

# How to sign-off on your UTA time card

## Step 1

Login to <http://uredlands.ultipro.com>

Click on the Menu icon

The screenshot shows a web browser window with the address bar containing 'n34.ultipro.com/default.aspx'. The page header features the UltiPro logo and 'by ULTIMATE SOFTWARE'. A user profile 'Thurber Test' is visible in the top right, along with navigation links for 'To Do', 'Help', and 'Logout'. A 'MENU' icon is circled in red. The main content area includes a 'Thurber Test' profile card, a 'To Do' list with 'Inbox' and 'There are no to dos.', and four service tiles: 'Direct Deposit', 'Contacts', 'Name, Address, and Telephone', and 'Income Tax'.

## Step 2

Select Myself, Time & Attendance

The screenshot shows a web browser window with the address bar displaying `n34.ultipro.com/default.aspx`. The page features a navigation menu on the left and a main content area with several columns of links. The 'MYSELF' link in the top navigation bar is circled in red. A red arrow points from this link to the 'Time & Attendance' link in the 'Pay' section of the main content area, which is also circled in red.

**Navigation Menu:**

- MENU
- Home
- Inbox

**Main Content Area:**

- Personal**
  - Employee Summary
  - Name, Address, and Telephone
  - Status/Key Dates
  - Contacts
  - Emergency Contacts
  - Property
  - Private Info
  - Identification Documents
  - Other Personal Info
- My Company**
  - Company Info
  - Electronic Forms
  - Employee Directory
  - UltimateSoftware.com
- Jobs**
  - Job Summary
  - Compensation
  - Job History
  - Reviews
  - Other Company Info
- Pay**
  - Current Pay Statement
  - Pay History
  - YTD Summary
  - Third Party Pay
  - Direct Deposit
  - Income Tax
  - W-2
  - Model My Pay
  - Time & Attendance**
- Benefits**
  - Benefits Summary
  - Beneficiaries/Dependents
  - Investments
  - PTO Plans
  - PTO Requests
  - COBRA
  - Health Care Eligibility
  - 1095-C
  - Links
- Open Enrollment**
- Life Events**
  - Life Events
- Documents**
  - Employee Documents
  - Document Acknowledgment

### Step 3

Once in UTA, click on My TS

Launch Pad Homepage Messages **My TS** Time Off My Reports

Quick Links

[My Timesheet](#) [Request Time Off](#)

Launch Pad Homepage Messages (4) My TS Time Off My Reports

Timesheet   ◀ 10/20/2019 - 10/26/2019 ▶

Employee: Test, Thurber

		Scheduled	Worked	Auth By	Employee Submitted	Shift	Clocks
▶	<input type="checkbox"/>				<input type="text"/>		
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		AUTO	<input type="checkbox"/>	OFF	

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Code Summary

	Total
Total	0:00

## Step 4

Change the Timesheet to reflect the Current pay period by following these steps

A) Click on Timesheet to load the criteria screen

[Timesheet](#)

\*\* Note, if you are not able to expand the criteria screen, you should skip to [Step 5](#) and repeat the approval steps for each week.

Timesheet ◀ 10/20/2019 - 10/26/2019 ▶

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Employee	<input type="text" value="000011254"/>	<input type="button" value="ALL"/>						
Team	<input type="text"/>	<input type="button" value="ALL"/>						
Include Sub Teams	<input type="checkbox"/>							
Pay Group	<input type="text"/>	<input type="button" value="ALL"/>						
Calculation Group	<input type="text"/>	<input type="button" value="ALL"/>						
Shift	<input type="text"/>	<input type="button" value="ALL"/>						
Dates	<table><tr><td>Date Selection</td><td>Start Date</td><td>End Date</td></tr><tr><td><input type="text" value="Current Pay Period"/></td><td><input type="text" value="10/20/2019"/></td><td><input type="text" value="10/26/2019"/></td></tr></table>	Date Selection	Start Date	End Date	<input type="text" value="Current Pay Period"/>	<input type="text" value="10/20/2019"/>	<input type="text" value="10/26/2019"/>	
Date Selection	Start Date	End Date						
<input type="text" value="Current Pay Period"/>	<input type="text" value="10/20/2019"/>	<input type="text" value="10/26/2019"/>						
Authorization	<input type="text" value="All"/>							
Order By	<input type="text" value="Employee Last Name"/>							

B) Change the criteria under Dates to “Current Pay Period”. Please note, no other information needs to be changed if you are looking at your own time card

C) Click “Load”

## Step 5

Select the drop down box under Employee Submitted and choose “Check”

Employee: Test, Thurber

	Trace		Scheduled	Worked	Auth B	Employee Submitted	Shift	Clocks	
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:00p 1:00p 5:00p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:00p 1:00p 5:00p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:00p 1:00p 5:00p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:00p 1:00p 5:00p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:00p 1:00p 5:00p
	<input type="checkbox"/>				AUTO	<input type="checkbox"/>	OFF	+	
	<input type="checkbox"/>				AUTO	<input type="checkbox"/>	OFF	+	
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:30a 12:30p 1:30p 5:30p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	07:30a 11:30a 12:30p 4:30p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:05p 1:00p 5:01p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:15p 12:45p 4:30p
	<input type="checkbox"/>			08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a 12:00p 1:00p 5:00p
	<input type="checkbox"/>				AUTO	<input type="checkbox"/>	OFF	+	
	<input type="checkbox"/>				AUTO	<input type="checkbox"/>	OFF	+	

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## Step 6

Select the check box next to the word Trace

Employee: Test, Thurber										
	<input type="checkbox"/> Trace			Scheduled	Worked	Auth By	Employee Submitted	Shift	Clocks	
							Check			
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎			AUTO	<input type="checkbox"/>	OFF	+	
▶	<input type="checkbox"/> Trace	✓	✎			AUTO	<input type="checkbox"/>	OFF	+	
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎		08:00	AUTO	<input type="checkbox"/>	OFF	+	⌋
▶	<input type="checkbox"/> Trace	✓	✎			AUTO	<input type="checkbox"/>	OFF	+	
▶	<input type="checkbox"/> Trace	✓	✎			AUTO	<input type="checkbox"/>	OFF	+	

[Submit](#) [Show Edits](#)

## Step 7

Click Submit and you will see a message indicating your changes have been saved

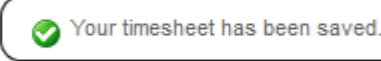
Employee: Test, Thurber

	Trace				
▶	<input checked="" type="checkbox"/>	Trace			
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/14/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/15/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/16/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/17/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/18/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/19/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/20/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/21/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/22/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/23/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/24/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/25/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/26/20
▶	<input checked="" type="checkbox"/>	Trace	✓	🗨	10/27/20

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Code Summary

	REG	Total
WRK	80:00	80:00
Total	80:00	80:00



You will see a change in the time sheet with each day having check boxes marked

Employee: Test, Thurber

	Scheduled	Worked	Auth By	Employee Submitted	Shift	Clocks
▶ <input type="checkbox"/>			AUTO	<input type="checkbox"/>	OFF	
▶ <input type="checkbox"/>	✓	10/13/2019 Sun	AUTO	<input type="checkbox"/>	OFF	
▶ <input type="checkbox"/>	✓	10/14/2019 Mon	08:00	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶ <input type="checkbox"/>	✓	10/15/2019 Tue	08:00	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶ <input type="checkbox"/>	✓	10/16/2019 Wed	08:00	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶ <input type="checkbox"/>	✓	10/17/2019 Thu	08:00	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶ <input type="checkbox"/>	✓	10/18/2019 Fri	08:00	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶ <input type="checkbox"/>	✓	10/19/2019 Sat	AUTO	<input checked="" type="checkbox"/>	OFF	

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Your time card is now approved for the days with check marks

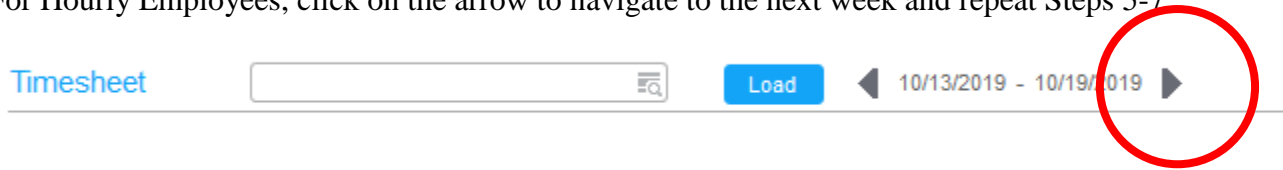


## Step 8

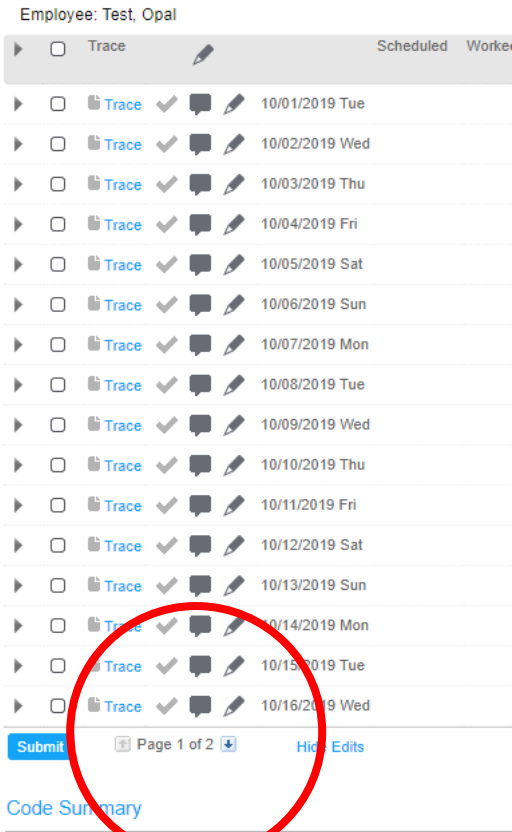
If you need to select additional weeks, repeat Steps 5 -7

To navigate to additional weeks, choose one of the two steps

- 1) For Hourly Employees, click on the arrow to navigate to the next week and repeat Steps 5-7



- 2) For Salaried Employees, click on the Next Page Arrow at the bottom of the page



	Total
Total	0:00