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Ultimate

SOFTWARE

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UltiPro 2016 Fall Release

Payroll Processing, Tax Compliance, and Time Management

Version: 12.1.2

Presenter: Christopher Pacini
Susan Grier

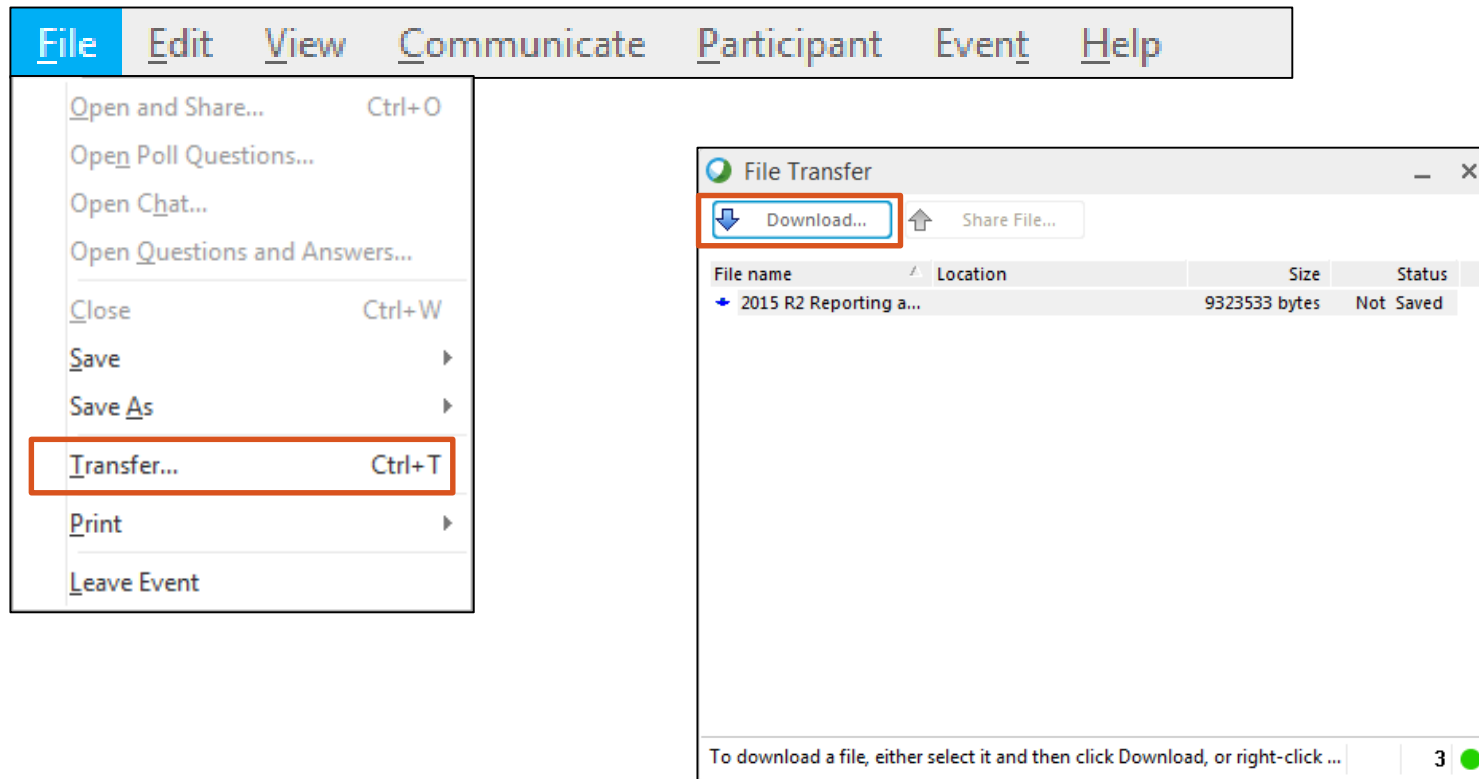
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Commonly-Asked Questions

Question: How do I download the presentation slides file?

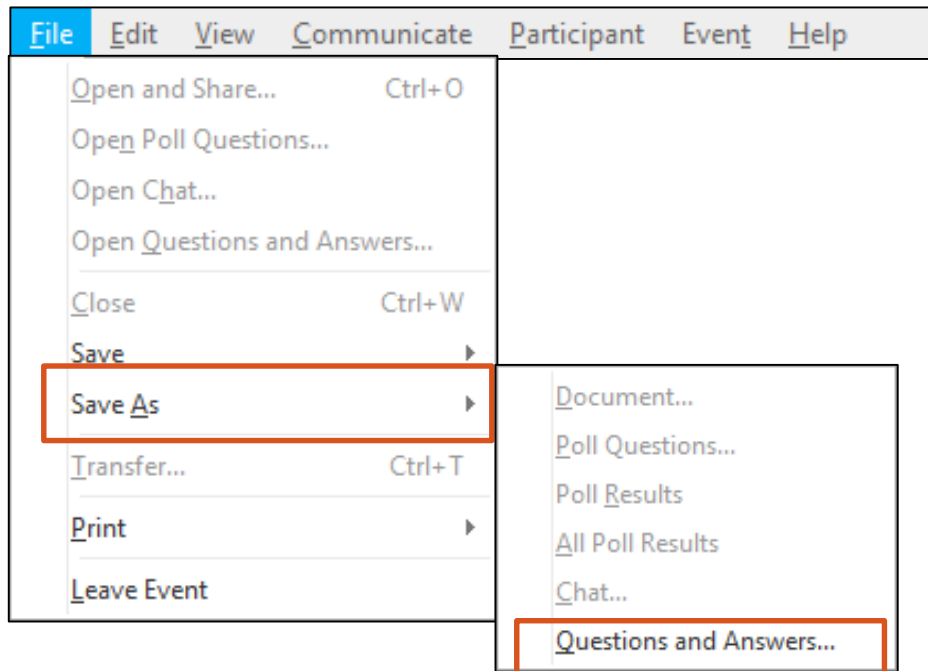
Answer: From your WebEx session, select File > Transfer. From the File Transfer window, select the file and then select Download. Enter the site in which to save the file and select Save.



Commonly-Asked Questions

Question: How do I obtain the questions and answers asked during this session?

Answer: From the WebEx session, select File > Save As > Questions and Answers. Enter the site in which to save the questions and answers and select Save.



Access Audio

Broadcast Audio Stream

(computer speakers)



Note: Audio stream includes “listen only” mode. If audio stream is not working, call the webcast toll free number.

Phone

- Webcast Toll Free Number:
1-877-605-6482
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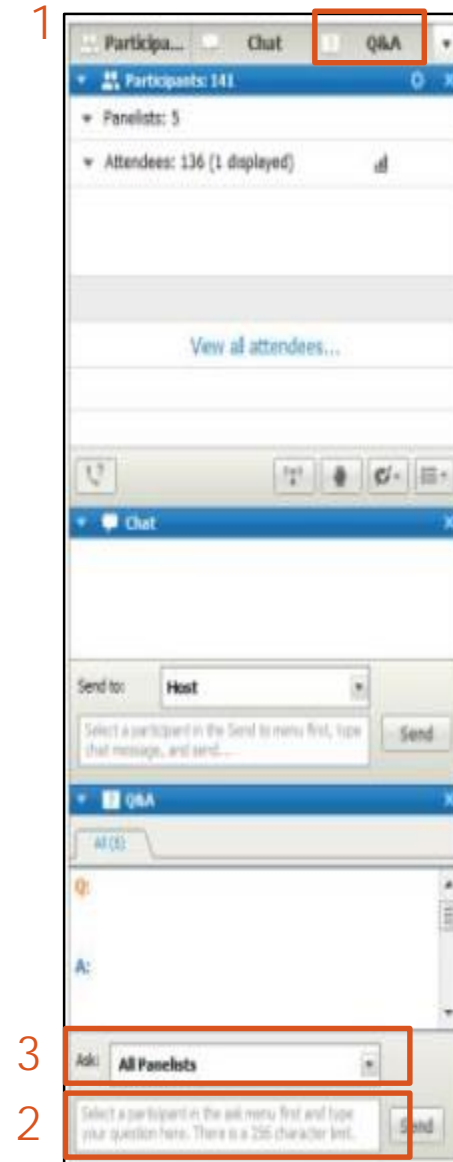


Note: Phone lines have been muted for this call. You have been placed in a “listen only” mode for presentation purposes.

Ask Questions

1. Select Q&A at the top of your screen.
2. Enter your question in the text box next to the Send button.
3. Select All Panelists from the Ask drop-down list, and select Send.

Note: Panelists will attempt to answer all questions during the webcast. Presentation slides and recording will be published.



Agenda

- Payroll Processing
- Tax Compliance
- Time Management

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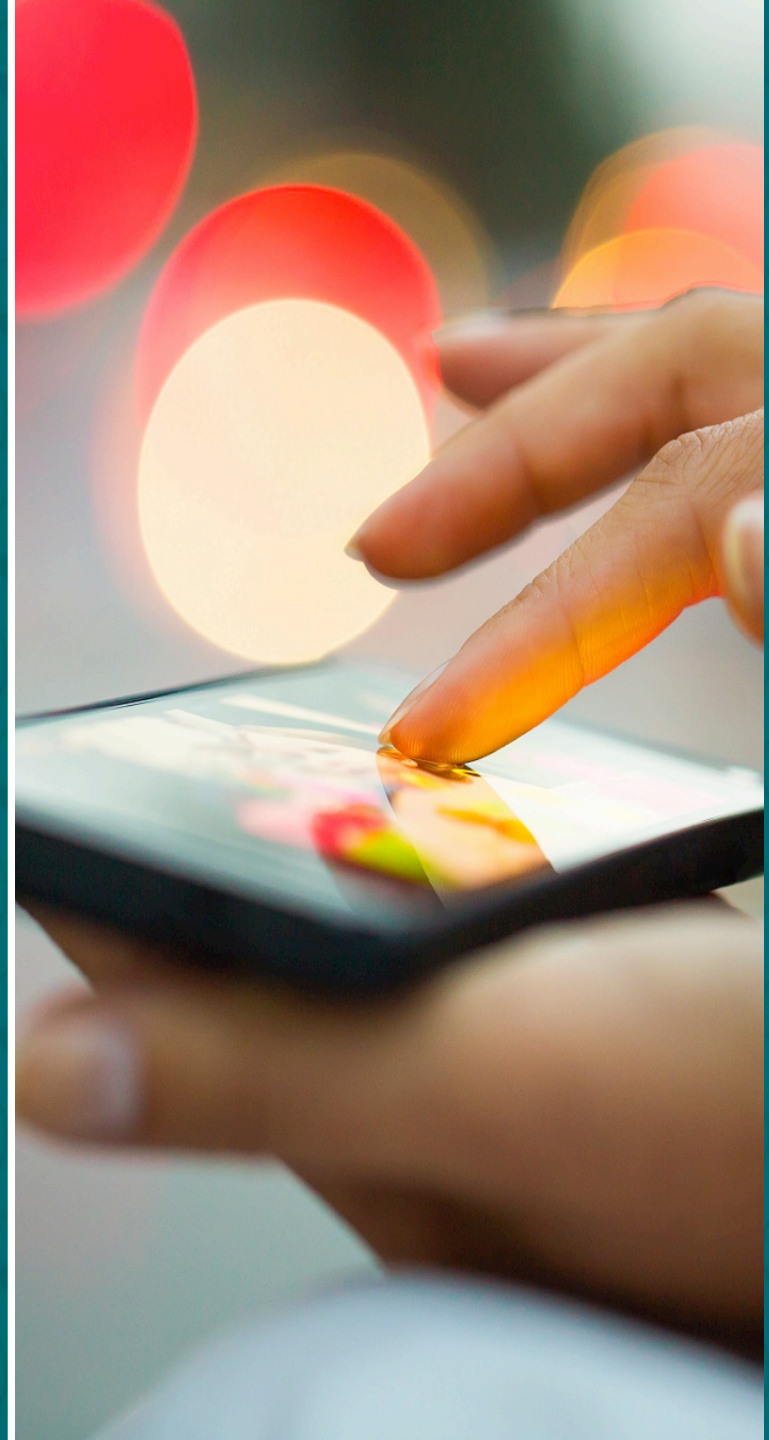
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Payroll Processing



Payroll Processing

- Reset Pay Groups
- Rest & Recovery Rate Feature
- Pay Statement Enhancements

Reset Pay Groups

Reset your pay groups

Menu > Administration > Payroll Admin > Payroll Utilities > Pay Group Reset

MENU Administration Payroll Admin **UltiPro** by ULTIMATE SOFTWARE Jeri Abella Company To Do Share Ideas Help Logout

Business Rules Deduction Goal Update Payroll Setup Payroll Settings Payroll Utilities Time Entry Setup Find...

Pay Group Reset

Pay Group Reset

Reset pay groups to the selected month. Select the month to reset. Select the pay groups and select Reset. The monthly and quarterly (if applicable) reset dates update to the selected month and associated quarter.


Role: Payroll Manager
Month to Reset: July

Find by: Pay group starts with [] Search
Filtered by: Pay group - starts with [Clear Filters] Displaying all records

Actions: **Reset**

<input type="checkbox"/>	Pay Group	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages
<input type="checkbox"/>	Corp Exec BiWkly	COEXBI	07/21/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.
<input type="checkbox"/>	Corp Hourly Wkly	COHRWK	07/14/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.
<input type="checkbox"/>	Corp Salary Wkly	COSLWK	07/07/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.

Things I Can Do
FOR THIS PAGE
[Tax Group Information](#)



Reset Pay Groups

- Each payroll automatically resets the monthly, quarterly, and yearly dates
- If pay group is no longer used, pay group may need to be reset manually
 - If pay group needs to be reset, a message appears

The screenshot displays the 'Payroll Overview' page. At the top right, there are navigation icons for 'back', 'print', and 'help'. A light blue information banner contains a message: 'Before this pay group can be started, all other pay groups in the tax group must be reset to less than two months prior to this pay period. Reset pay groups from Pay Group Reset (Payroll Admin > Payroll Utilities > Pay Group Reset)'. Below this, the 'Electronics BiWkly Chks' section shows payroll details: Pay Period Start (08/23/2016), Pay Period End (09/05/2016), Pay Date (09/01/2016), Pay Frequency (Biweekly), Pay Type (Reg), and Payroll Model (Base). The 'Process Payroll' section features a table with columns for Process, Steps, Status, Last Update, and Initiated By. A 'Start payroll' button is visible in the Process column, and a tooltip message 'Open and start payroll for this period' is shown over the Steps column.

Process	Steps	Status	Last Update	Initiated By
<input type="button" value="Start payroll"/>	<div>Open and start payroll for this period</div>			



Reset Pay Groups

- Reset a pay group manually when:
 - Pay group has not been processed in two months
 - Employees were paid with this pay group during the current year
 - Pay group is active with scheduled payrolls


Pay Group Reset

Reset pay groups to the selected month. Select the month to reset. Select the pay groups and select Reset. The monthly and quarterly (if applicable) reset dates update to the selected month and associated quarter.

Role
Payroll Manager

Month to Reset July

Find by Pay group starts with Search
Filtered by Pay group - starts with [Clear Filters] Displaying all records

Actions 

<input type="checkbox"/>	Pay Group ^	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages
<input type="checkbox"/>	Corp Exec BiWkly	COEXBI	07/21/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.
<input type="checkbox"/>	Corp Hourly Wkly	COHRWK	07/14/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.
<input type="checkbox"/>	Corp Salary Wkly	COSLWK	07/07/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.

Things I Can Do
FOR THIS PAGE
[Tax Group Information](#)



Reset Pay Groups

Reset a Pay Group

Menu > Administration > Payroll Admin > Payroll Utilities > Pay Group Reset

1. From the Pay group Reset page, select the month from the Month to Reset drop-down list.
2. Select each pay group needed.

Pay Group Reset

Reset pay groups to the selected month. Select the month to reset. Select the pay groups and select Reset. The monthly and quarterly (if applicable) reset dates update to the selected month and associated quarter.

Role
Payroll Manager

Month to Reset July

Find by Pay group starts with Search
Filtered by Pay group - starts with [Clear Filters] Displaying all records

Actions Reset

<input type="checkbox"/>	Pay Group	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages
<input checked="" type="checkbox"/>	Corp Salary Wkly	COSLWK	08/11/2016	Regular	06/2016	Closed	
<input checked="" type="checkbox"/>	Electronics BiWkly DDAs	EBWKL	09/08/2016	Regular	06/2016	Closed	
<input type="checkbox"/>	Park Exec BiWkly	EXEC	07/21/2016	Regular	06/2016	Closed	TG1 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.



Reset Pay Groups

3. Select Reset. A message appears.
4. Select Reset. An informational message appears, notifying you of how many pay groups were reset successfully.

The screenshot displays the 'Pay Group Reset' interface. At the top, there are icons for 'print' and 'help'. Below the title, a message reads: 'Reset pay groups to the selected month. Select the month to reset. Select the pay groups and select Reset. The monthly and quarterly (if applicable) reset dates update to the selected month and associated quarter.'

The interface includes a 'Role' dropdown set to 'Payroll Manager' and a 'Month to Reset' dropdown set to 'July'. A search bar is present with 'Find by' set to 'Pay group' and 'starts with' followed by a text input field and a search button. Below the search bar, it says 'Filtered by Pay group - starts with [Clear Filters]'.

An 'Actions' bar contains a 'Reset' button, which is highlighted with a red box. Below this is a table of pay groups:

<input type="checkbox"/>	Pay Group	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages ^
<input checked="" type="checkbox"/>	Corp Salary Wkly	COSLWK	08/11/2016	Regular	06/2016	Closed	
<input checked="" type="checkbox"/>	Electronics BiWkly DDAs	EBWKL	09/08/2016	Regular	06/2016	Closed	
<input type="checkbox"/>	Park Exec BiWkly	EXEC	07/21/2016	Regular	06/2016	Closed	TG1 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.

Overlaid on the right side of the screenshot is a 'Reset Pay Groups' dialog box. It contains the question 'Are you sure you want to reset the selected pay groups?' and two buttons: 'Cancel' and 'Reset'.



Reset Pay Groups

Review pay groups and tax groups from the Tax Group Information page

Menu > Administration > Payroll Admin > Payroll Utilities > Pay Group Reset > Things I Can Do > Tax Group Information

MENU
Administration
Payroll Admin

Jeri Abella | Company | To Do | Share Ideas | Help | Logout

Business Rules
Deduction Goal Update
Payroll Setup
Payroll Settings
Payroll Utilities
Time Entry Setup
Find...

Pay Group Reset

Tax Group Information

← back | 🖨️ print | 👉 help

Review all pay group reset dates and pay dates according to the associated company and tax group.

Find by Pay group starts with + - Search

Filtered by Pay group - starts with [Clear Filters](#) Displaying all records

Actions OK 🔍 🗑️

Pay Group ^	Pay Group Code	Company	Company Name	Tax Group	Tax Group Code	Last Month Reset	Last Quarter Reset	Last Year Reset	Pay Date	Country	⌵
Corp Exec BiWkly	COEXBI	CORP	UEL Corporate	TG4 CORP	TG4	06/30/2016	06/30/2016	12/31/2015	07/21/2016	United States	
Corp Hourly Wkly	COHRWK	CORP	UEL Corporate	TG4 CORP	TG4	06/30/2016	06/30/2016	12/31/2015	07/14/2016	United States	
Corp Salary Wkly	COSLWK	CORP	UEL Corporate	TG4 CORP	TG4	06/30/2016	06/30/2016	12/31/2015	07/07/2016	United States	
Electronics BiWkly Chks	EBWKC	AWE	Another World Electronics	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/21/2016	United States	
Electronics BiWkly DDA's	EBWKL	AWE	Another World Electronics	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/28/2016	United States	
Maxines Hourly Wkly	MHRWK	MSG	Maxines Restaurant	TG2 MSG Bad	TG2	01/31/2009	12/31/2008	12/31/2008		United States	
Park Exec BiWkly	EXEC	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/21/2016	United States	
Park Hourly Wkly	PHRWK	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/14/2016	United States	
Park Salary Wkly	PSALWK	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/07/2016	United States	
Park Tip Wkly	PTIPWK	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/14/2016	United States	
Park Union Wkly	PUWKLY	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	01/31/2009	12/31/2008	12/31/2008		United States	

1 / 1
Records per page



Reset Pay Groups

- If the pay group is not available to reset, review the message column
 - Messages alerts you to resolve issues ahead of time
 - Messages indicate the tax group to which the pay group is assigned

<input type="checkbox"/>	Pay Group ▲	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages	▼
<input type="checkbox"/>	Corp Hourly Wkly	COHRWK	07/14/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.	

<input type="checkbox"/>	Pay Group ▲	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages	▼
<input type="checkbox"/>	Corp Exec BiWkly	COEXBI	08/18/2016	Regular	07/2016	Closed	TG4 All pay groups for the tax groups listed must be reset for the prior month.	

Note: In some circumstances, you may need to inactivate unused payrolls for the pay group you are resetting.



Feature Benefits

- Enables you to maintain dates of unused payrolls
- Enables you to resolve out-of-date pay groups directly from UltiPro
- Provides messages before you Reset, enabling you to resolve issues ahead of time



Rest & Recovery Rate Feature

- California AB 1513 legislation was passed
 - Requires employees to be compensated for rest and recovery periods
 - Relates to employees compensated on a piece-rate basis
- UltiPro provides Rest & Recovery feature
- Rest & Recovery feature calculates the higher of:
 - Federal minimum wage
 - State minimum wage
 - Local minimum wage, if configured
 - Average calculated value

Rest & Recovery Rate Feature

- Modify your existing earnings to be included in Rest & Recovery calculation
 - Select Rest & Recovery Wages
 - Select Rest & Recovery Hours

Earnings Setup
PIECE - Piece Work Earn

UltiPro by ULTIMATE SOFTWARE

Main
Tax
Detail
Summary

Detail

Scheduled Pay Periods by Default

Per Pay Check Maximum

Amount \$0.0000
Hours 0.0000

Include Earning In

Retroactive pay Shift differential Hours paid for HCSO
 Deferred compensation dollars Deferred compensation hours Health Care Eligibility Hours
 FLSA average pay rate dollars FLSA average pay rate hours Wages Paid Last 90 Days
 Hours accumulation Earnings accumulation Hours Paid Last 90 Days
 Productive time Exclude in total hours Total Hours Worked
 Pension accumulation Allocations Rest & Recovery Wages
 Total benefit hours/earnings Hours worked for HCSO Rest & Recovery Hours

Coefficient Overtime Lookback

Use Coefficient OT Lookback

Retroactive Pay Earning

Payout Earning For Retroactive Pay

Rest & Recovery Rate Feature

- Add new earnings to pay out Rest & Recovery time
 - In Pay Rate for Payout section, select Piece Rate Rest & Recovery

Earnings Setup
Mrs. Jeri Edwards Abella - 400100018 - UEL Corporate

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Main

Tax

Detail

Summary

Main

Regular Pay Code
 Overtime

Rules

Calculation • Pay rate * hours * rate factor

Rate Factor • 1.0000

Pay Entry Options

Display in pay data entry
 Include in manual check

Pay Statement Options

Calculate pay rate if hours exist
 Append salary or hourly to stub description

Pay Rate For Payout

Use pay rate Piece Rate Rest & Recovery

Not Applicable

Calculated 90 Day Average

Higher of Average or Current Rate

Piece Rate Rest & Recovery

Rest & Recovery Rate Feature

- Rest & Recovery rate example for California employee
 - Federal minimum wage: \$7.25
 - State minimum wage: \$10.00
 - Local minimum wage: \$12.55**
 - Average calculated value: \$10.00

View/Change Employee Pay Check

Employee status: Active Distribution: Direct Deposit Pay number: 1 of 1
Payroll Date: 07/07/2016 Print status: Not printed Pay type: Regular pay
Pay date: 07/07/2016
Tax frequency: Weekly

More employee information

Earnings

Earning	Hours	Amount	Pay rate	Job	Piece count
Piece Work Earn	38.0000	200.00	10.0000	Dishwasher (DW)	20.000000
R&R Payout	2.0000	25.10	12.5500	Dishwasher (DW)	0.000000

Displaying 1-2 of 2 records Records per page: 20

Deductions

Tax	Amount
Federal Income Tax	18.36
Employee Medicare	3.26
Social Security Empl	13.96
CA State Income Tax	0.00
CA Disability Empl	2.03

Displaying 1-5 of 5 records Records per page: 20

Totals

Description	Amount
Hours	40.0000
Earnings	225.10
Deductions	0.00
Taxes	37.61
Check	0.00
Direct Deposit	187.49
Net pay	187.49

Total: \$187.49

Rest & Recovery Rate Feature

- Assign local minimum wage to your locations
 - Select the jurisdiction from the Local Minimum Wage Jurisdiction

Add/Change Location

save reset cancel print help

Quick Tours and Tips

System Administration Resources
[Patient Protection and Affordable Care Act \(PPACA\) Resources](#)
[Life Events – Resources for System Administrators](#)
[Open Enrollment – Resources for System Administrators](#)
[Add a Simple Business Rule Tour](#)
[Add a Location Tour](#)
[Scheduling Earnings and Deductions Tour](#)
[General Ledger Configuration Tour](#)
[Updating Tax Information Tour](#)
[Adding a Distribution Center Tour](#)
[Using Form W-2 Box 14 Labels Tour](#)
[Effective Dating Business Rules for Open Enrollment Tour](#)
[Deduction/Benefit Plans Overview](#)
[Adding a Medical Deduction Tour](#)
[Adding a 401\(k\) Deduction Tour](#)
[Adding a Group Term Life Deduction Tour](#)
[Add a Supplemental Life Deduction Tour](#)
[Add a Wage Attachment Deduction Tour](#)
[Deduction Garnishment Stacking Tour](#)
[Coefficient Overtime Overview](#)
[Adding a High-Deductible Health Plan Tour](#)

Companies using this tax location

Find by Find

Available

Another World Electronics
Maxines Restaurant
To the Max Amusement Park

Selected

UJEL Corporate

Local Minimum Wage Jurisdiction

Jurisdiction

California/Oakland

California/Berkeley
California/Emeryville
California/Los Angeles
California/Los Angeles County
California/Mountain view
California/Oakland
California/Pasadena
California/Richmond
California/Sacramento
California/San Diego
California/San Francisco
California/San Jose
California/San Mateo
California/Santa Monica
California/Sunnyvale
Illinois/Chicago
Iowa/Johnson County
Kentucky/Lexington
Kentucky/Louisville

Reporting Information

Worksite reporting id 175

SUI unit code 75

Comments

Primary

Secondary

Feature Benefits

- Calculates the average pay rate automatically
- Compares minimum wage limits and automatically uses the highest pay rate

Pay Statement Enhancements

- Pay statement language
- Earnings print sequence
- Shift and overtime display options
 - Detailed Shifts
 - Detailed Shifts and Overtime Rate of Pay
- Total Hours Worked

Pay Statement Language

Define Your Pay Statement Language

Menu > Myself > Personal > Private Info

1. From the Private Info page, select Edit.
2. Select the Preferred Language for Online Pay Statement.
3. Select Save.

The screenshot displays the 'Change Private Information' page. The 'Payroll' section is active, showing the 'Preferred Language for Printed Pay Statement' set to 'English'. The 'Preferred Language for Online Pay Statement' dropdown menu is open, with 'French (CAN)' selected. The menu options are: English (USA), English (USA), English (CAN), English (GBR), Spanish (USA), French (CAN), Portuguese (BRA), Dutch (NLD), German (DEU), French (FRA), Italian (ITA), Malay (MYS), Filipino (PHL), Danish (DNK), and Swedish (SWE). The 'Things I Can Do' sidebar on the right lists actions like 'Change Name, Address, or Telephone' and 'Add Contact'. The 'Quick Tours and Tips' sidebar lists 'UltiPro Navigation Overview' and 'Personal Section Overview'.

Pay Statement Language

- Languages are populated from your Display Settings
 - Menu > System Configuration > System Settings > Display
 - Languages are selected from the Selected Languages section

The screenshot displays the 'Display Settings' configuration page. At the top right, there are icons for 'edit', 'print', 'help', and a back arrow. The page is divided into several sections:

- Supervisor Finder:** Includes radio buttons for 'Choose from within the same component company' and 'Choose from all component companies'.
- Future Date:** A toggle switch for 'Use future dating' is currently set to 'ON'.
- Content Management:** A toggle switch for 'Allow users to modify gadget placement' is currently set to 'OFF'.
- Home Page:** Includes radio buttons for 'Show both the Classic and Smart Dashboard' (selected), 'Show the Smart Dashboard only', and 'Show the Classic Dashboard only'.
- Selected Languages:** This section is highlighted with a red box. It contains the instruction 'Select the languages that should be shown in the UI in addition to US English.' Below this, there are buttons for various languages: Danish (DNK), Dutch (NLD), English (CAN), English (GBR), Filipino (PHL), French (CAN), French (FRA), German (DEU), Italian (ITA), Portuguese (BRA), and Spanish (USA).
- Workflow Pending Data Report:** A toggle switch for 'Record pending changes for employee' is currently set to 'ON'.

Pay Statement Language

- Language option is available on the Pay Statement
Menu > Myself > Pay > Current Pay Statement
 - Switch between preferred language and default English (USA)

Pay Statement

download print help

This is a statement of earnings and deductions. This pay statement is non-negotiable.

Display Pay Statement in **English (USA)**

UltiPro by ULTIMATE SOFTWARE
DBA: UltiPro Master Company
2000 Ultimate Way
Weston, FL 33326
954-230-1921 Ext 4567

Relevé De Paie
Date De Début De Période 07/02/2016
Date De Fin De Période 07/08/2016
Date De Paie 07/07/2016
Document 121997
Paie Nette \$1,236.22

Détails De Paie

Jeri Edwards Abella 3766 S Van Ness Ave Los Angeles, CA 90018 USA	Matricule D'employé 400100018 NSS 441-78-2170 Emploi System Administrator Taux Salarial \$48.08 Fréquence De Paie Toutes les semaines	Groupe De Paie Corp Salary Wkly Lieu De Travail Los Angeles [Fr] Region WES - Western Region [Fr] Division CORP - Corporate [Fr] Establishmnt NONE - No Establishment [Fr] Department SYSM - Systems Management	Impôt Fédéral M 0 CA State Income Tax (Residence) S 0 CA State Income Tax (Work) S 0
--	---	--	--

Gains **Retenues**

Earnings Print Sequence

- Earnings Print Sequence is available for pay statements
 - Available for printed and online pay statements
- Earnings are arranged according to priority
 - Enter a value 1–9999

Earnings Print Sequence

Define the Print Sequence from Earnings Setup work event

Menu > System Configuration > Business Rule > Earnings

Earnings Setup
HRLY - Hourly Pay

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Main

Tax

Detail

Summary

Country USA

Code HRLY

Description • Hourly Pay

General Information

Stub Description • Hourly Pay

Active

As Of • 01/01/1999

Reporting Category Wages and Salaries

Time Clock Code HRLY

Display Sequence 1

Print Sequence 1

Regular Pay Code

Overtime

back next save reset cancel print help

Earnings Print Sequence

- Manage display from Earnings Configuration page
 - Menu > Administration > Payroll Admin > Pay Statement Options > Earnings Configuration
 - Update Description and Stub Description easily
 - Update Display Sequence for pay data entry
 - Update Print Sequence for employee's pay statements
- Sort columns to order earnings according to sequence

Earnings Configuration

save cancel | print help

Find by Earning code starts with Search

Export to Excel (*.xls) Export to CSV (*.csv)

Code	Country	Active	Description	Stub Description	Display Sequence	Print Sequence
HRLY	USA	Y	Hourly Pay	Hourly Pay	9999	1
REG	USA	Y	Regular Pay	Regular Pay	9999	1
SAL	USA	Y	Salary Pay	Salary Pay	9999	1
BONUS	USA	Y	Bonus Payment	Bonus	9999	2
OT	USA	Y	Overtime	Overtime	9999	2
COM	USA	Y	Commission	Commission	9999	3
COEF	USA	Y	Coeficient OT	Coeficient OT	9999	4
1099M	USA	Y	1099 Misc Waaes	1099 Misc Waaes	9999	9999

Shift and Overtime Print Options

- New pay statement display options are available
- Pay statement display options present shifts and overtime earnings in an easy-to-read format
- Three options available:
 - Check Format Options*
 - Detail Shifts
 - Detail Shifts and Overtime Rate of Pay

***Note:** The Check Format Options is a default option to preserve current functionality.

Shift and Overtime Print Options

- Assign Shift/OT Settings from the Pay Group Options page
Menu > Administration > Payroll Admin > Pay Statement Options
- Assign Shift/OT Settings according to pay group and check type
 - Payroll check type includes Regular and Additional checks
 - Instant check type only includes Instant checks

Pay Group Options

save cancel print help

Find by Code starts with Search

Code	Description ^	Country	Pay Group Status	Check Type	Check Format	Shift/OT Settings
COEXBI	Corp Exec BiWkly	United States	Active	Payroll	CA OT Top check	Detailed Shifts Check Format Options Detailed Shifts Detailed Shifts & OT Rate of Pay
COEXBI	Corp Exec BiWkly	United States	Active	Instant	CA OT InfoSeal/Pressure Seal check	Check Format Options
COHRWK	Corp Hourly Wkly	United States	Active	Instant	CA OT InfoSeal/Pressure Seal check	Check Format Options
COHRWK	Corp Hourly Wkly	United States	Active	Payroll	CA OT Top check	Check Format Options
COSLWK	Corp Salary Wkly	United States	Active	Payroll	CA OT Top check	Detailed Shifts
COSLWK	Corp Salary Wkly	United States	Active	Instant	CA OT InfoSeal/Pressure Seal check	Detailed Shifts & OT Rate of Pay
EBWKC	Electronics BiWkly Chks	United States	Active	Instant	CA OT InfoSeal/Pressure Seal check	Check Format Options
EBWKC	Electronics BiWkly Chks	United States	Active	Payroll	CA OT Top check	Check Format Options
FRWKI	Electronics BiWkly DDAs	United States	Active	Instant	CA OT InfoSeal/Pressure Seal check	Check Format Options

Shift and Overtime Print Options

- Detail Shifts

- Organizes each shift under the earnings
- Provides pay rate, hours, and current amount for each shift
- Provides year-to-date (YTD) column for each earnings

View/Change Employee Pay Check

Employee status: Active Print status: Not printed Pay number: 3 of 3
 Payroll Date: 07/28/2016 Post only Pay type: Instant Check
 Pay date: 07/28/2016 Check number: Gross Up
 Tax frequency: Weekly Bank: New World Bank

More employee information

Earnings								
+ Add - Delete Column(s)								
<input type="checkbox"/>	Earning	Hours	Amount	Pay rate	Job	Shift	Shift amt	Shift rate
<input type="checkbox"/>	Holiday Pay	8.0000	120.00	15.0000	Wait Staff (WAIT)	None (Z)	0.00	0.0000
<input type="checkbox"/>	Hourly Pay	10.0000	156.00	15.0000	Wait Staff (WAIT)	Night Shift (O3)	6.00	0.6000
<input type="checkbox"/>	Hourly Pay	10.0000	150.00	15.0000	Wait Staff (WAIT)	Morning Shift (O1)	0.00	0.0000
<input type="checkbox"/>	Hourly Pay	10.0000	152.50	15.0000	Wait Staff (WAIT)	Afternoon Shift (O2)	2.50	0.2500

1 of 1 Displaying 1-4 of 4 records Records per page: 20

Total: \$393.58

Sophia Amore
 21 Hawthorne Blvd
 Palos Verdes, CA 90723

SSN XXX-XX-7412

E

EARNINGS								
Pay Type	Piece Units	Piece Rate	Period Start	Period End	Hours	Pay Rate	Current	YTD
Hourly Pay								42,325.45
Afternoon Shift					10.00	15.2500	152.50	
Morning Shift					10.00	15.0000	150.00	
Night Shift					10.00	15.6000	156.00	
Holiday Pay					8.00	15.0000	120.00	1,800.00
					Total Hours	38.00		

Shift and Overtime Print Options

- Detail Shifts and OT Rate of Pay
 - Organizes each shift under the earnings
 - Organizes each overtime according to the shift

Sophia Amore		Paygroup	PHRWK	FIT	W 0	15.00	Check No	25009
21 Hawthorne Blvd		Location	BURBNK	SIT res	M 0		Check Date	8/4/2016
Palos Verdes, CA 90723		Region	SW	SIT work	M 0		Period Start	7/23/2016
		Division	ENT				Period End	7/29/2016
SSN	XXX-XX-7412	Emp No	000010022	Establishmnt	NONE		Job	WAIT
				Department	WAIT		Pay Rate	15.0000
COMPANY MESSAGE								
EARNINGS								
Pay Type	Piece Units	Piece Rate	Period Start	Period End	Hours	Pay Rate	Current	YTD
Hourly Pay								43,682.69
Afternoon Shift					10.00	15.2500	152.50	
Morning Shift					10.00	15.0000	150.00	
Night Shift					10.00	15.6000	156.00	
Serv Night					10.00	15.7496	157.50	
Coefficient OT								187.27
Night Shift					2.50	22.6680	56.67	
Serv Night					1.50	22.8133	34.22	
Total Hours					44.00			

Shift and Overtime Print Options

- Assign the shift used for each earnings in paydata entry
 - Coefficient overtime earnings is assigned with the corresponding shift
 - Shift differential does not need to be flagged to assign the coefficient overtime to the corresponding shift

View/Change Employee Pay Check

Employee status: Active Print status: Not printed Pay number: 1 of 1
Payroll Date: 07/28/2016 Post only Pay type: Instant Check
Pay date: 07/28/2016 Check number: Gross Up
Tax frequency: Weekly Bank: New World Bank

More employee information

Earnings

	Earning	Hours	Amount	Pay rate	Job	Shift	Shift amt	Shift rate
<input type="checkbox"/>	Coefficient OT	2.5000	17.67	14.1379	Wait Staff (WAIT)	Night Shift (O3)	0.00	0.0000
<input type="checkbox"/>	Coefficient OT	1.5000	10.60	14.1379	Wait Staff (WAIT)	Service Night Shift (S3)	0.00	0.0000
<input type="checkbox"/>	Hourly Pay	11.5000	181.12	15.0000	Wait Staff (WAIT)	Service Night Shift (S3)	8.62	0.0500
<input type="checkbox"/>	Hourly Pay	12.5000	195.00	15.0000	Wait Staff (WAIT)	Night Shift (O3)	7.50	0.6000
<input type="checkbox"/>	Hourly Pay	10.0000	150.00	15.0000	Wait Staff (WAIT)	Morning Shift (O1)	0.00	0.0000
<input type="checkbox"/>	Hourly Pay	10.0000	152.50	15.0000	Wait Staff (WAIT)	Afternoon Shift (O2)	2.50	0.2500

1 of 1 Displaying 1-6 of 6 records Records per page 20 Total: \$530.31

Shift and Overtime Print Options

- Pay statement display enhancements
 - Reduces regular hours with shifts matching coefficient overtime
 - Displays coefficient overtime pay rate as combined time and a half pay rate (or other rate)

Pay Statement

|

 back | download | print | help

Pay Details					
Sophia Amore 21 Hawthorne Blvd Palos Verdes, CA 90723 USA	Employee Number 000010022 SSN XXX-XX-XXXX Job Wait Staff Pay Rate \$15.00 Pay Frequency Weekly	Pay Group Park Hourly Wkly Location Burbank, California Region SW - South West Division ENT - Entertainment Establishmnt NONE - No Establishment Department WAIT - Wait Staff	Federal Income Tax W 0 Additional Federal Income Tax \$15.00 CA State Income Tax (Residence) M 0 CA State Income Tax (Work) M 0		
Earnings					
Pay Type	Hours	Pay Rate	Current YTD		
Hourly Pay			\$43,682.69		
Afternoon Shift	10.0000	\$15.2500	\$152.50		
Morning Shift	10.0000	\$15.0000	\$150.00		
Night Shift	10.0000	\$15.6000	\$156.00		
Serv Night	10.0000	\$15.7496	\$157.50		
Coefficient OT			\$187.27		
Night Shift	2.5000	\$22.6680	\$56.67		
Serv Night	1.5000	\$22.8133	\$34.22		
Total Hours	48.0000				
Deductions					
		Employee		Employer	
Deduction	Based On	Pre-Tax	Current	YTD	Current YTD
- 401K Def Comp	\$0.00	Yes	\$0.00	\$1,550.00	\$663.10
- Dental HMO	\$0.00	Yes	\$0.00	\$580.00	\$1,350.00
- Meal Deduction	\$0.00	No	\$0.00	\$60.00	\$0.00
- Medical HMO	\$0.00	Yes	\$0.00	\$870.00	\$1,800.00
United Way	\$0.00	No	\$0.00	\$270.00	\$270.00
- Vision Plan	\$0.00	Yes	\$0.00	\$580.00	\$580.00
Taxes					
Tax	Based On	Current	YTD		
Federal Income Tax	\$706.89	\$105.62	\$8,054.91		
Employee Medicare	\$706.89	\$10.25	\$632.78		

Feature Benefits

- Improves pay statement to help better understand wages
- Provides more detail on shift and overtime earnings
- Display coefficient overtime pay rate as a combined pay rate

Total Hours Worked

- Total Hours Worked field available for pay statements
 - Provides the actual hours employees worked during the pay period
 - Excludes hours for time that employees did not work
 - Appears next to Total Hours value on the pay statement

Pay Details						
Sophia Amore 21 Hawthorne Blvd Palos Verdes, CA 90723 USA		Employee Number 000010022 SSN xxxxxxxx Job Head Nurse Pay Rate \$30.00 Pay Frequency Weekly	Pay Group Park Hourly Wkly Location Burbank, California Region SW - South West Division ENT - Entertainment Establishmnt NONE - No Establishment Department NUR - Nursing/Medical Asst	Federal Income Tax W 0 Additional Federal Income Tax \$15.00 CA State Income Tax (Residence) M 0 CA State Income Tax (Work) M 0		
Earnings			Deductions			
Pay Type	Hours	Pay Rate	Current	YTD		
Holiday Pay	8.0000	\$30.0000	\$240.00	\$2,160.00		
Hourly Pay	32.0000	\$30.0000	\$960.00	\$37,440.00		
Total Hours Worked	32.0000					
Total Hours	40.0000					
Deductions						
Deduction	Based On	Pre-Tax	Employee Current	Employee YTD	Employer Current	Employer YTD
401K Def Comp	\$50.00	Yes	\$50.00	\$1,350.00	\$17.80	\$600.60
Dental HMO	\$0.00	Yes	\$20.00	\$560.00	\$45.00	\$1,260.00
Meal Deduction	\$0.00	No	\$0.00	\$60.00	\$0.00	\$0.00
Medical HMO	\$0.00	Yes	\$30.00	\$840.00	\$60.00	\$1,680.00
United Way	\$10.00	No	\$10.00	\$270.00	\$10.00	\$270.00
Vision Plan	\$0.00	Yes	\$20.00	\$560.00	\$20.00	\$540.00
Taxes						
Taxes	Based On	Current	YTD			
CA Disability Employee	\$1,130.00	\$10.17	\$339.76			
CA State Income Tax	\$1,080.00	\$25.03	\$1,229.64			
Employee Medicare	\$1,130.00	\$16.38	\$545.78			
Federal Income Tax	\$1,080.00	\$192.86	\$7,074.74			
Social Security Employee Tax	\$1,130.00	\$70.06	\$2,333.68			

Total Hours Worked

Configure Total Hours Worked for Pay Statements

Menu > System Configuration > Business Rules > Earnings

1. From the Earnings business rule, select the earnings to include in Total Hours Worked.
2. From the Details step, check the Total Hours Worked box.
3. Select Next and Save.

Earnings Setup
HRLY - Hourly Pay

UltiPro by ULTIMATE SOFTWARE

Main
Tax
Detail
Summary

Detail

Scheduled Pay Periods by Default

First Fourth
 Second Fifth
 Third Off-Cycle

Per Pay Check Maximum

Amount
Hours

Include Earning In

Retroactive pay Shift differential Hours paid for HCSO
 Deferred compensation dollars Deferred compensation hours Health Care Eligibility Hours
 FLSA average pay rate dollars FLSA average pay rate hours Wages Paid Last 90 Days
 Hours accumulation Earnings accumulation Hours Paid Last 90 Days
 Productive time Exclude in total hours Total Hours Worked
 Pension accumulation Allocations Rest & Recovery Wages
 Total benefit hours/earnings Hours worked for HCSO Rest & Recovery Hours

Coefficient Overtime Lookback

Use Coefficient OT Lookback

Total Hours Worked

Configure Total Hours Worked for Pay Statements

UltiPro backoffice > Setup Tables > Banks

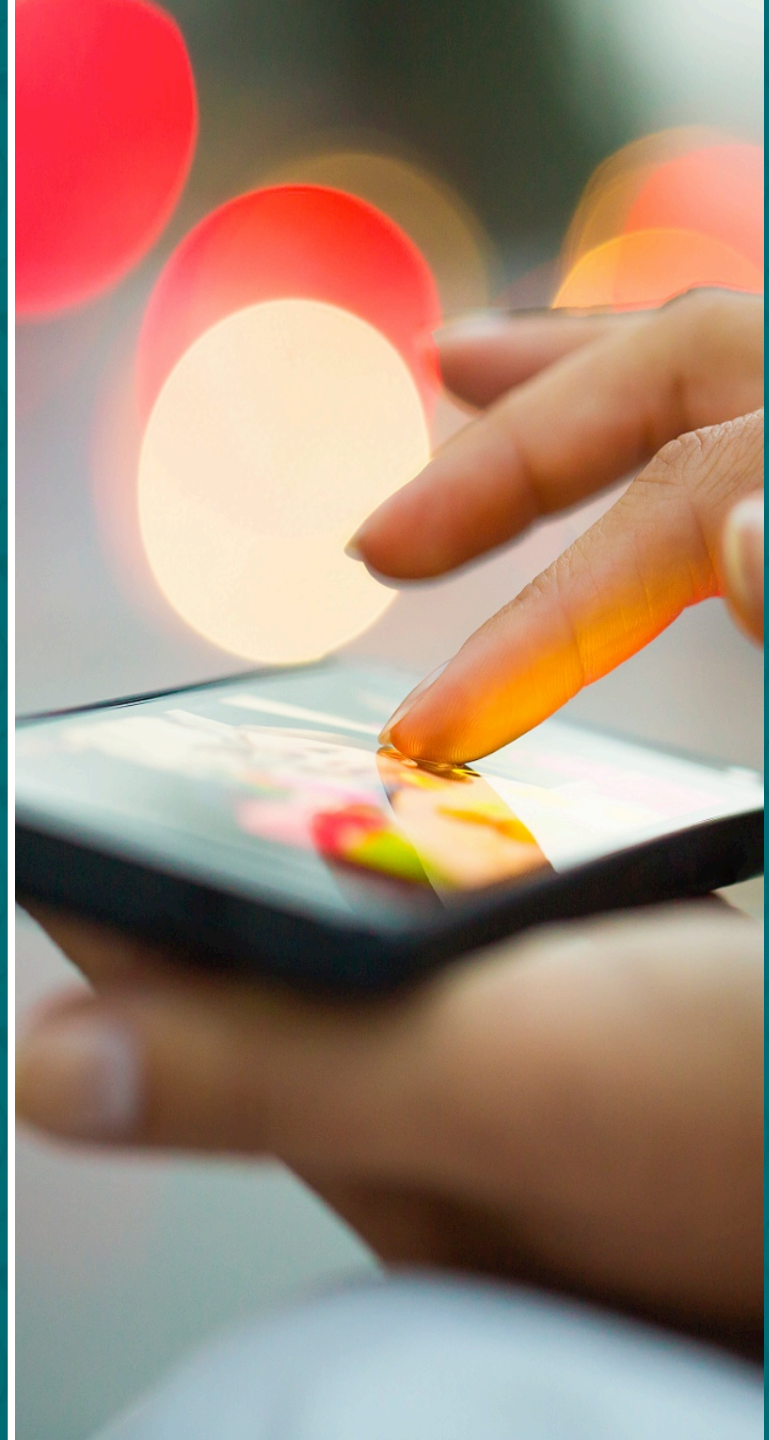
1. From the Banks setup table, select the bank.
2. From the Checks tab, check the Total Hours Worked box to display this field on employees' checks.
3. Select Save.

The screenshot shows the 'Banks' setup window in the UltiPro backoffice. The window title is 'Banks' and the menu bar includes File, Edit, Employee, Payroll, OSHA/Safety, Reporting, Window, Tools, and Help. The toolbar contains icons for Setup Tables, Reports, View/Edit, Process Status, Pay Data Entry, and New Hire. The breadcrumb path is 'All / Human Resources / Payroll / Recruitment / System /'. The left sidebar shows a tree view with 'NATS' selected. The main area displays the 'Checks' tab for the bank 'National Bank & Trust' (Code: NATS, Country: United States). The 'Print options' section has several checkboxes, with 'Total Hours Worked' highlighted by a red box. Other options include 'Check number', 'Employee address', 'Sort in address window', 'DDA amount', 'Employee address in CAPS', 'Allow reprint check numbers', 'Show accruals', 'Pay rate on stub', 'Use DBA name for company', 'DDA number', 'Salary pay rate with detail earnings', 'Suppress Offsets', 'Company name', 'Assign different number on overflow page', and 'Check Cashing Institution'. The 'Payroll checks' section has a 'Format' dropdown set to 'Full Page Top Check' and a 'Sort order' dropdown set to 'Company, Location, Department'. The 'Preprinted (interim) checks' section has a 'Format' dropdown set to 'Full Page Top Check' and a 'Print signature on preprinted checks' checkbox. The 'Auxiliary files' section has 'Signature file name' and 'Logo file name' fields.

Feature Benefits

- Clarifies the pay statements hours
- Provides the actual time that an employee works

Tax Compliance



Tax Compliance

- Enhanced Wage Attachment Gateway
- Enhanced Form W-4 Completion

Enhanced Wage Attachment Gateway

- New filter and sort options
 - Deduction start date
 - Deduction stop date

Wage Attachments Gateway

print help

Find by **Deduction Start Date** From To Search

Export to starts with [Clear Filters] Displaying all records

			Country	Company	Pay Group	Pay Group Code	Deduction Plan	Jurisdiction	Jurisdiction Plan	Payee
			United States	To the Max Amusement Park	Park Hourly Wkly	PHRWK	GARN - Garnishment			
			United States	To the Max Amusement Park	Park Salary Wkly	PSALWK	GARN - Garnishment	CA - California	CAGAR - CALIFORNIA GARN	
			United States	To the Max Amusement Park	Park Salary Wkly	PSALWK	CHILD - Child Support	CA - California	CACSO - CALIFORNIA CHIL	
	DeLeon, Jacques M	100100010	United States	Another World Electronics	Electronics BiWkly DDAs	EBWKL	LEVY - IRS Tax Levy	NY - New York	NYLEV - NEW YORK TAX L	
	Nicolaou, Christian	000010004	United States	To the Max Amusement Park	Park Salary Wkly	PSALWK	GARN - Garnishment	CA - California	CAGAR - CALIFORNIA GARN	
	White, Samuel	000010024	United States	To the Max Amusement Park	Park Union Wkly	PUWKLY	LEVY - IRS Tax Levy	CA - California	CALEV - CALIFORNIA TAX	

Deduction Start Date
Deduction Stop Date

- Name
- Employee Number
- Employee Status
- Country
- Company
- Pay Group
- Pay Group Code
- Region
- Division
- Establishment
- Department
- Deduction Plan
- Jurisdiction
- Jurisdiction Plan
- Payee
- Deduction Start Date**
- Deduction Stop Date**
- Close



Enhanced Wage Attachment Gateway

- Date fields defined on the garnishment configuration
 - Deduction start date is required
 - Deduction stop date is not required

Add/Change Deduction
Cooper Thomas Aames - 400100016 - UEL Corporate

UltiPro[®] by ULTIMATE SOFTWARE

Start

Details

back next save cancel print help

Type	Garnishment	Jurisdiction	Arizona
Plan	Garnishment	Jurisdiction plan	ARIZONA GARNISH

Deduction Dates		Deduction Amounts	
Start	09/15/2016	Goal rule	Continuing goal
Stop	MM/DD/YYYY	Total goal	\$0.00
		Goal to date	\$0.00
		Goal balance	\$0.00

Wage Attachment

Member / case / reference number

Medical indicator

Include in deduction stacking ?

Payee

Check Handling

Name

Additional check



Enhanced Wage Attachment Gateway

- Filter garnishments three ways:
 - Enter a date in the From field
 - Enter a date in the To field
 - Enter dates in both fields
- Sort using the Deduction Stop Date column
 - Review deductions without a stop date by sorting Stop Date column

Wage Attachments Gateway

Find by From To

Filtered by Last name - starts with Displaying all records

	Name	Employee Number	Country	Company	Pay Group	Pay Group Code	Deduction Plan	Jurisdiction	Jurisdiction Plan	Payee	Deduction Start Date	Deduction Stop Date
i	Amore, Sophia	000010022	United States	To the Max Amusement Park	Park Hourly Wkly	PHRWK	GARN - Garnishment			District Court	1/1/2003 12:00:00 AM	
i	DeLeon, Jacques M	100100010	United States	Another World Electronics	Electronics BiWkly DDAs	EBWKL	LEVY - IRS Tax Levy	NY - New York	NYLEV - NEW YORK TAX LE		7/1/2001 12:00:00 AM	
i	White, Samuel	000010024	United States	To the Max Amusement Park	Park Union Wkly	PUWKLY	LEVY - IRS Tax Levy	CA - California	CALEV - CALIFORNIA TAX	Internal Revenue Service	7/1/2001 12:00:00 AM	
i	Baren, Mark	000010015	United States	To the Max Amusement Park	Park Salary Wkly	PSALWK	CHILD - Child Support	CA - California	CACSO - CALIFORNIA CHIL	Clerk of Courts	1/1/2001 12:00:00 AM	6/1/2001 12:00:00 AM
i	Baren, Mark	000010015	United States	To the Max Amusement Park	Park Salary Wkly	PSALWK	GARN - Garnishment	CA - California	CAGAR - CALIFORNIA GARN	Clerk of Courts	1/1/1999 12:00:00 AM	1/14/2005 12:00:00 AM
i	Nicolaou,	000010004	United	To the Max	Park Salary	PSALWK	GARN -	CA -	CAGAR -		9/1/2004	10/7/2005




Enhanced Form W-4 Completion

Enhanced Employee Withholding Forms (W-4) experience

MENU

Myself
Pay



by
ULTIMATE
SOFTWARE

Jeri Abella
Company
To Do
Share Ideas
Help
Logout

Current Pay Statement
Pay History
YTD Summary
Third Party Pay
Direct Deposit
Income Tax
W-2

Find...

Withholding Forms (W-4)

← back
🖨️ print
👤 help
⏪

Information

- If you wish to claim exempt from withholding California income taxes, complete the California Exempt (Federal W-4) for state purposes.
- If you wish to claim exempt from California income tax on your wages because you meet the conditions under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, complete the California DE 4 form.

Add/Change Withholding Form (W-4)

Description	Form
Federal	<ul style="list-style-type: none"> Employee's Withholding Allowance Certificate (W-4) Certificado de Exención de Retenciones del Empleado (W-4(SP)) Employee's Withholding Allowance Certificate (W-4 (NRA))
California	<ul style="list-style-type: none"> California (Federal W-4) California (DE 4)

Current Withholding Forms

Description	Form	Year	Effective	Filing Status	Allowances			Block Withholding	Exempt From Tax
					Claimed	Additional	Additional Amount		
CA State Income Tax	Paper	2012		SINGLE/MARRIED 2 or MORE INCOMES	0	0	\$0.00		
Federal Income Tax	Paper	2012		MARRIED	0	0	\$0.00		

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Enhanced Form W-4 Completion

- All withholding forms are provided for federal and state jurisdictions
 - Provides easy form completion experience, compliant with current regulation forms
- E-mail notification available for expiring exemption status
- UltiPro messages appear, instructing employees to update withholding forms when employees:
 - Add dependents
 - Change marital status



Enhanced Form W-4 Completion

- Withholding forms are provided in questionnaire format
 - Provides guidance when selecting options
 - Provides instant validation of information
 - Streamlines acknowledgment statement and is electronically signed
 - Provides direct link to the full form
 - Provides personal data and elections populated in the form

MENU Myself Pay

UltiPro by ULTIMATE SOFTWARE

Arizona W4StateArizona | To Do | Help | Logout

Current Pay Statement | Pay History | YTD Summary | Third Party Pay | Direct Deposit | Income Tax | W-2 | Find...

Withholding - Federal

next | cancel | help

Federal Tax Form W-4

[Full Instructions](#)

*** Filing Status** *W-4 Box 3*
If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.

Single
 Married
 Married, but withhold at higher Single rate

Last Name *W-4 Box 4*
 Your last name differs from that shown on your Social Security card.

*** Allowances** *W-4 Box 5*
See [Full Instructions](#) for details.
Total number of allowances you are claiming.

Things I Can Do
FOR THIS TAB SET
[Add Direct Deposit](#)
[Change Pay Statement Preference](#)
[Add/Change Withholding Form \(W-4\)](#)
[Change W-2 Consent Form](#)

Quick Tours and Tips
[Pay Section Overview](#)
[Add a Direct Deposit Account Tour](#)
[View Your Form W-2 Tour](#)



Enhanced Form W-4 Completion

- Enhanced administrative processes for Form W-4
 - Display or hide forms
 - Configure exemption expiration email notification and reset of withholding elections
 - Regulate max allowances per state and employer form requirements
 - Upload paper forms



Feature Benefits

- Streamlines administrative process
- Provides configuration options
- Simplifies employee experience
- Maintains form updates from new legislation
- Eliminates browser compatibility issues



Upcoming Webcasts

- Enhanced Form W-4 Completion and Employer Management

- Date: 10/26/16

- Time: 1:00pm – 2:00pm Est

- <https://ultimate.webex.com/ultimate/onstage/g.php?MTID=e91ce3941d53c22fb6e8da73f9ab067ee>

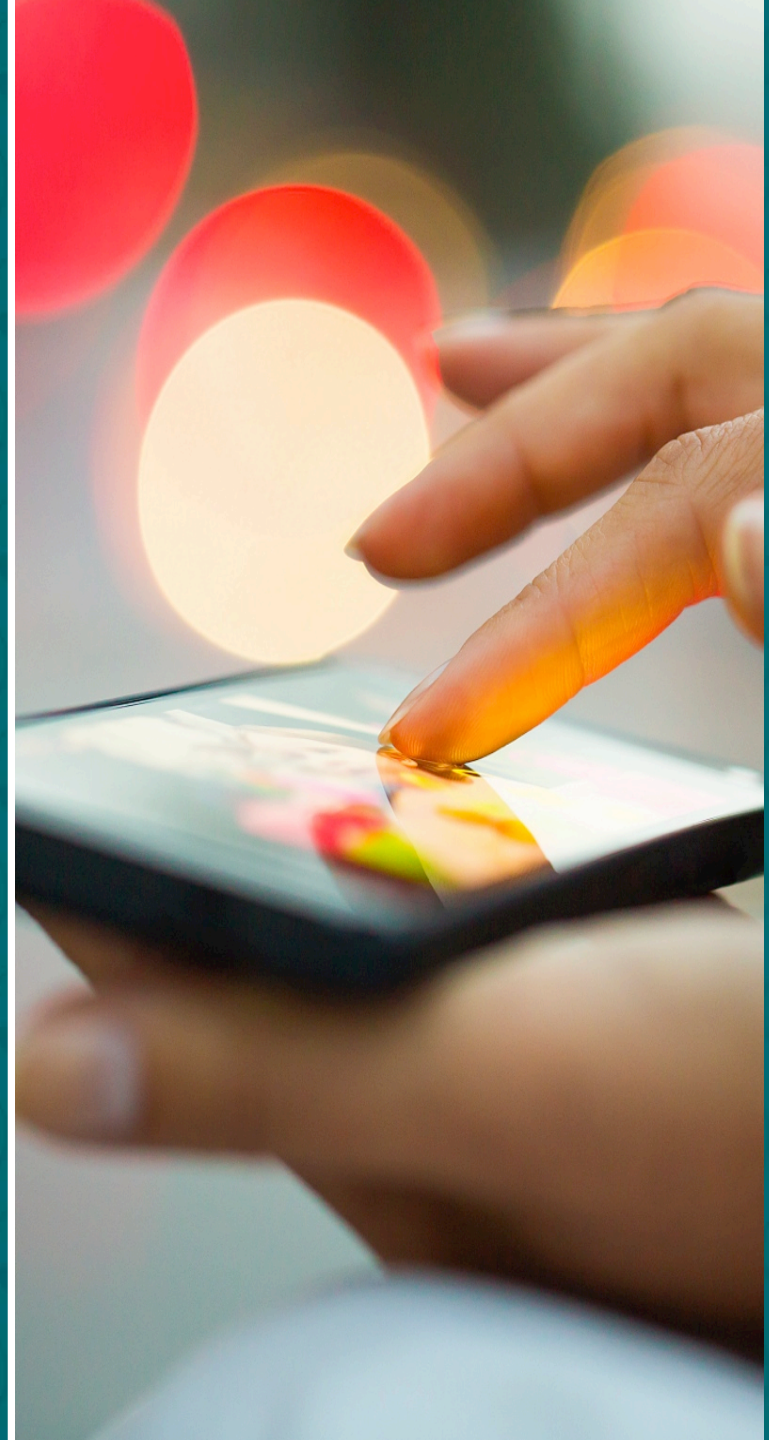
- Enhanced Form W-4 Completion and Employer Management

- Date: 10/26/16

- Time: 3:00pm – 4:00pm Est

- <https://ultimate.webex.com/ultimate/onstage/g.php?MTID=e94dc06e32d61b4d4826ad2b91f394330>

Time Management

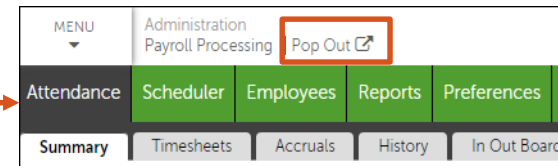
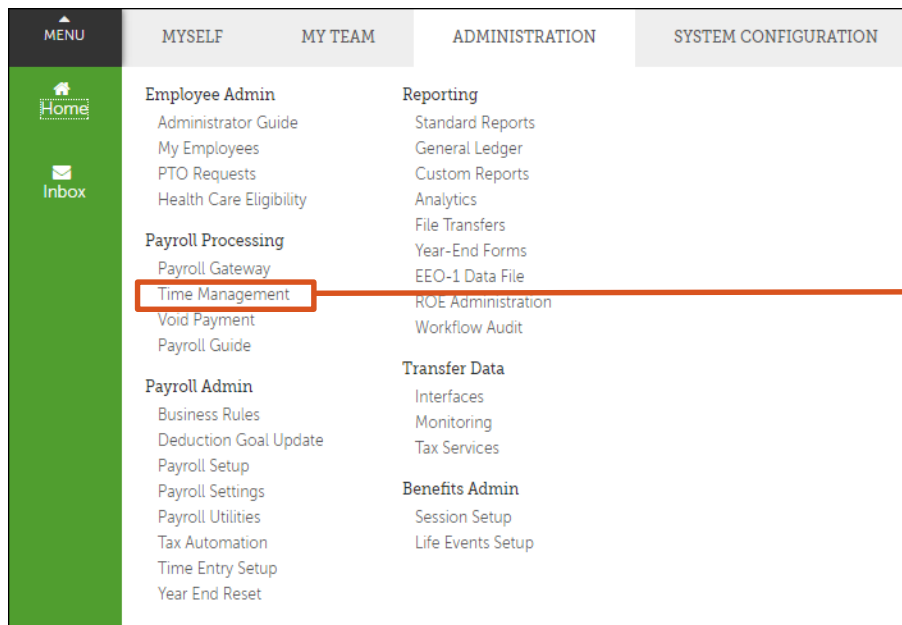


Time Management

- Navigation Changes
- Timesheet Enhancements
- Pay Rate Synchronization
- Smart Recalc
- Multi-Lingual Capability

Navigation Changes

- New Navigation for Time Management
 - Launches within UltiPro
 - Uses the new navigation framework, colors, and fonts
 - Contains a Pop Out option for administrators to open application in a new browser or window, if desired



Navigation Changes

Employee timesheet displays in UltiPro

Navigation Bar: MENU | Administration Payroll Processing **Pop Out** | UltiPro by ULTIMATE SOFTWARE | Norma Automate | To Do | Share Ideas | Help | Logout

Navigation Tabs: Attendance | Scheduler | Employees | Reports | Preferences | EWS Setup | Users Setup | Tools | Company Setup | Rules Setup | Payroll | HW Devices | Dashboard | Messages

Sub-Tabs: Summary | **Timesheets** | Accruals | History | In Out Board | Posting | Events

Employee Info: Smith, Linda [View Schedule](#)
 Location: Florida Job: Delivery Pay Policy: UTM01 Shift Number: Fixed M-F 8:30AM-4:30PM / 30 Min Meal Pay Category: Full Time
 Holiday Rule: UTM HOLIDAY

Date Selection: Current Pay Period | Layout: Detail

Timesheet for September 25, 2016 to October 01, 2016 Status: OPEN

Summary

Pay Matrix

Paycode	Pay ID	Hours	Rate	Pay Amount
-	-	0.0000	\$ 0.0000	\$ 0.00

Point System

Point Rule	Description	Last Post Date	Post Type	Balance	Notes
-	-	-	-	0.00	-

Accrual

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
-	-	-	-	0.00	0.00	-

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Approve Print

Date	PayCode	Job	In	In Exp	Out	Out Exp
Sun 09/25/2016	Unscheduled					
Mon 09/26/2016	Absent		08:30AM		04:30PM	
Tue 09/27/2016	Absent		08:30AM		04:30PM	
Wed 09/28/2016	Scheduled		08:30AM		04:30PM	

Navigation Changes

Employee timesheet displays in "Pop Out" window

The screenshot displays the UltiPro Time Management interface. At the top, there is a navigation bar with a 'MENU' dropdown and 'Administration Payroll Processing' text. The main navigation bar includes 'Payroll Gateway', 'Time Management', 'Void Payment', and 'Payroll Guide'. The 'Time Management' section is active, showing a sub-menu with 'Attendance', 'Scheduler', 'Employees', 'Reports', 'Preferences', 'EWS Setup', 'Users Setup', 'Tools', 'Company Setup', 'Rules Setup', 'Payroll', 'HW Devices', 'Dashboard', and 'Messages'. The 'Employees' sub-menu is selected, showing 'Summary', 'Timesheets', 'Accruals', 'History', 'In Out Board', 'Posting', and 'Events'. The 'Summary' page is displayed, showing filters for 'Pay Cycle' (Weekly, starting Sun), 'Date Selection' (Current Pay Period), 'From' (09/25/2016), and 'To' (10/01/2016). The 'Status Filter' is set to 'All' with 'Active Only' checked. The 'Unopened Timesheets' count is 24, and 'Opened Timesheets' count is 3. A table lists three employees with their timesheet status set to 'OPEN'.

ID	NAME	Sch.Hr	Reg.Hr	OT	DT	Timesheet Status
230932120-GCDQM	Smith, Linda	37.50	0.00	0.00	0.00	OPEN
342323323-GCDQM	Burns, Oliva	37.50	0.00	0.00	0.00	OPEN
874847844-GCDQM	Janet, Armstrong	37.50	0.00	0.00	0.00	OPEN

Navigation Changes

- Supervisor View of Summary Page

– Before

UltiPro Time Management

Dashboard | Inbox 4 | Help | Exit

Attendance | Scheduler | Employees | Reports | Preferences | Tools

Summary | Timesheets | Accruals | History | In Out Board | Unclaimed

Summary

Pay Cycle: Weekly, starting Mon
 Date Selection: Current Pay Period
 From: 08/29/2016 To: 09/04/2016
 Last updated: Tuesday, 08/30/2016 1:06 PM
 Update | Update Schedules

Filtered by initiated date range is between 08/29/2016 and 09/04/2016 [Clear Filters]

Group / Filter By: All | Employee Search | Go

Status Filter: All | Active Only

Unopened Timesheets: 19 | Open all timesheets
 Opened Timesheets: 0 | Save | Approve this Page

ID	Name	Timesheet Status	Sch.Hr	Reg.Hr	OT	Absent
----	------	------------------	--------	--------	----	--------

– Now

MENU | My team Time Management

UltiPro by ULTIMATE SOFTWARE

Tommy Dawson | To Do | Help | Logout

Attendance | Scheduler | Employees | Reports | Preferences | Tools | Dashboard | Messages 7

Summary | Timesheets | History | In Out Board

Summary

Pay Cycle: Biweekly, starting Mon (Ref: 07/14/2008)
 Date Selection: Current Pay Period
 From: 08/15/2016 To: 08/28/2016
 Last updated: Thursday, 08/25/2016 10:50 AM
 Update | Update Schedules

Filtered by initiated date range is between 08/15/2016 and 08/28/2016 [Clear Filters]

Group / Filter By: All | Employee Search | Go

Status Filter: All | Active Only

Unopened Timesheets: 7 | Open all timesheets
 Opened Timesheets: 3 | Save | Approve this Page

ID	NAME	Absent	Early In	Early Out	Tardy	Late Out	Long Meal	Missed Punch	Auto-Deduct Meal	No Meal	Overtime	Sch.Hr	Reg.Hr	OT	DT	OT3	Timesheet Status
454534355-GCDRX	Warner, Issac	1	0	0	0	0	0	0	0	0	0	0.00	37.00	0.00	0.00	0.00	OPEN

Timesheet Enhancements

- Employee View of Timesheet
 - Before

The screenshot displays the UltiPro Time Management interface. At the top, the logo 'UltiPro Time Management' is on the left, and 'Inbox 7 | Help | Exit' is on the right. Below the logo, there are tabs for 'Attendance' and 'Scheduler'. Under 'Scheduler', there are sub-tabs for 'Timesheets' and 'History'. The 'Timesheets' tab is active, showing a 'Display:' dropdown set to 'Current Pay Period' and a date range from '08/29/2016' to '09/04/2016'. A 'Layout:' dropdown is set to 'Detail'. A red box highlights a printer icon in the top right corner. Below this, the date and time 'Thursday, 09/01/2016 9:43:57 AM Eastern Time' are shown. A red box highlights a section containing a 'Notes' text area, 'Punch' and 'Transfer' buttons, and a 'Today's Schedule' summary table. The summary table shows: Job: VP Cust Sup Help Desk (HLPDSKVP), Total Hours: 0.00, Hours This Week: 0.00 Regular, 0.00 Overtime. Below this is a 'Timesheet' section with 'Status: OPEN' and a search icon. An 'Action:' bar contains buttons for 'Save', 'Add', 'Delete', 'Undo', 'Recalculate', 'Insert/Repost', and 'Submit'. A table with columns 'Date', 'PayCode', 'In', 'Out', 'Reg', and 'OT' is shown below the action bar. At the bottom, there are expandable sections for 'Weekly Summary', 'Timesheet Summary', 'Accrual Summary', and 'Point System Summary'.

Timesheet Enhancements

- Employee View of Timesheet
 - Now

Attendance Scheduler Messages **1**

Timesheets History

Date Selection: « Current Pay Period »

My Timesheet for August 29, 2016 to September 11, 2016

▼ Summary

Pay Matrix

Paycode	Pay ID	Hours	Rate	Pay Amount
-	-	0.0000	\$ 0.0000	\$ 0.00

Weekly

Date Range Of Week	Reg	OT	DT	OT3
08/29/2016 ~ 09/04/2016	0.00	0.00	0.00	0.00
09/05/2016 ~ 09/11/2016	0.00	0.00	0.00	0.00

Accrual

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	VACAT	08/01/2016	U	0.00	100.00	
3[SICK LEAVE]	ILLNES	08/22/2016	T	8.00	92.00	Usage
4[PERSONAL LEAVE]	PERS	08/01/2016	U	100.00	100.00	

Point System

Point Rule	Description	Last Post Date	Post Type	Balance	Notes
-	-	-	-	0.00	-

▼ Timesheet Detail

Submit Print Wednesday, 08/31/2016 3:16:50 PM Eastern Time Notes Punch Transfer

	Date	PayCode	Location	Job	In	Out	Reg	OT
	Mon 08/29/2016	Absent			02:30PM	10:00PM	0.00	0.00
	Tue 08/30/2016	Absent			02:30PM	10:00PM	0.00	0.00
	Wed 08/31/2016	Scheduled			02:30PM	10:00PM	0.00	0.00
	Thu 09/01/2016	Scheduled			02:30PM	10:00PM	0.00	0.00
	Fri 09/02/2016	Scheduled			02:30PM	10:00PM	0.00	0.00

Things I Can Do

[Add PTO Request](#)

Quick Tours and Tips

[Request Time Off](#)

841e - Time Management for Employees Overview

Timesheet Enhancements

Supervisor View of Employee Timesheet

Summary | **Timesheets** | History | In Out Board

Active ← Warner, Issac View Schedule

Supervisor: Employee: Search

Pay Cycle: Biweekly, starting Mon (Ref: 07/14/2008) ▼

Location: Florida Job: Executive Pay Policy: UTM BI-WEEKLY Shift Number: DEFAULT SHIFT Pay Category: Full Time
 Holiday Rule: UTM HOLIDAY ⚙

Date Selection: Current Pay Period ⏪ ⏩

Timesheet for August 15, 2016 to August 28, 2016 Status: OPEN 🔍

Things I Can Do

[Manage Time-Off Requests](#)

Quick Tours and Tips

[Approving Time Off Requests Quick Tour](#)

[Delegate Supervisor Approvals Quick Tour](#)

[840e-UltiPro Time Management for Supervisors](#)

▼ Summary

Adjustment Group By: Paycode ▼

Type	Pay Code	Reg Hrs	OT	DT	Total Hrs	Earnings	Deductions	Work Period
Cur. TS	0[WORK HOURS]	25.50	0	0	25.50	\$0.00	\$0.00	08/15/16-08/28/16
Cur. TS	3[SICK LEAVE]	8.00	0	0	8.00	\$0.00	\$0.00	08/15/16-08/28/16
Cur. TS	18[ON CALL]	3.50	0	0	3.50	\$0.00	\$0.00	08/15/16-08/28/16
Totals		37.00	0.00	0.00	37.00	\$0.00	\$0.00	

Pay Matrix

Paycode	Pay ID	Hours	Rate	Pay Amount
0[WORK HOURS]	Regular	25.5000	*****	*****
3[SICK LEAVE]	Regular	8.0000	*****	*****
18[ON CALL]	Regular	3.5000	*****	*****

Point System

Point Rule	Description	Last Post Date	Post Type	Balance	Notes
-	-	-	-	0.00	-

Unopened Timesheets: 7

NAME	ID
Heines, Yolanda	454545333-GCDRX
O'mally, Thomas	656456576-GCDRX
Wilson, George	676778688-GCDRX
Wilson, Yanice	786788870-GCDRX
Walter, Ivan	786878980-GCDRX

Accrual

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
----------	------	----------------	-----------	--------------	-----------	-------

Timesheet Enhancements

Supervisor View of Employee Timesheet Detail Section

Warner, Issac [View Schedule](#)

Location: **Florida** Job: **Executive** Pay Policy: **UTM BI-WEEKLY** Shift Number: **DEFAULT SHIFT** Pay Category: **Full Time** Holiday Rule: **UTM HOLIDAY**

Accrual

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	VACAT	08/01/2016	U	0.00	100.00	
3[SICK LEAVE]	ILLNES	08/22/2016	T	8.00	92.00	Usage
4[PERSONAL LEAVE]	PERS	08/01/2016	U	100.00	100.00	

Timesheet Detail

This employee has a pending time off request for this pay period.

	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT	DT	Daily Hours	Total Hours	Earn/Ded
	Mon 08/15/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
	Tue 08/16/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
	Wed 08/17/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
	Thu 08/18/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
	Fri 08/19/2016	0[WORK HOURS]	08:00AM		04:30PM		8.50	0.00	0.00	8.50	8.50	\$ 0.00
	Sat 08/20/2016	18[ON CALL]					3.50	0.00	0.00	3.50	3.50	\$ 0.00
	Sun 08/21/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
	Mon 08/22/2016	3[SICK LEAVE]					8.00	0.00	0.00	8.00	8.00	\$ 0.00
	Tue 08/23/2016	0[WORK HOURS]	08:00AM		04:30PM		8.50	0.00	0.00	8.50	8.50	\$ 0.00

Timesheet Enhancements

- User Name Preference
- Timesheet Status Change Option
- New Time-off Alert Link (Detail and Hourly Timesheets)
- Columns Button on Detail Timesheet
- Notes Pop-Up on Detail Timesheet
- Recalculate Button Removed

User Name Preference

Timesheet Audit Trail can show User Name instead of User ID

Attendance > Timesheets > Magnifying Glass icon in Audit column

The screenshot displays the 'Timesheet Audit Trail' window for Employee ID 454534355-GCDRX, Issac Warner. The window shows 'Original Data' and 'Change History' tables. The 'Change History' table has a red box around the 'User' column, which contains the name 'TOMMY DAWNSON'.

Change Date	User	Action	Work Date	Paycode	IN	OUT	Reg	OT 1	OT 2	OT 3	Reason	I/O Exception
8/24/2016 5:57:25 PM	TOMMY DAWNSON	Add	08/19/2016	0[WKHR]	8/19/2016 8:00:00 AM	8/19/2016 4:30:00 PM	8.50	0.00	0.00	0.00		

User Name Preference

- Select User Name on the Preference page

Users Setup > Preference

30. User delegation display preference:

*Note: This controls the display of user using the User ID or the User Full Name for the following pages. The default is User ID.

- (1) Delegation dropdown
- (2) Timesheet Audit page
- (3) Scheduler > Template page's Audit feature
- (4) Scheduler > Free Form page's Audit feature



User Name

- Select magnifying glass icon to display audit report

Attendance > Timesheet or Summary

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Approve Print

	Date	In	In Exp	Out	Out Exp	Reg	OT	DT	Daily Hours	Total Hours	Earn/Ded	MILES	Notes	Reason	Audit
	Sun 09/11/2016					0.00	0.00	0.00	0.00	0.00					
	Mon 09/12/2016	3:30AM		12:00PM		3.50	0.00	0.00	0.00	3.50	\$ 0.00	0.00			
	Mon 09/12/2016	1:00PM	M 60	04:30PM		3.50	0.00	0.00	7.00	3.50	\$ 0.00	0.00			

Timesheet Status Change Option

- Note the Status Change option applies to both hourly and detail timesheets
- Select Status and change it to any level below the current status

Summary | Timesheets | History | In Out Board

Active

Supervisor:

Employee: Search

Pay Cycle: Biweekly, starting Mon (Ref: 07/14/2008) ▼

All ▼ (No Group Filter)

All Timesheets ▼ Count: 3

NAME	ID ▲
Warner, Issac	454534355-GCDRX ▼

Warner, Issac [View Schedule](#)

Location: Florida Job: Executive Pay Policy: UTM BI-WEEKLY Shift Number: DEFAULT SHIFT

Pay Category: Full Time Holiday Rule: UTM HOLIDAY ⚙

Date Selection: Current Pay Period ▼

Timesheet for August 15, 2016 to August 28, 2016

Status: **OPEN** SUBMIT APPROVED

Summary

New Time-Off Alert Link

- Available from both hourly and detail timesheets
- Applies to pending requests during a pay period
- Enables supervisors to select the link and go to Manage Time-Off Requests page (Scheduler > Requests)
- Displays only those requests for the selected employee and pay period

▼ Timesheet Detail

 This employee has a pending time off request for this pay period.

 Save  Cancel  Copy  Approve  Print

Week1 [09/25/2016-10/01/2016]

Pay Code	Job	Sunday Sep-25	Monday Sep-26	Tuesday Sep-27	Wednesday Sep-28	Thursday Sep-29	Friday Sep-30	Saturday Oct-1	Total	
50[VACATION 2]	PTO [PTO Group]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	<input type="text"/>	<input type="text"/>	8.00	✕
52[PERSONAL 2]	PTO [PTO Group]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	<input type="text"/>	8.00	✕
Daily Totals:		0.00	0.00	0.00	0.00	8.00	8.00	0.00	16.00	

Week2 [10/02/2016-10/08/2016]

Pay Code	Job	Sunday Oct-2	Monday Oct-3	Tuesday Oct-4	Wednesday Oct-5	Thursday Oct-6	Friday Oct-7	Saturday Oct-8	Total	
<--Select-->	PTO [PTO Group]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Daily Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

New Time-Off Alert Link

Manage Time-Off Requests page shows the pending time-off request

Attendance Scheduler Employees Reports Preferences Tools Dashboard Messages 7

Template Schedules Free Form Schedules Recap Requests Calendars

Manage Time-Off Requests

print >

Things I Can Do
View Calendar

Quick Tours and Tips
Approving Time Off Requests Quick Tour
Responding to Requests for Time Off Quick Tip

TO DO

5 All 3 New 1 Modify Pending 1 Cancel Pending

Find by: Requested Date From MM/DD/YYYY To MM/DD/YYYY Search
Request Status Is [] []

Result Summary: 0 Employees, 0 Approved, 0 Pending, 0 Declined, 0 Canceled Displaying 1 to 1 of 1 record(s)

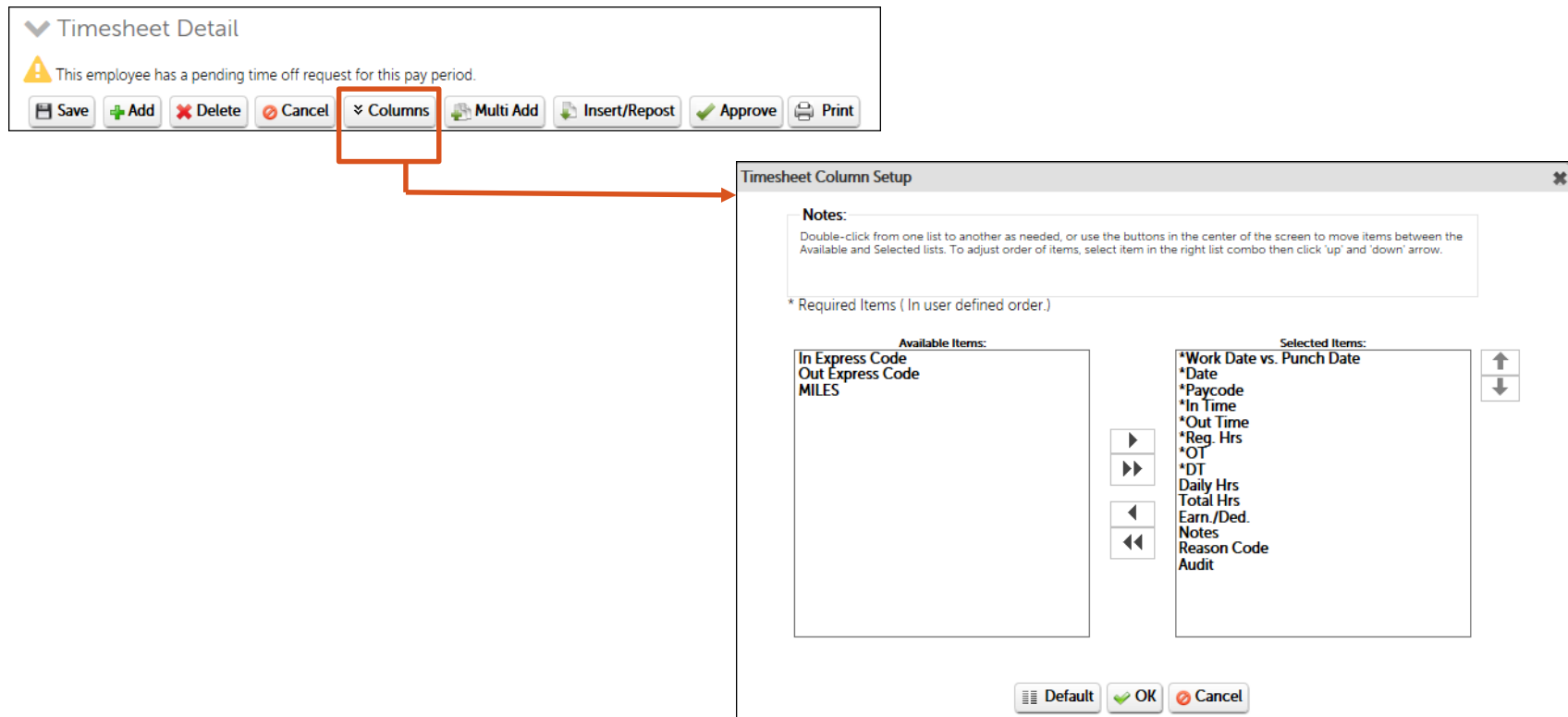
Action Approve Deny Email Calendar Appointment

<input type="checkbox"/>	Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input type="checkbox"/>	Issac Warner	SICK LEAVE	8.00	92.00			08/24/2016 05:37 PM	From: 08/22/2016 To: 08/22/2016	Tommy Dawson	Cancel Pending	04/02/2008

Page Size: 10

Columns Button on Detail Timesheet

- New Columns button available to all users
- Users can select and reorder timesheet columns



Note: With the addition of the Columns button, the column picker to the far right (☑) has been removed along with the Freeze Timesheet Display option in the Timesheet Column Setup section.

Notes Pop-Up on Detail Timesheet

- Pop-up window appears when a note is added to timesheet row
- Note can be viewed and then closed without saving timesheet

Summary Timesheets History In Out Board

Warner, Issac [View Schedule](#)

Location: Florida Job: Executive Pay Policy: UTM BI-WEEKLY Shift Number: DEFAULT SHIFT Pay Category: Full Time Holiday Rule: UTM HOLIDAY

⚠ This employee has a pending time off request for this pay period.

Save Add Delete Cancel Columns Multi Add Insert/Repost Approve Print

Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT	DT	Daily Hours
Mon 08/15/2016	Unscheduled					0.00	0.00	0.00	0.00
Tue 08/16/2016	Unsch								
Wed 08/17/2016	Unsch								
Thu 08/18/2016	Unsch								
Fri 08/19/2016	0[WORK								
Sat 08/20/2016	18[ON CALL]					3.50	0.00	0.00	3.50
Sun 08/21/2016	Unscheduled					0.00	0.00	0.00	0.00
Mon 08/22/2016	3[SICK LEAVE]					8.00	0.00	0.00	8.00

Notes:
Called in sick at 7 a.m.

OK Cancel

Recalculate Button Removed

- Before



- Now

Warner, Issac [View Schedule](#)

Location: Florida Job: Executive Pay Policy: UTM BI-WEEKLY Shift Number: DEFAULT SHIFT Pay Category: Full Time Holiday Rule: UTM HOLIDAY

Accrual

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	VACAT	08/01/2016	U	0.00	100.00	
3[SICK LEAVE]	ILLNES	08/22/2016	T	8.00	92.00	Usage
4[PERSONAL LEAVE]	PERS	08/01/2016	U	100.00	100.00	

Timesheet Detail

This employee has a pending time off request for this pay period.

Save **Add** **Delete** **Cancel** **Columns** **Multi Add** **Insert/Repost** **Approve** **Print**

Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT	DT	Daily Hours	Total Hours	Earn/Ded
Mon 08/15/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
Tue 08/16/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
Wed 08/17/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
Thu 08/18/2016	Unscheduled					0.00	0.00	0.00	0.00	0.00	
Fri 08/19/2016	0[WORK HOURS]	08:00AM		04:30PM		8.50	0.00	0.00	8.50	8.50	\$ 0.00
Sat 08/20/2016	18[ON CALL]					3.50	0.00	0.00	3.50	3.50	\$ 0.00

Feature Benefits

- Improves readability and ease of use of the timesheets
- Groups actions together
- Enables you to easily change the timesheet status
- Provides supervisors with the ability to quickly manage an employee's time-off requests
- Improves speed of entry for hourly timesheet users

Pay Rate Synchronization

- Employee base pay rate is imported via integration
 - Information populates in Labor Costing reports and displays on the timesheet in the summary
 - Current rate and prior rate are brought into timesheet
 - UltiPro effective date is used
- Minimum wage tables also imported via integration
 - Tables support new compliance rules that require minimum wage for validation and payment of violations

Note: These changes were included with the Time Management Monthly Release on September 15, 2016.

Pay Rate Synchronization

Example of Detail Report.LC

Reports > Report Generator > Labor Costing > Detail Report.LC

Date	Pay Code	IN	OUT	Job	Rate	Reg Hrs	OT Hrs	Daily Total	Total Pay	
Report Date: 09/08/2016 Report Time: 1:07:07 PM										
Primary Sort By: Job (G3) 08/15/2016 - 08/28/2016 [14 days]										
Job: BARBACK [BarBack]										
876878799-GCDRX [Walker, Jessica]										
Full Name		Walker, Jessica		Shift Number		1 [DEFAULT SHIFT]		Employee Status		A
08/15/2016 Mon		08:00AM*	04:30PM*	BARBACK	\$47.75	8.50		8.50	\$405.88	
08/16/2016 Tue		08:00AM*	04:30PM*	BARBACK	\$47.75	8.50		8.50	\$405.88	
876878799-GCDRX [Walker, Jessica] Total:						17.00	0.00	17.00	\$811.75	
BARBACK [BarBack] Total:						17.00	0.00	17.00	\$811.75	
Head Count: 1										
Job: HOSTESS [Hostess]										
876878799-GCDRX [Walker, Jessica]										
Full Name		Walker, Jessica		Shift Number		1 [DEFAULT SHIFT]		Employee Status		A
08/17/2016 Wed		08:00AM*	04:30PM*	HOSTESS	\$32.50	8.50		8.50	\$276.25	
876878799-GCDRX [Walker, Jessica] Total:						8.50	0.00	8.50	\$276.25	
HOSTESS [Hostess] Total:						8.50	0.00	8.50	\$276.25	
Head Count: 0										
Job: RECEIPT [Receptionist]										
876878799-GCDRX [Walker, Jessica]										
Full Name		Walker, Jessica		Shift Number		1 [DEFAULT SHIFT]		Employee Status		A
08/18/2016 Thu		08:00AM*	04:30PM*	RECEIPT	\$38.90	8.50		8.50	\$330.65	
08/19/2016 Fri		08:00AM*	04:30PM*	RECEIPT	\$38.90	6.00	2.50	8.50	\$379.28	
876878799-GCDRX [Walker, Jessica] Total:						14.50	2.50	17.00	\$709.93	
RECEIPT [Receptionist] Total:						14.50	2.50	17.00	\$709.93	
Head Count: 0										
Grand Total:						40.00	2.50	42.50	\$1,797.93	
Head Count: 1										
END OF REPORT										

Pay Rate Synchronization

Feature is enabled through UltiPro

System Configuration > Time Management Setup > Integration Configuration > Import Employee Pay Rate option

The screenshot displays the 'Integration Configuration' page in UltiPro. The page is divided into three tabs: 'Integration Default', 'Integration Status', and 'Integration Configuration'. The 'Integration Configuration' tab is active. The page title is 'Integration Configuration'. In the top right corner, there is a search bar labeled 'Find...' and a set of icons for 'save', 'reset', 'cancel', 'print', and 'help'. The main content area is organized into three sections: 'Web Service', 'Mobile Web Service', and 'Enhanced Functionality'. The 'Web Service' section contains five input fields: 'Web Service URL' (http://examplewebserviceurl), 'Client ID' (test123), 'User name' (testimport), 'Password' (masked with dots), and 'Device ID' (a1234bcd-11be-5678-9a22-3e4df5c67c89). The 'Mobile Web Service' section contains five input fields: 'Web Service URL' (http://examplewebserviceurl), 'User name' (testimport), 'Password' (masked with dots), 'Device ID' (d12345b8-000c-6677-b999-123g4abcd888), and 'Days To Renewal' (9). The 'Enhanced Functionality' section contains four checkboxes: 'Use User Employee Role' (unchecked), 'Import Time Clock ID' (unchecked), 'Default Schedule Request Approver' (checked), and 'Import Employee Pay Rate' (checked). The 'Import Employee Pay Rate' checkbox is highlighted with a red border.

Section	Field	Value
Web Service	Web Service URL	http://examplewebserviceurl
	Client ID	test123
	User name	testimport
	Password	*****
	Device ID	a1234bcd-11be-5678-9a22-3e4df5c67c89
Mobile Web Service	Web Service URL	http://examplewebserviceurl
	User name	testimport
	Password	*****
	Device ID	d12345b8-000c-6677-b999-123g4abcd888
	Days To Renewal	9
Enhanced Functionality	Use User Employee Role	<input type="checkbox"/>
	Import Time Clock ID	<input type="checkbox"/>
	Default Schedule Request Approver	<input checked="" type="checkbox"/>
	Import Employee Pay Rate	<input checked="" type="checkbox"/>

Feature Benefits

- Displays pay rate information in reports and on the timesheets
- Supports new compliance rules

Smart Recalc

- Smart Recalc ensures that events are labeled correctly
- Smart Recalc contains two parts:
 - Self-healing task status changes to Completed if task is in either Running or Started status and has last run completed time stamp and 100 percent progress
 - Task fails if a task of the same type is run
 - RECALC_UNCALCED_TS_JOB only runs on timesheets that are less than 30 days

Task	Description	Created By	Status	Priority	Next Run	Scheduled Days (SMTWTFSS)	Last Run Started	Last Run Completed	Delete	
RECALC_UNCALCED_TS_JOB	RecalcJob#RECALC_UNCALCED_TS_JOB	System	Completed	100%	0	9/8/2016 4:22:37 PM	1111111	9/8/2016 4:22:43 PM	9/8/2016 4:22:46 PM	Delete

Note: These changes were included with the Time Management Monthly Release on July 12, 2016.

Feature Benefits

Prevents customer-scheduled events from displaying as “Removed” or “Failed”

Multi-Lingual Capability

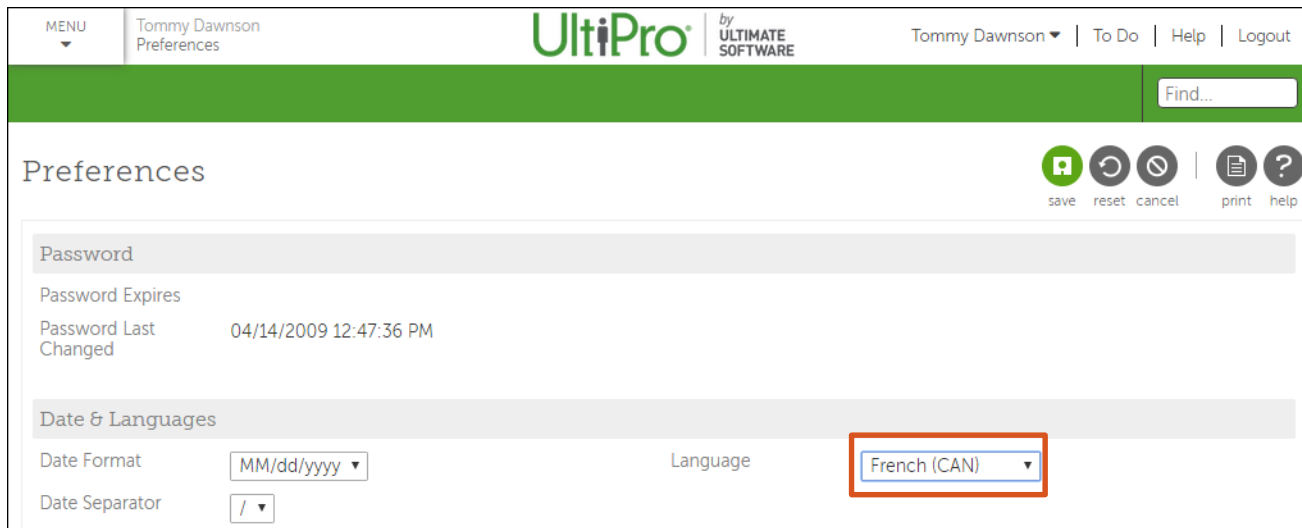
- Time Management delivers all standard reports and mobile experiences in UltiPro in Canadian French
- All pages, data in tables, icons, and buttons are translated to user's preferred language
- Multiple entries of descriptions (for example, pay codes, policies, and rules) are allowed for users to view information in UltiPro selected language preference

Note: These changes were included with the Time Management Monthly Release on June 14, 2016.

Multi-Lingual Capability

Change Language Preferences

1. From the Home page, select Preferences.
2. From the Preferences page, select Edit.
3. From the Language drop-down list, select the preferred language.
4. Select Save.



Note: These changes were included with the Time Management Monthly Release on June 14, 2016.

Multi-Lingual Capability

Time Management displays in French

(FR) MENU | Mon équipe | Gestion du temps | (fr) Pop Out

UltiPro by ULTIMATE SOFTWARE | Tommy Dawson | À faire | Aide | Fermeture de session

Présence | Programmeur | Employés | Rapports | Préférences | Outils | Tableau de bord | Messages

Résumé | Feuilles de temps | Historique | Tableau d'entrée/sortie

Résumé

Cycle de paie : Quinzaine, à compter du dim. (Réf. : 07/1) | Sélection de la date : Période de paie actuelle | De : 09/11/2016 | À : 09/24/2016 | Dernière mise à jour : Mercredi, 09/14/2016 2:36 PM | Mettre à jour | Actualiser les horaires

La valeur filtrée par plage de date initiale est entre 09/11/2016 et 09/24/2016 [Supprimer les filtres]

Groupe/Filter par : Tous | Recherche d'employé | GO

Filter du statut : Tous | Actifs uniquement

Feuilles de temps non ouvertes : 7 | Ouvrir toutes les feuilles de temps

Feuilles de temps ouvertes : 3 | Enregistrer | Approuver cette page

IDENTIFIANT ▲	NOM	Absent	Entrée anticipée	Sortie anticipée	Retard	Sortie tardive	Repas long	Pointage manqué	Repas déduit automatiquement	Aucun repas	Heures supplémentaires	Hr prog.	Hr norm.	HS	TD	HS3	Statut de la feuille de temps
454534355-GCDRX	Warner, Issac	1	0	0	0	0	1	0	0	0	0	75.00	7.00	0.00	0.00	0.00	OPEN
676778688-GCDRX	Wilson, George	2	0	0	0	0	0	0	0	0	0	75.00	0.00	0.00	0.00	0.00	OPEN
786878980-GCDRX	Walter, Ivan	2	0	0	0	0	0	0	0	0	0	75.00	0.00	0.00	0.00	0.00	OPEN

1

Note: These changes were included with the Time Management Monthly Release on June 14, 2016.

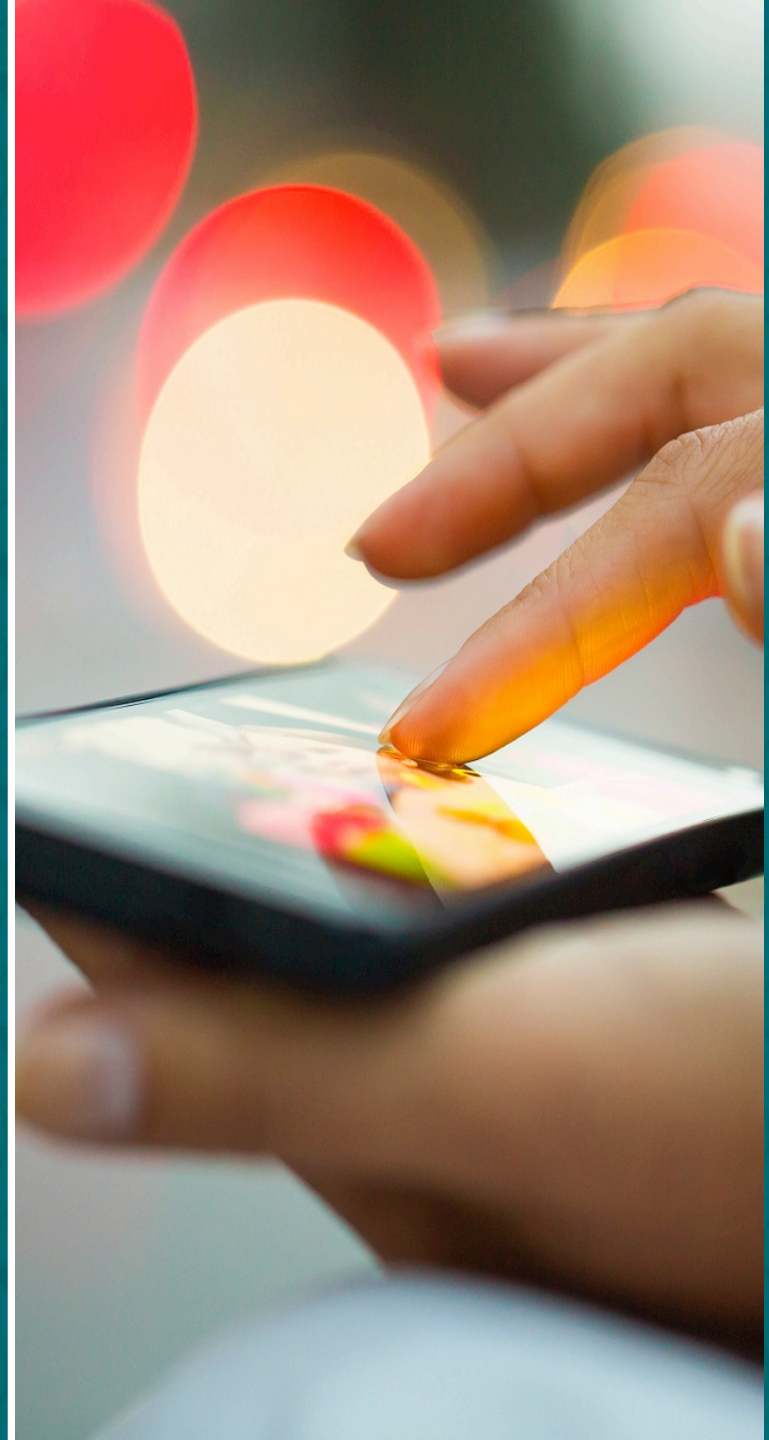
Feature Benefits

- Provides Time Management pages in a user's preferred language
- Opens the possibility of delivery in other supported languages

Learning Resources

Title	Description	Resource Type	New or Update
Manage Supervisor Delegations	Provides procedural information for supervisors on how to delegate access to your employees, be a delegate, and change delegate view options.	QuickTips	Update
Create and Assign Points in the Point System Module	Provides instructions for creating, calculating, and assigning points in the Point System Module.	QuickTips	New
Configure Accrual Rules in Time Management	Provides instructions for defining employee benefit accrual rule calculations.	QuickTips	New
Configure Overtime Banking for Accruals	Provides instructions for employers outside the United States to apply bank hours toward work hours or non-working hours.	QuickTips	New
Enable UltiPro Time Management Mobile Features	Provides configuration instructions and troubleshooting tips for the Time Management mobile features.	QuickTips	New

Time and Attendance



Time and Attendance

New Multi-View Scheduler

Multi-View Scheduler

- Multi-View Scheduler enables you to:
 - Establish and manage shift coverage requirements
 - View time off that is entered via the Time Off Planner
 - Use the Team structure for approval flows

Home Messages (1) Schedule Time Off Calendar Time Off Approval Daily TS My Reports Schedule Config Maint.

Schedule Selection AC TEAM 3/14/2016 - 3/20/2016 Load

Key Performance Indicators

Position Unit Shift Employee

Employee	Totals		March													
	W1	W2	S 13	M 14	T 15	W 16	T 17	F 18	S 19	S 20	M 21	T 22	W 23	T 24	F 25	S 26
SALES																
Walker, Tina [0]	0	40									Daily 9-5	Daily 9-5	Daily 9-5	Daily 9-5	Daily 9-5	
Smith, Chris [0]	0	40									Daily 9-5	Daily 9-5	Daily 9-5	Daily 9-5	Daily 9-5	
Grabowski, Matthew [0]	24	0				Daily 9-5	Daily 9-5	Daily 9-5								
Istre, Kevin [0]	24	0				Daily 9-5	Daily 9-5	Daily 9-5								
Reynolds, Malcolm [0]	16	0		Daily 9-5	Daily 9-5											
UNASSIGNED																

Total Coverage

By Hours By FTE

		March													
		S 13	M 14	T 15	W 16	T 17	F 18	S 19	S 20	M 21	T 22	W 23	T 24	F 25	S 26
Overall Coverage		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Multi-View Scheduler

- Manage skills for shifts
 - View job and skill-based qualifications for shifts
 - Manage skill and credential expiration dates
- Define and manage workload requirements
- Use staffing requirements to determine shifts, jobs, and skills needed in a given period
- Establish long-term and short-term schedule rotations

Multi-View Scheduler

- View key performance indicators
 - Filled and unfilled shifts and hours
 - Total hours and cost
- View total coverage (scheduled versus required shifts)
- Swap shifts between employees
- Modify schedules via mass edits
- Manage schedule compliance via alerts and reports

Upcoming Webcasts

- Time and Attendance: Multi-View Scheduler
 - Date: November 16, 2016
 - Time: 11: 00 a.m. or 2:00 p.m. Est

Note: Newswire communication for registration to follow soon.

Connections Hands-On Learning Sessions



Connections 2017 takes place from **March 21-24, 2017** at the **Bellagio in Las Vegas**. The conference will include an amazing roster of speakers, breakout sessions, entertainers, and UltiPro® training.

Get the most out of Connections 2017 by attending UltiPro Hands-on Learning Sessions in one of our 4 special-interest topic areas.

Session Details:

- 12 courses are available in the following topic areas:
 - Payroll
 - Reporting & Analysis
 - System Configuration
 - Compensation Management
- 2.5 hours to 3 hours in length
- Sessions offered each day on Tuesday, Wednesday, and Thursday

Registering for Hands-On Learning Sessions



1. Register Now for Connections 2017

- Go to ultimatesoftware.com > Events > Connections Conference
OR ultimatesoftware.com/connections

2. Specific course topics announced in November

3. Course schedules shared in January 2017

4. Session registration will be available in February 2017 to reserve a seat in your favorite session topic.

5. See you there!

A black and white photograph of a woman with glasses smiling, overlaid with a teal color gradient. The background shows a classroom with a chalkboard and other people.

Thanks ...

... for participating in today's webcast!

Commonly-Asked Questions

Question: How do I download the presentation slides file?

Answer: From your WebEx session, select File > Transfer. From the File Transfer window, select the file and then select Download. Enter the site in which to save the file and select Save.

