



Enable Time Management in the UltiPro Mobile App

Time Management

Enable Time Management in the Mobile App

Time Management can be added to the UltiPro mobile app. This functionality gives you control over the type of actions you allow your employees to take within the mobile app.

For example, you can permit your teams to enter time via a clock mechanism, request time off, and approve pending time off requests. This job aid explains the security and the steps required to make this functionality available.

Configure Mobile App Access Rights in UltiPro

The ability for employees to clock in and out and to request time off via a mobile device is controlled by the options selected on the Mobile App Access Rights page in UltiPro.

Although you may have already configured mobile app access rights, you still need to ensure the appropriate Time Management options are selected.

NAVIGATION: *System Configuration > Security > Role Administration*

1. Select Search.
2. Select "Employee" access group, or the group to give access to.
3. Select the Mobile App Access Rights tab.
4. Expand Mobile Application.

Note

The options available may vary depending on your configuration and the product keys registered.

5. If you want the selected group to view time off requests in the mobile app, be sure to select the appropriate access rights next to Inbox Requests.
6. Expand Myself and then expand Time Management. Select the applicable options:
 - Time Off - When View is selected for this option, employees assigned to the selected role can view time off requests in Time Management. If Edit is selected, employees can create time off requests in Time Management.
 - Time Clock - When View is selected for this option, employees assigned to the selected role can punch in and out and complete a transfer to available groups in Time Management.

- Timesheets - When View is selected for this option, employees assigned to the selected role can view their own timesheets. If Edit is selected, those assigned to the employee role can edit and submit their timesheets for approval.

If Time Management is expanded under My Team - as Manager or My Team - as Employee Admin, then the View selection next to the Timesheets option enables managers to view timesheets for their assigned employees. The Edit selection enables managers to edit and approve employee timesheets.

Area	CollapseAll	ExpandAll	Add	View	Edit	Delete	Execute
Inbox Requests				<input checked="" type="checkbox"/>			
Employee Directory				<input checked="" type="checkbox"/>			
▼ Myself			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pay				<input type="checkbox"/>			
Profile (Name, Address & Phone Numbers)				<input type="checkbox"/>	<input type="checkbox"/>		
Time Off (PTO)			<input type="checkbox"/>	<input type="checkbox"/>			
▼ Time Management				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Time Off				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Time Clock				<input checked="" type="checkbox"/>			
Timesheets				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▼ My Team - as Manager				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▶ Employee Personal Info				<input type="checkbox"/>			
▼ Time Management				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Time Off				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Timesheets				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▼ My Team - as Employee Admin				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▶ Employee Personal Info				<input type="checkbox"/>			
▼ Time Management				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Time Off				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Timesheets				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

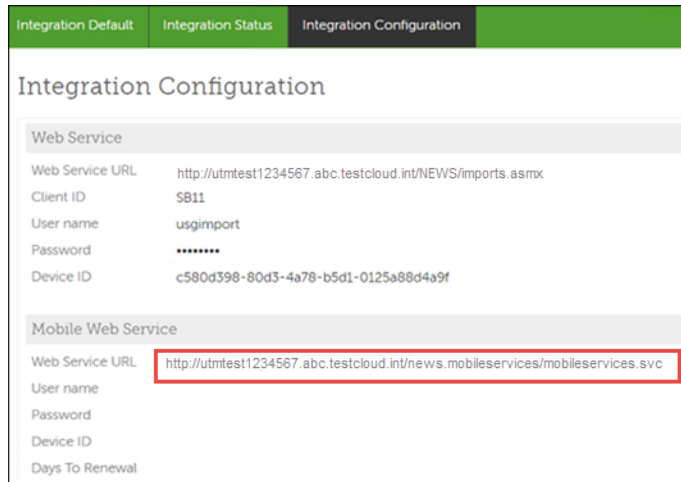
7. Select Save.

Enable Mobile Web Service Information in UltiPro

The mobile web service URL must be configured, which may have been completed during the activation phase.

NAVIGATION: *System Configuration > Time Management Setup > Integration Configuration*

1. Select Edit.
2. In the Mobile Web Service section, confirm that the Web Service URL field contains your unique web service URL. If you need assistance, please open a support case via the Customer Success Portal.



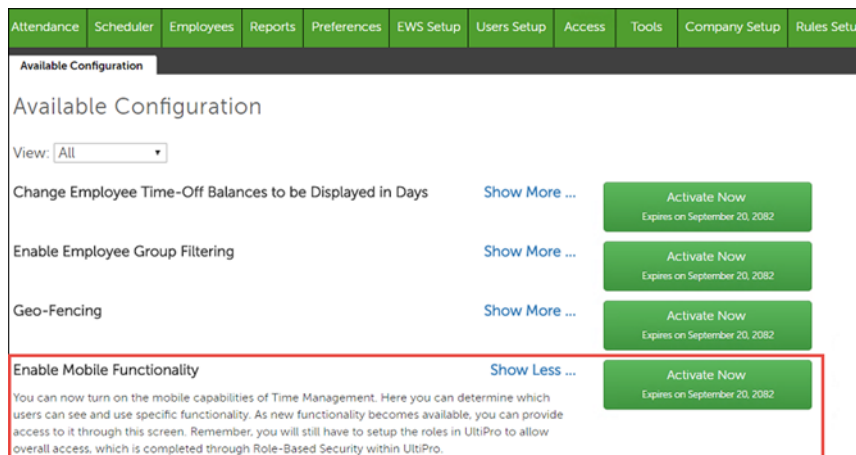
3. Optional: Enter the user name, password, device ID, and number of days to renewal. If you previously had the mobile web service enabled, these fields are already completed.
4. Select Save.

Configure the Mobile App in Time Management

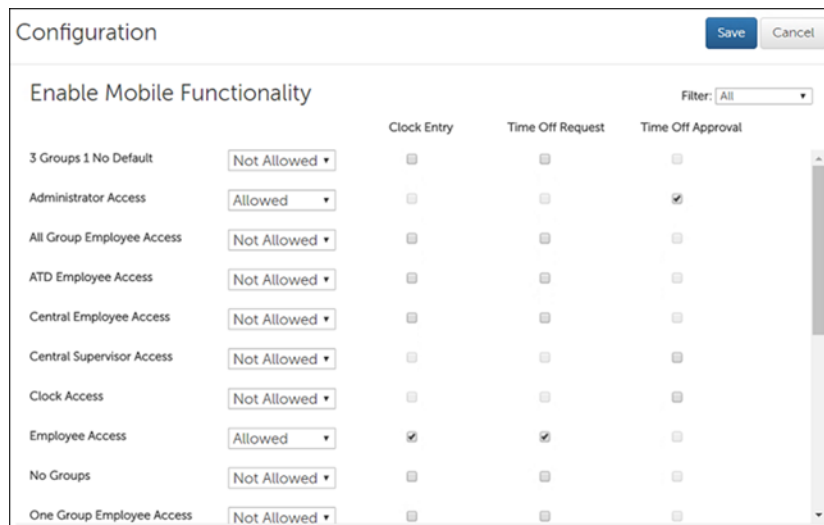
The mobile app can be self-configured from a single page in Time Management.

NAVIGATION: *Configuration > Available Configuration*

1. Select Activate Now next to the Enable Mobile Functionality option.



2. On the Configuration page, select the necessary options for each desired access group. The check boxes are only available for functionality relevant to the listed access group. If you previously configured mobile time groups, you do not need to select any options for them.



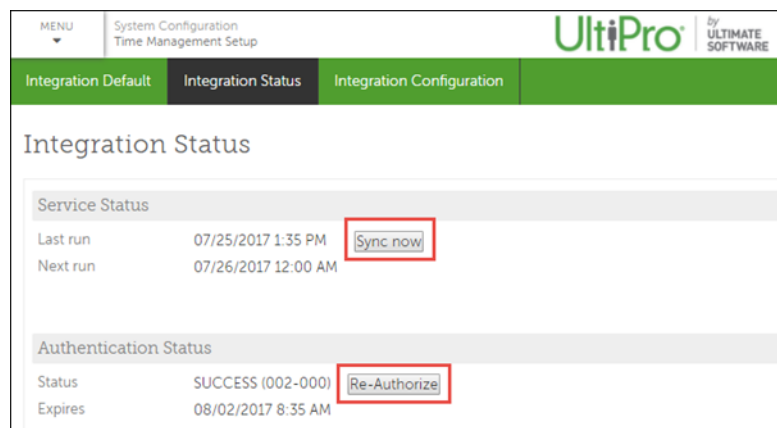
3. Select Save.

Authenticate the Integration in UltiPro

The authentication status must be reauthorized in order for time off requests to be visible in the mobile app.

NAVIGATION: *System Configuration > Time Management Setup > Integration Status*

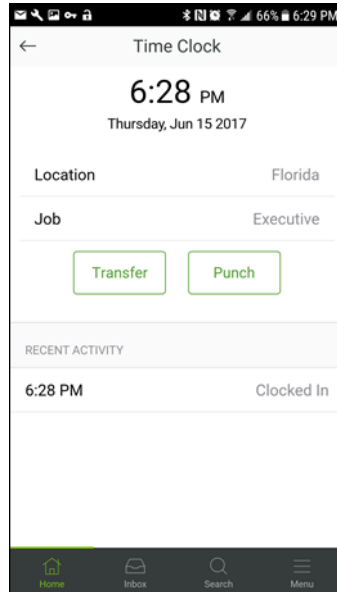
1. At the Authentication Status section, select Re-Authorize.



2. At the Service Status section, select Sync Now.
3. Refresh the page until you see an update. After the reauthorization completes, the status changes to "SUCCESS."

Employee Use of Time Management Through the Mobile App

After the mobile app is enabled and mobile app access rights have been granted, employees using a mobile device can clock in and out, transfer, submit timesheets, and request time off.



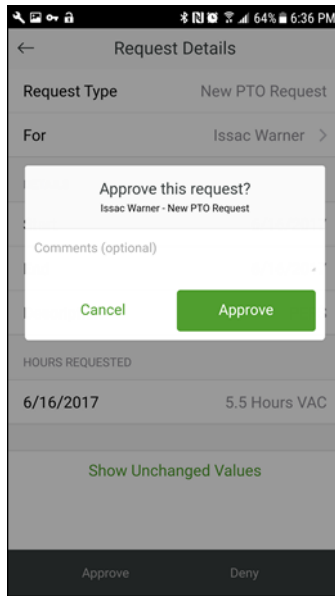
When employees select the Punch button, a punch record is sent to Time Management and a confirmation message appears to the employees.

Employees can also initiate a transfer using any of the organization levels configured within Time Management and accessible by the assigned access group. When employees select the Transfer button, the group selections appear. After employees make their selections and select Transfer, the transaction is recorded and a confirmation message appears.

In the Recent Activity section, employees can view details about the current day's time punches or transfers as well as two prior working days. The most recent activity appears at the top of the list. When a clock is selected in this section, the Punch Details page appears. This page shows the clock type, clock time, system change, manual update, labor metrics associated with the clock, and GPS map coordinates recorded.

Manager Use of Time Management Through the Mobile App

Managers can approve timesheets and act upon pending time off requests for their employees.



The Inbox at the bottom of the screen shows the number of time off requests a manager needs to act upon. The manager selects the Inbox and may approve or deny pending requests.

For information on tracking and reporting clock activity, refer to the Configure Geo-Fences for Time Management job aid in the Learning Center.

Notifications Through the Mobile App

Notifications for UltiPro, including Time Management, can be enabled.

To enable notifications, select Menu at the bottom banner of the mobile app. Select Settings and then Notifications.

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