

How to Clock On / Off using UTA

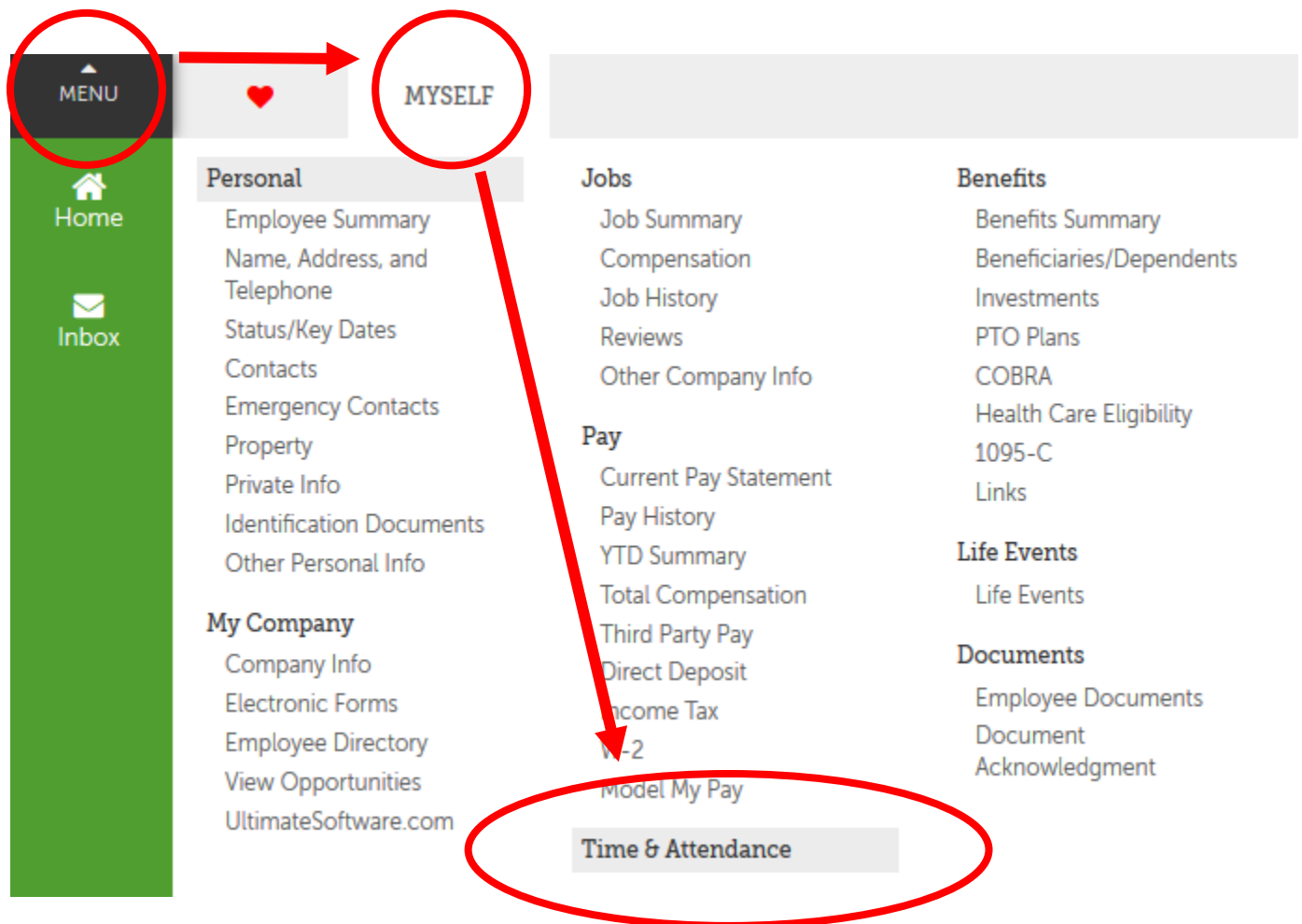
There are multiple ways that hourly employees can clock on or off using UltiPro Time & Attendance (UTA). One option is through the Launch Pad Homepage. The second option is the My TS tab. This guide will walk you through both options. In order to proceed, you must complete steps 1-3 listed below first.

- 1) Login to UltiPro through My.Redlands or through <http://uredlands.ultipro.com>
- 2) Click on to the “Menu” icon in the upper left corner, navigate to “Myself” and select “Time & Attendance”

** NOTE: A new browser window will open.

If you have a pop-up blocker enabled, you must allow pop-ups for UltiPro in order to navigate to Time & Attendance. Here are steps to follow if this occurs

- Enable pop-ups for your browser. If you are unsure how to do this, please contact Tech Support Services at ext. 8922
- Repeat steps in item #2 listed above



3) A new tab will open with the UTA Launch Pad Homepage

** Note: Depending on reporting structure and permissions, you may have additional items along the top bar

UltiPro | by ULTIMATE SOFTWARE

Thurber Test

Launch Pad Homepage | Messages(0) | My TS | Time Off | My Reports

Quick Links

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

Clocks

[Clock On](#) | [Clock Off](#) | Server time is: 7:37 PM

Week-To-Date Summary

| Week-To-Date Summary | | | |
|----------------------|--------------|-------------|--------------|
| | REG | UNPAID | Totals |
| WRK | 14.00 | 0.00 | 14.00 |
| MEAL | 0.00 | 2.00 | 2.00 |
| MAKE UP TIME WORKED | 0.00 | 2.00 | 2.00 |
| MAKE UP TIME TAKEN | 2.00 | 0.00 | 2.00 |
| Totals | 16.00 | 4.00 | 20.00 |

Balance Summary

| Balance | Current | End of Year |
|------------------|--------------|--------------|
| Vacation | 96.00 hours | 95.08 hours |
| Sick | 113.86 hours | 118.48 hours |
| Personal | 16.00 hours | 16.00 hours |
| Optional holiday | 13.00 hours | 13.00 hours |
| Make up time | 0.00 hours | 0.00 hours |

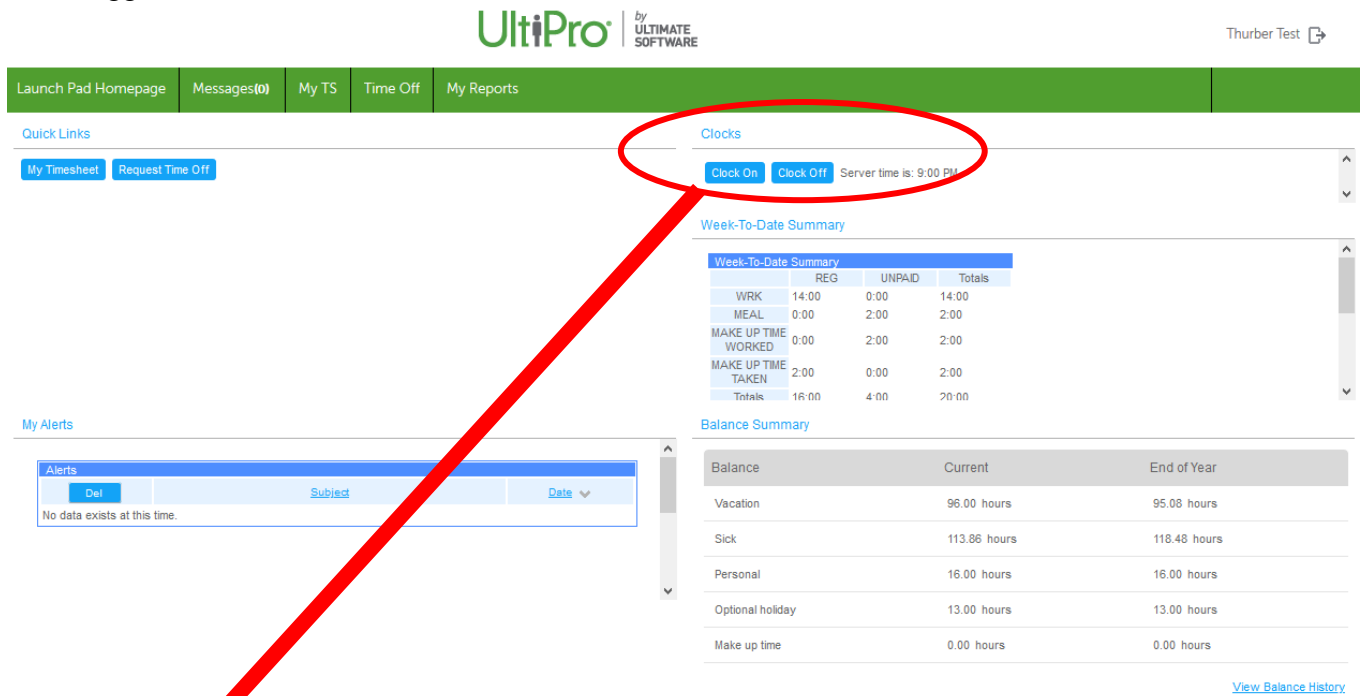
[View Balance History](#)

My Alerts

| Alerts | | |
|------------------------------|---------|------|
| Del | Subject | Date |
| No data exists at this time. | | |

How to Clock using the Launch Pad Homepage

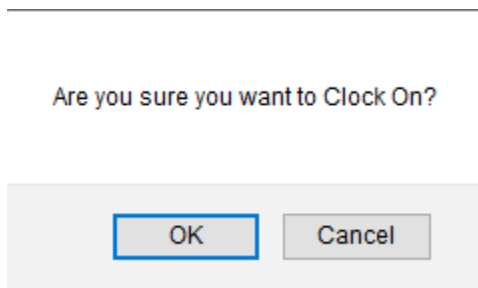
1. Once logged in to UTA, click on the “Clock On” icon



Clocks

Clock On **Clock Off**

2. You will be presented with a confirmation screen. Click “OK” to Clock On



3. You will see the visual representation in the “Clocks” area

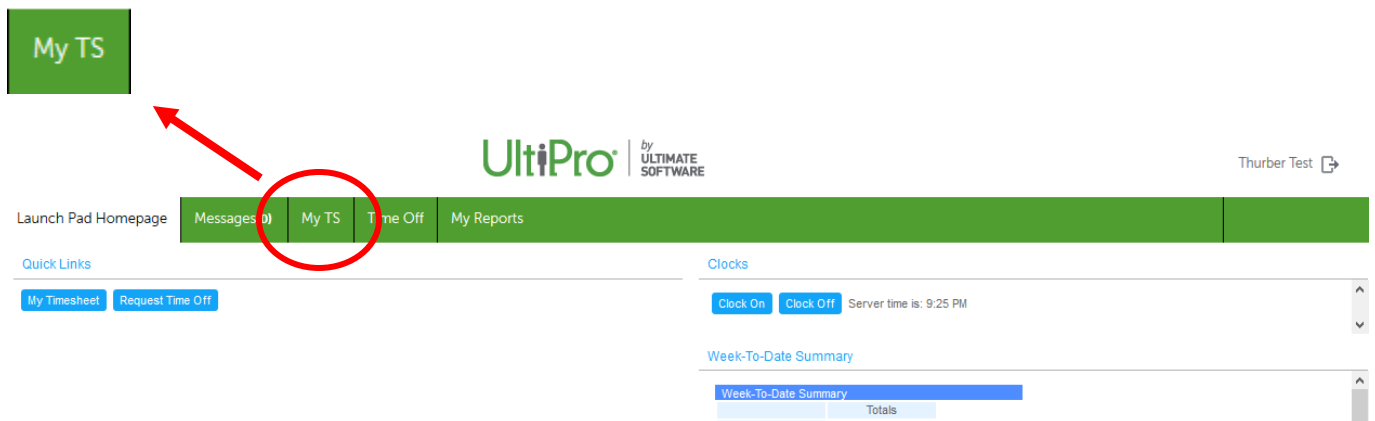
Clocks

Clock On **Clock Off** You are now clocked on 9:12 PM

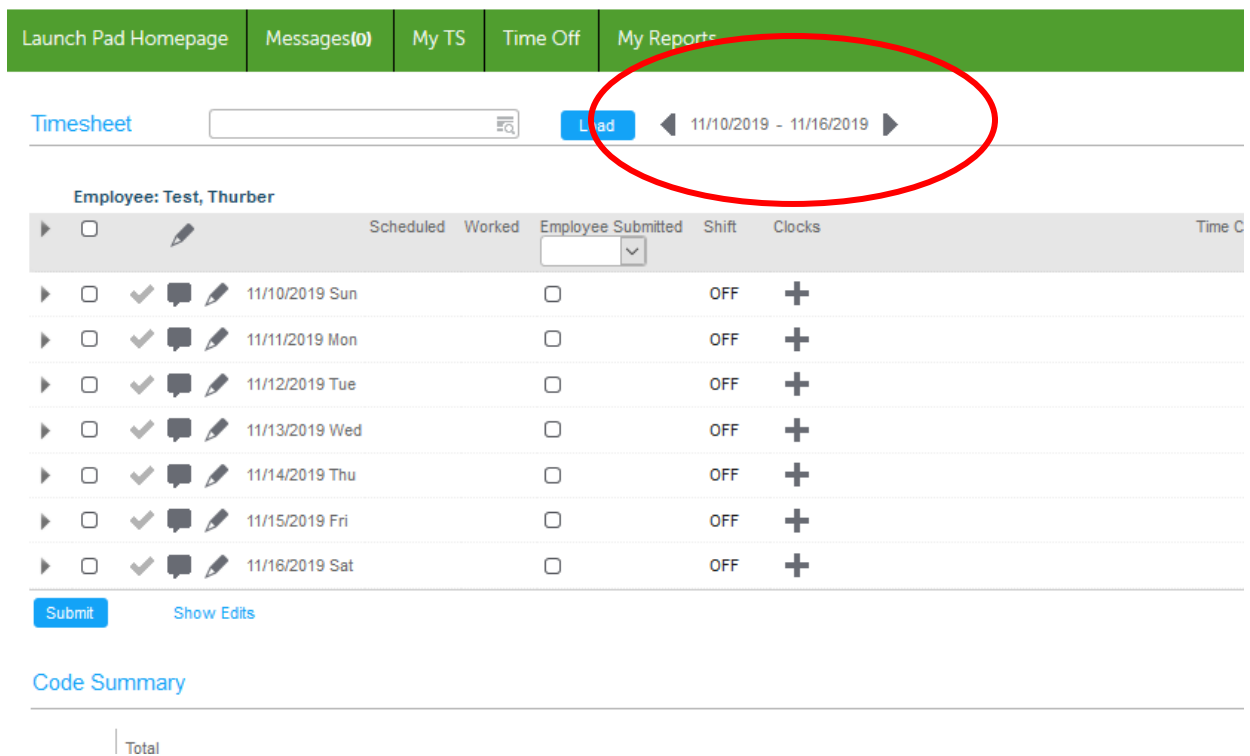
4. Repeat Steps 1-3 to Clock Off

How to Clock using the My TS page

1. Once logged in to UTA, click on the “My TS” tab



2. Navigate to the appropriate week using the arrows. The default is the current week



3. Click on the plus sign **+** to Add a Clocking Time

Launch Pad Homepage Messages(0) My TS Time Off My Reports

Timesheet 11/10/2019 - 11/16/2019

Employee: Test, Thurber

| | Scheduled | Worked | Employee Submitted | Shift | Clocks | Time C |
|----------------|-----------|--------|--------------------------|-------|--------|--------|
| 11/10/2019 Sun | | | <input type="checkbox"/> | OFF | + | |
| 11/11/2019 Mon | | | <input type="checkbox"/> | OFF | + | |
| 11/12/2019 Tue | | | <input type="checkbox"/> | OFF | + | |
| 11/13/2019 Wed | | | <input type="checkbox"/> | OFF | + | |
| 11/14/2019 Thu | | | <input type="checkbox"/> | OFF | + | |
| 11/15/2019 Fri | | | <input type="checkbox"/> | OFF | + | |
| 11/16/2019 Sat | | | <input type="checkbox"/> | OFF | + | |

Code Summary

Total

4. Enter in the time and indicate if you are Clocking In or Out

** Note: Time will default to AM unless you specify PM.

Alternately, you can enter time based on a 24 hour clock (i.e., 13 will convert to 1:00 pm, 1425 will convert to 2:25 pm)

+ Add New Clock

Time

Type

Date

Data

+ Add New Clock

Time

Type

Date

Data

+ Add New Clock

Time

Type

Date

Data

5. Press Enter on your Keyboard or Click “Add”. You should see the time reflected on your time sheet

Timesheet 11/10/2019 - 11/16/2019

Employee: Test, Thurber

| | Scheduled | Worked | Employee Submitted | Shift | Clocks |
|----------------|-----------|--------|--------------------------|-------|----------|
| 11/10/2019 Sun | | | <input type="checkbox"/> | OFF | + 08:00a |
| 11/11/2019 Mon | | | <input type="checkbox"/> | OFF | + |
| 11/12/2019 Tue | | | <input type="checkbox"/> | OFF | + |
| 11/13/2019 Wed | | | <input type="checkbox"/> | OFF | + |
| 11/14/2019 Thu | | | <input type="checkbox"/> | OFF | + |
| 11/15/2019 Fri | | | <input type="checkbox"/> | OFF | + |
| 11/16/2019 Sat | | | <input type="checkbox"/> | OFF | + |

[Show Edits](#)

08:00a

6. To finalize the clocking, you must click Submit. Failure to do this will result in lost data.

Timesheet 11/10/2019 - 11/16/2019

Employee: Test, Thurber

| | Scheduled | Worked | Employee Submitted | Shift | Clocks |
|----------------|-----------|--------|--------------------------|-------|----------|
| 11/10/2019 Sun | | | <input type="checkbox"/> | OFF | + 08:00a |
| 11/11/2019 Mon | | | <input type="checkbox"/> | OFF | + |
| 11/12/2019 Tue | | | <input type="checkbox"/> | OFF | + |
| 11/13/2019 Wed | | | <input type="checkbox"/> | OFF | + |
| 11/14/2019 Thu | | | <input type="checkbox"/> | OFF | + |
| 11/15/2019 Fri | | | <input type="checkbox"/> | OFF | + |
| 11/16/2019 Sat | | | <input type="checkbox"/> | OFF | + |

[Show Edits](#)

7. When the clocking is complete, you should see a note indicating your timesheet has been saved. A completed punch will no longer have a white box.

The screenshot shows a timesheet interface for an employee named Test, Thurber. At the top, there is a confirmation message: "Your timesheet has been saved." with a green checkmark icon. Below this, the interface displays a table of punches. The table has columns for Scheduled, Worked, Employee Submitted, Shift, and Clocks. The first row, for 11/10/2019 Sun, is highlighted in yellow and shows a clock-in time of 08:00a. A red arrow points from the confirmation message to this specific punch entry. Below the table, there are buttons for "Submit" and "Show Edits".

| Scheduled | Worked | Employee Submitted | Shift | Clocks |
|----------------|--------|--------------------|-------|--------|
| | | | OFF | + |
| 11/10/2019 Sun | | | OFF | + |
| 11/11/2019 Mon | | | OFF | + |
| 11/12/2019 Tue | | | OFF | + |
| 11/13/2019 Wed | | | OFF | + |
| 11/14/2019 Thu | | | OFF | + |
| 11/15/2019 Fri | | | OFF | + |
| 11/16/2019 Sat | | | OFF | + |

8. The yellow bar indicates that you either have missing punches or time that needs to be authorized by your supervisor.

This is a close-up view of the timesheet table for Employee: Test, Thurber. The first row, for 11/10/2019 Sun, is highlighted in yellow. A red arrow points to this row. The table shows columns for Scheduled, Worked, Employee Submitted, Shift, and Clocks. The first row has a clock-in time of 08:00a.

| Scheduled | Worked | Employee Submitted | Shift | Clocks |
|----------------|--------|--------------------|-------|--------|
| 11/10/2019 Sun | | | OFF | + |
| 11/11/2019 Mon | | | OFF | + |

9. When your punches are complete and no authorizations are required, then the yellow bar will turn to white and the clockings will show a green/red combination

Timesheet 11/10/2019 - 11/16/2019

Employee: Test, Thurber

| | Scheduled | Worked | Employee Submitted | Shift | Clocks | Time Code Summary | Hour Type Summary |
|----------------|-----------|--------|--------------------|-------|-------------------|-------------------|-------------------|
| 11/10/2019 Sun | | 04:00 | | OFF | + 08:00a 12:00p | WRK 4:00 | REG 4:00 |
| 11/11/2019 Mon | | | | OFF | + | | |

08:00a | 12:00p

10. Repeat steps 1-6 for Clocking Out