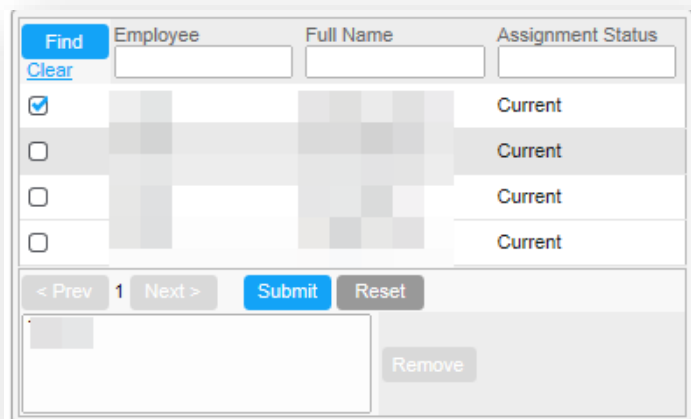
7. On the **Timesheet Selection** page, you have the option of viewing selected Employees or your entire team. You can click Timesheet Selection to expand and collapse the selection criteria.



The screenshot shows the 'Timesheet Selection' header. Below it, there are two rows of selection criteria. The first row is for 'Employee' with a text input field, a magnifying glass icon, and an 'ALL' button. The second row is for 'Team' with a text input field, a magnifying glass icon, and an 'ALL' button. A red rectangle highlights these two rows.

- A. **To view selected Employees** click on the magnifying glass next to the **Employee** field and select the check box next to the name(s) of the Employees you would like to view.

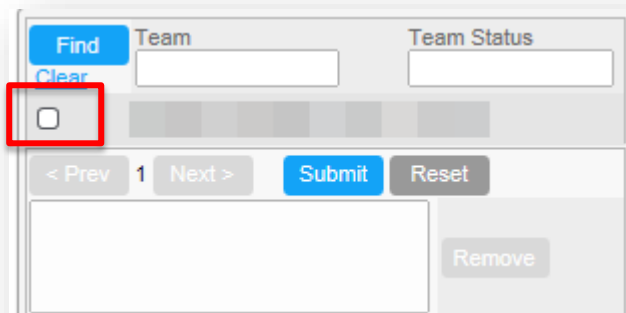
Then click **Submit**.



The screenshot shows the 'Find' section of the 'Timesheet Selection' page. It has a table with columns: 'Employee', 'Full Name', and 'Assignment Status'. The first row has a checked checkbox, a blurred employee name, a blurred full name, and 'Current'. The next three rows have unchecked checkboxes and blurred names, all with 'Current' status. Below the table are navigation buttons: '< Prev', '1', 'Next >', 'Submit', and 'Reset'. At the bottom, there is a 'Remove' button.

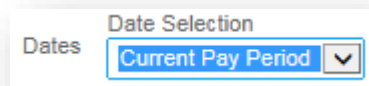
- B. **To view your team** click on the magnifying glass next to the **Team** field and select the check box next to your team.

Then click **Submit**.



The screenshot shows the 'Find' section of the 'Timesheet Selection' page. It has a table with columns: 'Team', and 'Team Status'. The first row has a checked checkbox, a blurred team name, and a blurred team status. Below the table are navigation buttons: '< Prev', '1', 'Next >', 'Submit', and 'Reset'. At the bottom, there is a 'Remove' button.

8. Back on the **Timesheet Selection** page; select the time frame you'd like to view from the **Date Selection** drop down.



The screenshot shows a 'Date Selection' dropdown menu. The label 'Dates' is to the left of the dropdown. The dropdown itself is open, showing 'Current Pay Period' as the selected option with a downward arrow icon.

9. In the **Authorization** drop down, make sure **All** is selected so that you are seeing all timesheets, whether they've been authorized (aka approved) by the employee or not.

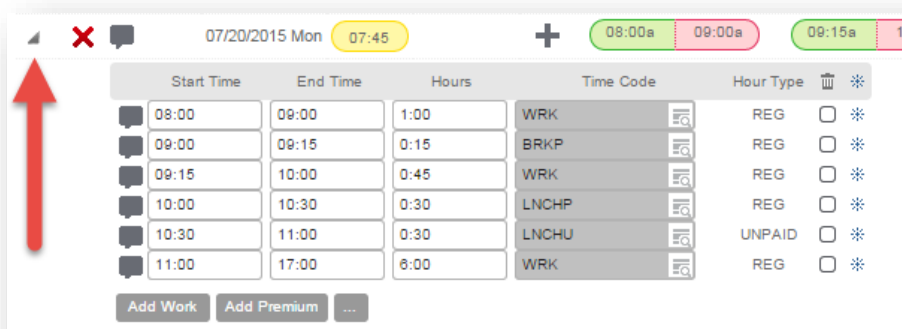
10. Click **Go**. The Employee timesheet(s) will appear.

11. The Daily Timesheet view displays in and out punches for the time period selected, enabling you to quickly identify missed punches, time clock gaps and other anomalies.



Worked	Auth By	Clocks	Time Code Summary	Hour Type Summary
07/12/2015 Sun		+		
07/13/2015 Mon	04:00	+	08:00a 12:00p	WRK 4:00 REG 4:00
07/14/2015 Tue	04:00	+	08:00a 12:00p	WRK 4:00 REG 4:00
07/15/2015 Wed	04:00	+	08:00a 12:00p	WRK 4:00 REG 4:00
07/16/2015 Thu	04:00	+	08:00a 12:00p	WRK 4:00 REG 4:00
07/17/2015 Fri	04:00	+	08:00a 12:00p	WRK 4:00 REG 4:00
07/18/2015 Sat		+		
07/19/2015 Sun	08:30	+	08:00a 12:00p 1:00p 1:45p 2:00p 5:45p	WRK 8:30 , BRKP 0:15 , LNCHU 0:30 , LNCHP 0:30 REG 9:15
07/20/2015 Mon	07:45	+	08:00a 09:00a 09:15a 10:00a 11:00a 5:00p	WRK 7:45 , BRKP 0:15 , LNCHU 0:30 , LNCHP 0:30 REG 8:30

12. Expand the **Work Details** (triangle on far left) to review the details of each day.

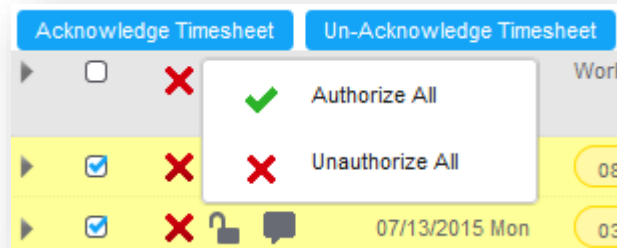


The screenshot shows the 'Work Details' view for 07/20/2015 Mon. A red arrow points to a triangle icon on the far left, which is used to expand the details. The table below shows the hourly breakdown of work.

Start Time	End Time	Hours	Time Code	Hour Type	
08:00	09:00	1:00	WRK	REG	<input type="checkbox"/> ✖
09:00	09:15	0:15	BRKP	REG	<input type="checkbox"/> ✖
09:15	10:00	0:45	WRK	REG	<input type="checkbox"/> ✖
10:00	10:30	0:30	LNCHP	REG	<input type="checkbox"/> ✖
10:30	11:00	0:30	LNCHU	UNPAID	<input type="checkbox"/> ✖
11:00	17:00	6:00	WRK	REG	<input type="checkbox"/> ✖

Buttons: Add Work Add Premium ...

13. When you're ready to approve the timesheet, click on the **red X** (under Acknowledge Timesheet) and select the **green** checkmark to **Authorize All**.



14. Select **Submit** – all days in the pay period are now approved!
15. You can click the **Show Edits** (next to the Submit button) to see the approvals that have been made for each day.
16. Select another timesheet to approve from the drop down list near the top of the screen and repeat the steps above for each employee that clocks time on your team.

