

Second Job Instructions for Ultimate

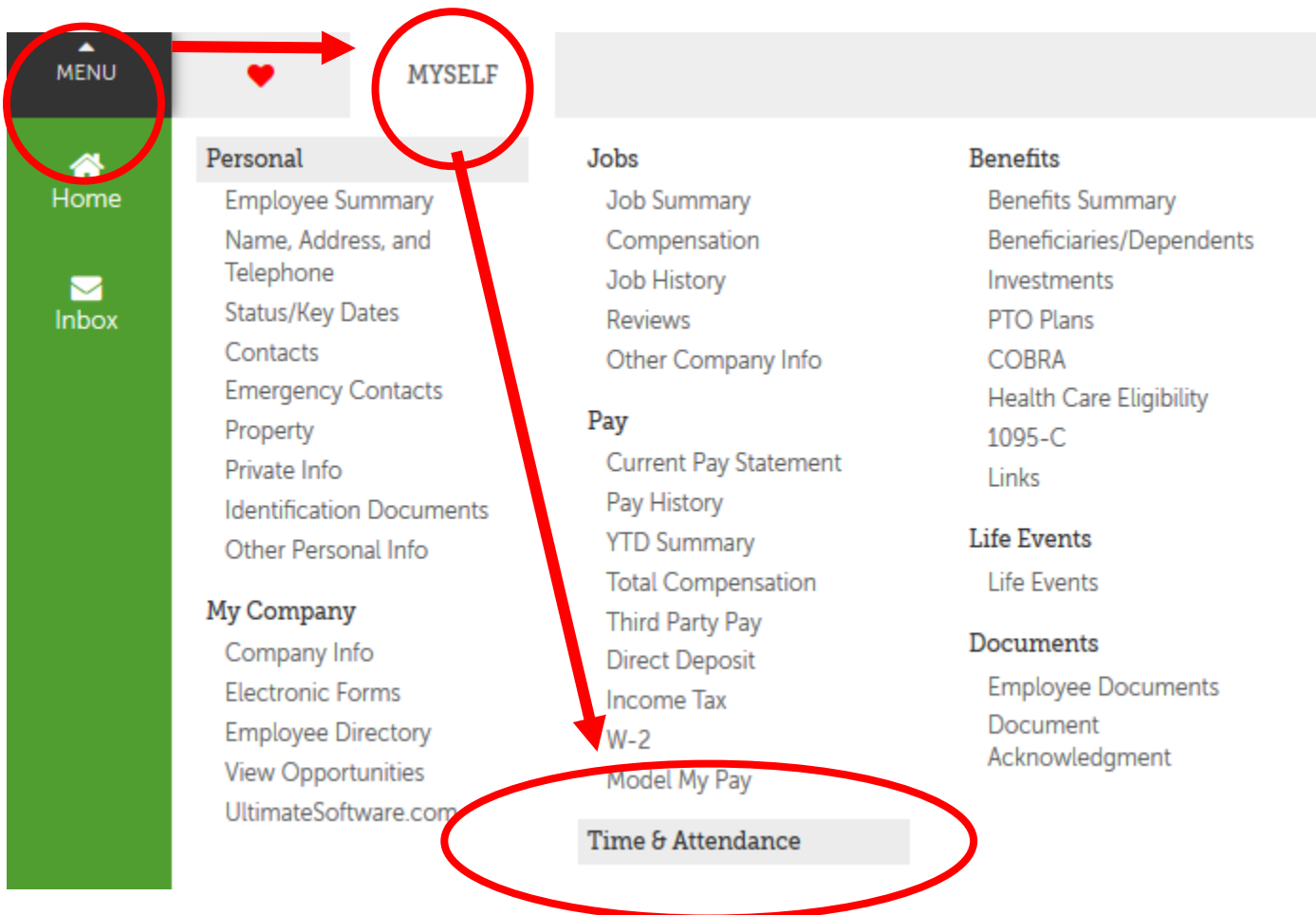
This guide will walk you through how to add and edit time for second jobs. In order to proceed, you must complete steps 1-3 listed below first.

- 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. | | |

To log hours for your two jobs you will need to enter the time of the shifts, click the plus sign on the day you are entering hours:

Enter the hours of your shift.

| | | | | | | | | |
|---|---|---|----------------|---|----------------|---|-----|--|
| ▶ | ✓ | 🗨 | 12/08/2019 Sun | □ | OFF | | | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/09/2019 Mon | □ | OFF | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/10/2019 Tue | □ | OFF | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/11/2019 Wed | □ | OFF | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/12/2019 Thu | □ | OFF | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/13/2019 Fri | □ | OFF | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/14/2019 Sat | □ | OFF | |

+ Add New Clock

Time

Type

Add

Date

Data


08:00a 12:00p

Submit [Show Edits](#)

Click **Submit** to save your entries.

| | | | | | | | | | | | | |
|---|---|---|----------------|---|----------------|-------|-----|-----|---|---------------|----------------|----------|
| ▶ | ✓ | 🗨 | 12/08/2019 Sun | □ | OFF | | | | | | | |
| ▶ | □ | ✗ | 🗨 | ✎ | 12/09/2019 Mon | 04:00 | □ | OFF | + | 08:00a 12:00p | WRK AWARD 4:00 | REG 4:00 |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/10/2019 Tue | □ | OFF | + | | | | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/11/2019 Wed | □ | OFF | + | | | | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/12/2019 Thu | □ | OFF | + | | | | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/13/2019 Fri | □ | OFF | + | | | | |
| ▶ | □ | ✓ | 🗨 | ✎ | 12/14/2019 Sat | □ | OFF | + | | | | |

Submit [Show Edits](#)


To input the correct job for your hours click the triangle  on the left the day you entered hours for. You will notice the job will default to your first job. To see what job your hours are coded for click under **Job** click the *grey search icon* and it will show your job codes. Select the job that you worked those hours for.

| Scheduled | Worked | Employee Submitted | Shift | Clocks | Time C |
|-----------|--------|--------------------|-------|--------|----------------|
| ▶ | ✓ | | | | 12/08/2019 Sun |
| ▶ | ✓ | | | | 12/09/2019 Mon |
| ▶ | ✓ | | | | 12/10/2019 Tue |
| ▶ | ✓ | | | | 12/11/2019 Wed |
| ▶ | ✓ | | | | 12/12/2019 Thu |
| ▶ | ✓ | | | | 12/13/2019 Fri |
| ▶ | ✓ | | | | 12/14/2019 Sat |

| Find | Job | Description |
|-------|----------|----------------------|
| Clear | | |
| | 60300543 | OFFICE ASST I |
| | 60453543 | STUDENT DIR OUTREACH |

< Prev 1 Next > Reset

Submit Show Edits


Then hit Submit  to save your edits.

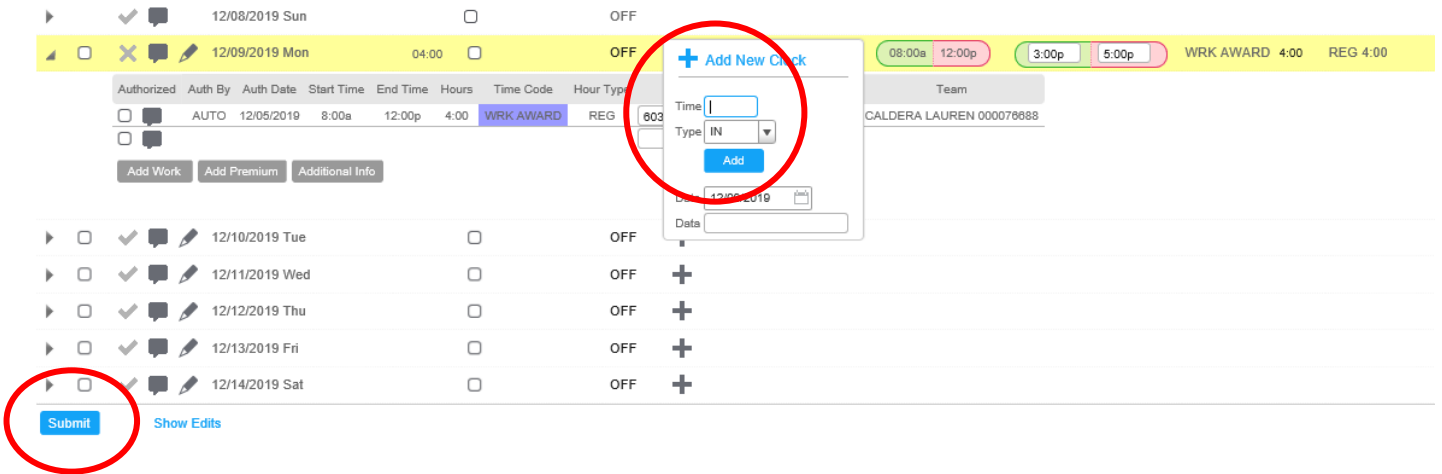
| Scheduled | Worked | Employee Submitted | Shift | Clocks | Time Code Summary | Hour Type Sum |
|-----------|--------|--------------------|-------|--------|-------------------|----------------|
| ▶ | ✓ | | | | | 12/08/2019 Sun |
| ▶ | ✓ | | | | | 12/09/2019 Mon |
| ▶ | ✓ | | | | | 12/10/2019 Tue |
| ▶ | ✓ | | | | | 12/11/2019 Wed |
| ▶ | ✓ | | | | | 12/12/2019 Thu |
| ▶ | ✓ | | | | | 12/13/2019 Fri |
| ▶ | ✓ | | | | | 12/14/2019 Sat |

| Authorized | Auth By | Auth Date | Start Time | End Time | Hours | Time Code | Hour Type | Job | Unit | Object | Team |
|------------|---------|------------|------------|----------|-------|-----------|-----------|----------|--------|--------|--------------------------|
| | AUTO | 12/06/2019 | 8:00a | 12:00p | 4:00 | WRK AWARD | REG | 60300543 | 352100 | 54300 | CALDERA LAUREN 000078688 |

Add Work Add Premium Additional Info

Submit Show Edits

To enter hours for you 2nd job hit the plus sign **+** to enter a new shift in your timecard. Once you do that hit Submit. 



12/08/2019 Sun OFF

12/09/2019 Mon 04:00 OFF **+** 08:00a 12:00p 3:00p 5:00p WRK AWARD 4:00 REG 4:00

| Authorized | Auth By | Auth Date | Start Time | End Time | Hours | Time Code | Hour Type |
|--------------------------|---------|------------|------------|----------|-------|-----------|-----------|
| <input type="checkbox"/> | AUTO | 12/05/2019 | 8:00a | 12:00p | 4:00 | WRK AWARD | REG |

12/10/2019 Tue OFF **+**

12/11/2019 Wed OFF **+**

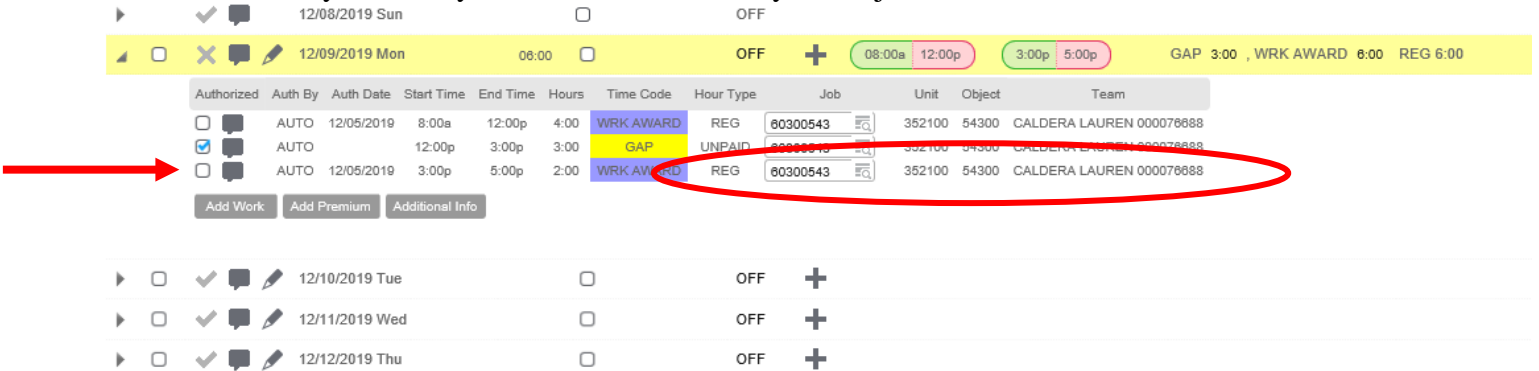
12/12/2019 Thu OFF **+**

12/13/2019 Fri OFF **+**

12/14/2019 Sat OFF **+**

Submit Show Edits

You will notice any shift for you enter will default to your 1st job.



12/08/2019 Sun OFF


12/09/2019 Mon 06:00 OFF **+** 08:00a 12:00p 3:00p 5:00p GAP 3:00 , WRK AWARD 6:00 REG 6:00

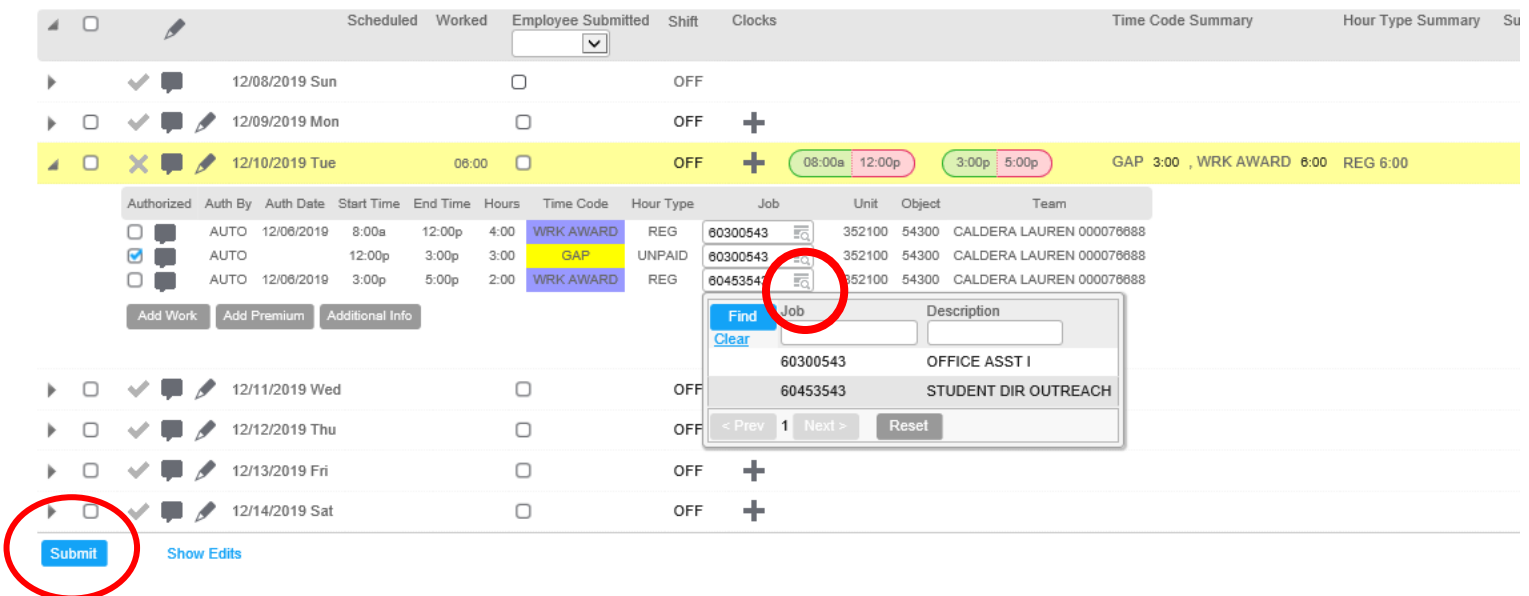
| Authorized | Auth By | Auth Date | Start Time | End Time | Hours | Time Code | Hour Type | Job | Unit | Object | Team |
|-------------------------------------|---------|------------|------------|----------|-------|-----------|-----------|----------|--------|--------|--------------------------|
| <input type="checkbox"/> | AUTO | 12/05/2019 | 8:00a | 12:00p | 4:00 | WRK AWARD | REG | 60300543 | 352100 | 54300 | CALDERA LAUREN 000076688 |
| <input checked="" type="checkbox"/> | AUTO | 12/05/2019 | 12:00p | 3:00p | 3:00 | GAP | UNPAID | 60300543 | 352100 | 54300 | CALDERA LAUREN 000076688 |
| <input type="checkbox"/> | AUTO | 12/05/2019 | 3:00p | 5:00p | 2:00 | WRK AWARD | REG | 60300543 | 352100 | 54300 | CALDERA LAUREN 000076688 |

12/10/2019 Tue OFF **+**

12/11/2019 Wed OFF **+**

12/12/2019 Thu OFF **+**

To *select the correct job* for the hours worked hours click the *grey search icon* and both of your jobs will appear, click the correct job for the hours worked. Then hit Submit. 



Scheduled Worked Employee Submitted Shift Clocks Time Code Summary Hour Type Summary Su

12/08/2019 Sun OFF

12/09/2019 Mon OFF **+**

12/10/2019 Tue 06:00 OFF **+** 08:00a 12:00p 3:00p 5:00p GAP 3:00 , WRK AWARD 6:00 REG 6:00

| Authorized | Auth By | Auth Date | Start Time | End Time | Hours | Time Code | Hour Type | Job | Unit | Object | Team |
|-------------------------------------|---------|------------|------------|----------|-------|-----------|-----------|----------|--------|--------|--------------------------|
| <input type="checkbox"/> | AUTO | 12/06/2019 | 8:00a | 12:00p | 4:00 | WRK AWARD | REG | 60300543 | 352100 | 54300 | CALDERA LAUREN 000076688 |
| <input checked="" type="checkbox"/> | AUTO | 12/06/2019 | 12:00p | 3:00p | 3:00 | GAP | UNPAID | 60300543 | 352100 | 54300 | CALDERA LAUREN 000076688 |
| <input type="checkbox"/> | AUTO | 12/06/2019 | 3:00p | 5:00p | 2:00 | WRK AWARD | REG | 60453543 | 352100 | 54300 | CALDERA LAUREN 000076688 |

12/11/2019 Wed OFF **+**

12/12/2019 Thu OFF **+**

12/13/2019 Fri OFF **+**

12/14/2019 Sat OFF **+**

Submit Show Edits

Review the information you entered is true and correct for your jobs.

Scheduled Worked Employee Submitted Shift Clocks Time Code Summary Hour Type Sum

| | | | | | | | | | | | | | | | | | | |
|----------------|-------|--|--|-----|---|--------|--------|-------|-------|---------------------------|--|----------|--|--|--|--|--|--|
| 12/08/2019 Sun | | | | OFF | | | | | | | | | | | | | | |
| 12/09/2019 Mon | | | | OFF | + | | | | | | | | | | | | | |
| 12/10/2019 Tue | 06:00 | | | OFF | + | 08:00a | 12:00p | 3:00p | 5:00p | GAP 3:00 , WRK AWARD 6:00 | | REG 6:00 | | | | | | |

| Authorized | Auth By | Auth Date | Start Time | End Time | Hours | Time Code | Hour Type | Job | Unit | Object | Team |
|-------------------------------------|---------|------------|------------|----------|-------|-----------|-----------|----------|--------|--------|--------------------------|
| <input type="checkbox"/> | AUTO | 12/06/2019 | 8:00a | 12:00p | 4:00 | WRK AWARD | REG | 60300543 | 352100 | 54300 | CALDERA LAUREN 000078888 |
| <input checked="" type="checkbox"/> | AUTO | 12/06/2019 | 12:00p | 3:00p | 3:00 | GAP | UNP | | 352100 | 54300 | CALDERA LAUREN 000078888 |
| <input type="checkbox"/> | AUTO | 12/06/2019 | 3:00p | 5:00p | 2:00 | WRK AWARD | REG | 60453543 | 351400 | 54300 | HUDEC AMY 000010400 |

Add Work Add Premium Additional Info

12/11/2019 Wed OFF +

12/12/2019 Thu OFF +

12/13/2019 Fri OFF +

12/14/2019 Sat OFF +

Submit Show Edits

Then hit Submit, to save your timesheet. **Submit**

Load 12/08/2019 - 12/14/2019

✔ Your timesheet has been saved.

Scheduled Worked Employee Submitted Shift Clocks Time Code Summary Hour Type Summary

| | | | | | | | | | | | | | | | | | | |
|--------|-------|--|--|-----|---|--------|--------|-------|-------|---------------------------|--|----------|--|--|--|--|--|--|
| 19 Sun | | | | OFF | | | | | | | | | | | | | | |
| 19 Mon | 06:00 | | | OFF | + | 08:00a | 12:00p | 3:00p | 5:00p | GAP 3:00 , WRK AWARD 6:00 | | REG 6:00 | | | | | | |