



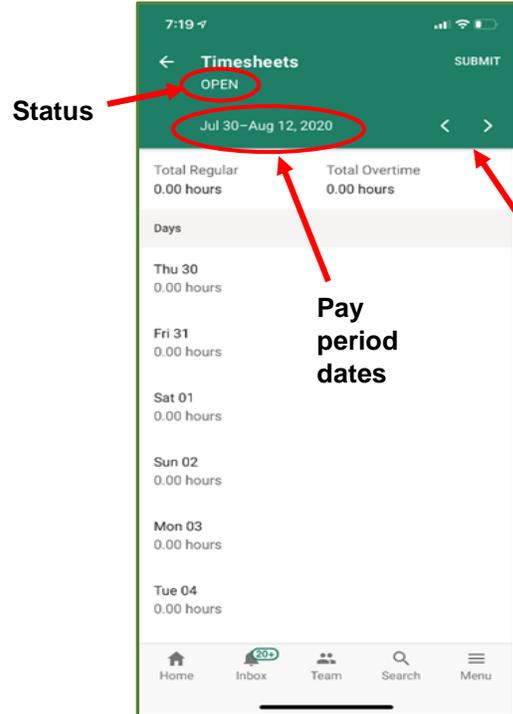
# UltiPro Mobile App

## ENTERING TIME

**1** From your home screen, touch the Timesheets tile

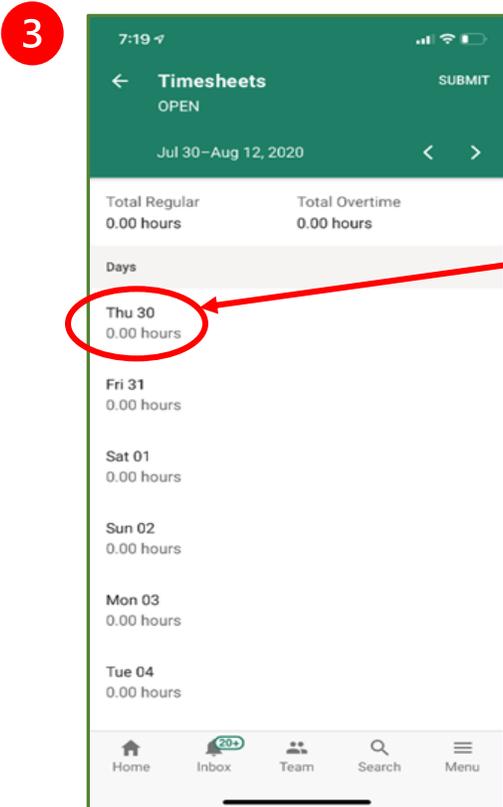


**2** Your time sheet summary for the current pay period appears.



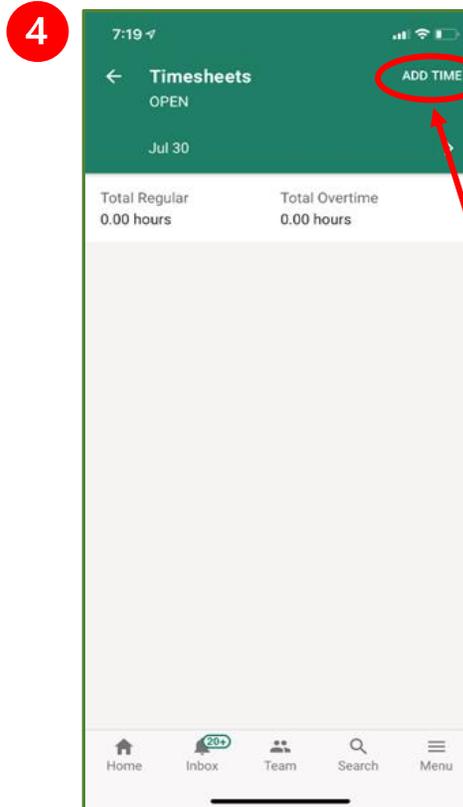
To go to a previous or future pay period, touch the arrows.

(Previous pay periods can be viewed but cannot be changed.)



Touch on a day to enter hours for that day.

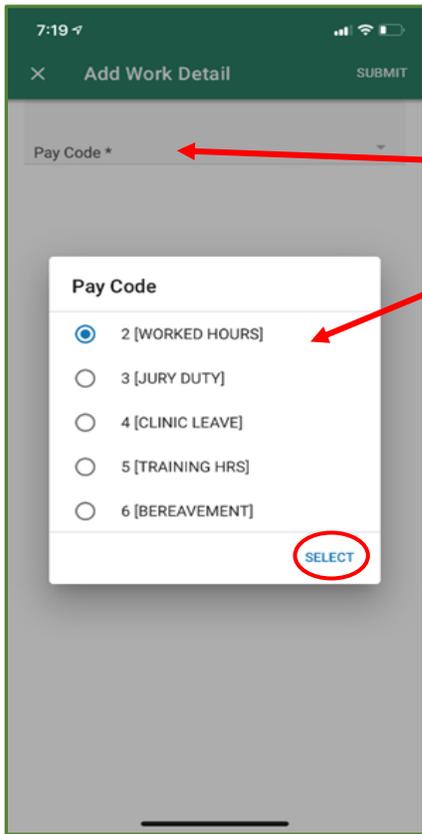
(Time cannot be entered directly on this summary screen.)



The time entry screen for the chosen date appears.

Touch ADD TIME to enter hours for this date.

5



The Add Work Detail screen appears.

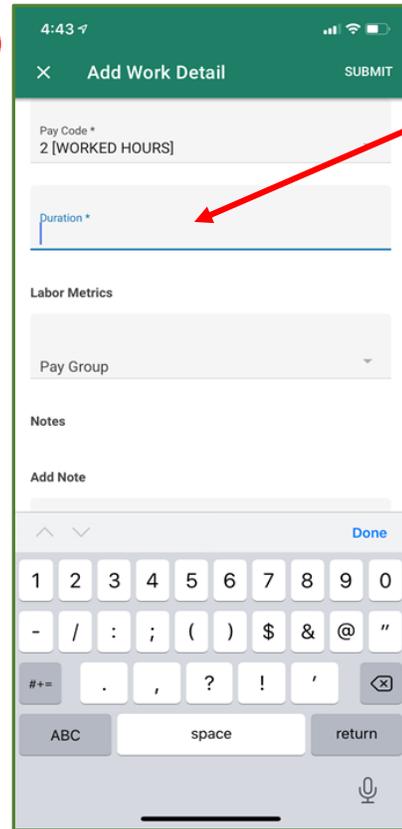
Touch in the *Pay Code* field.

Scroll the list to see all choices. You may see some pay codes that your department does not use, so choose carefully.

Touch the button next to the desired *Pay Code*

Touch **SELECT**.

6



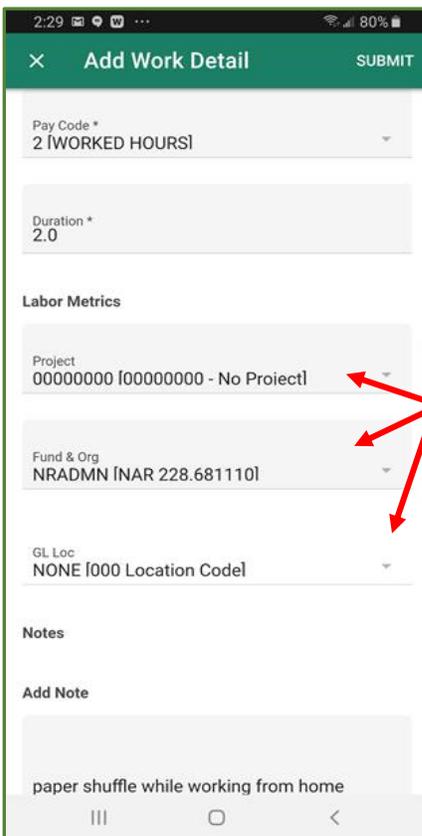
Tap in the *Duration* field.

Enter the number of hours using the keypad.

(The keypad may look slightly different, depending on your phone type.)

When done, tap on the *Labor Metrics* field.

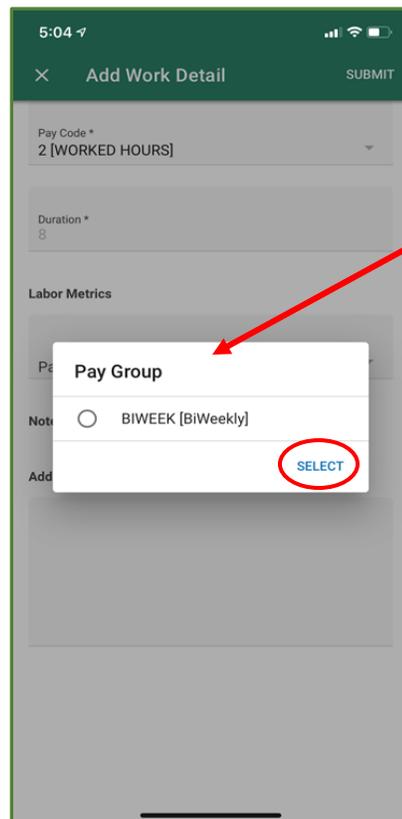
7



If your department requires you to enter costing, in the *Labor Metrics* fields select the desired **Project**, **Fund & Org**, and **GL Loc** from the drop-down lists.

If not, go directly to step 8.

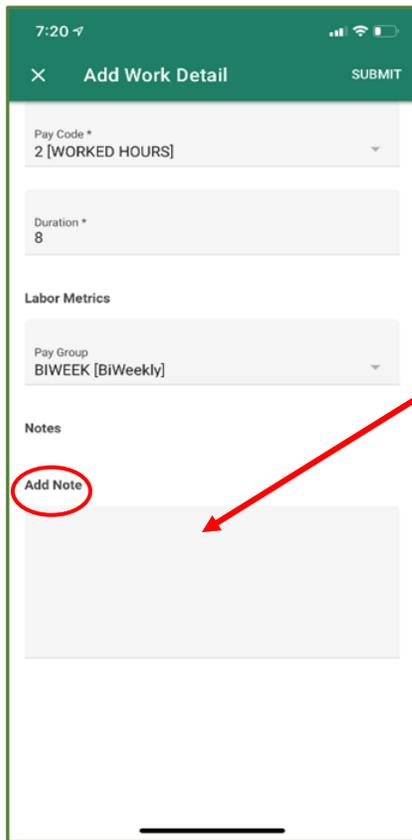
8



If you do not enter *Labor Metrics*, touch in the *Pay Group* field and touch the button next to the correct *Pay Group*.

Touch **SELECT**.

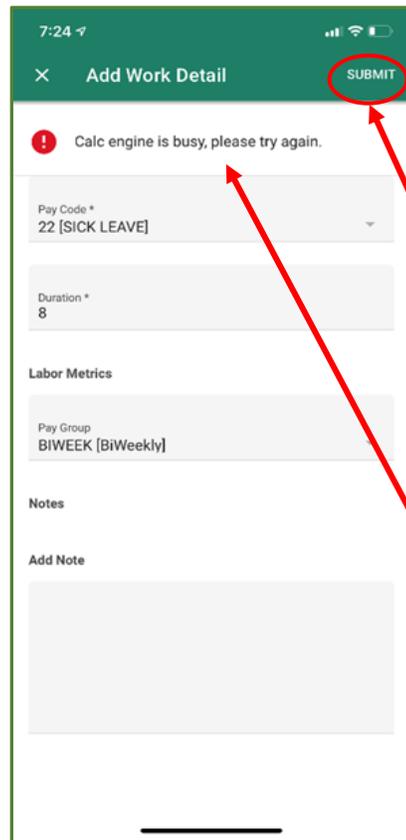
9



If you would like to add a note or comment, touch in the **Add Note** box.

Use the keypad to enter your note.

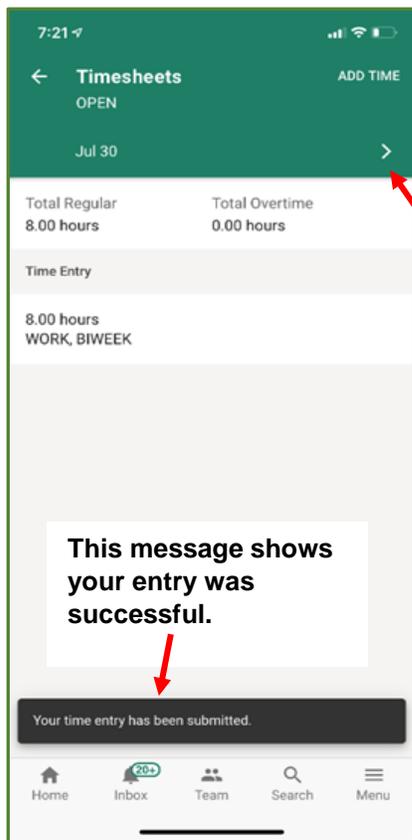
10



Touch **SUBMIT** to complete entry for this day.

**NOTE:** If you get this error message, wait a second and hit Submit again until it goes through.

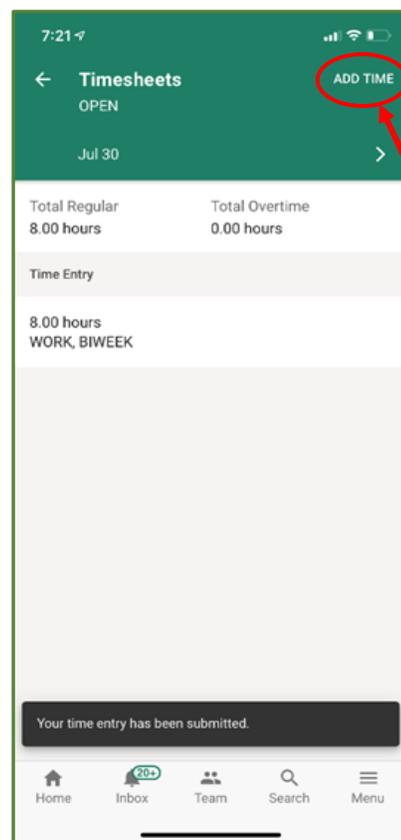
11



If you would like to enter time for the next day, touch the arrow to advance one day.

This message shows your entry was successful.

12



If you would like to enter additional time with a different pay code on this same day, touch **Add Time** and repeat the steps.

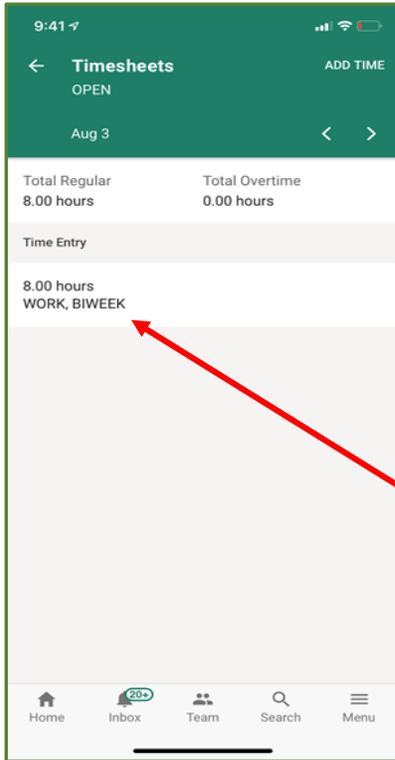
To return to the Summary page, touch the back arrow in the upper left corner.



# UltiPro Mobile App

## EDITING TIME

1

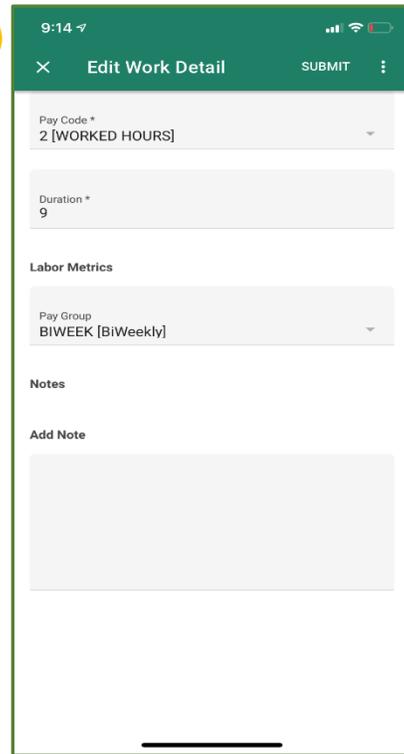


From the Summary page, touch the day to be edited.

The Time Entry screen for that date appears showing the current hours.

Touch the Time Entry field.

2

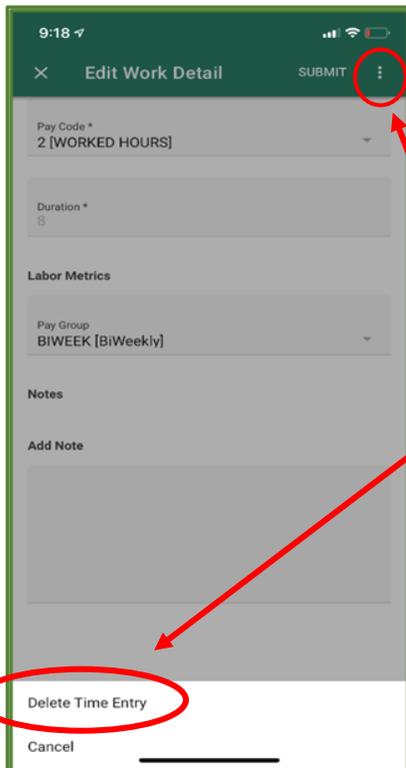


The *Edit Work Detail* screen appears.

Touch the field(s) to be edited and change the info as needed.

When finished, touch SUBMIT.

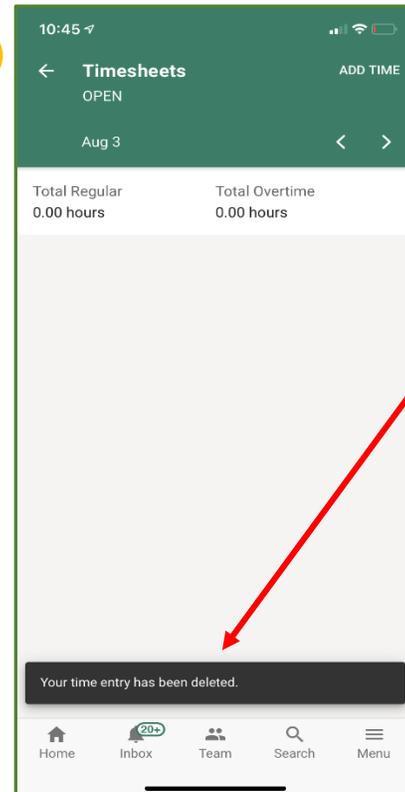
3



To **delete** the time entry for this date, touch on the three vertical dots in the upper right corner.

Touch on the *Delete Time Entry* prompt to delete the time entered.

4

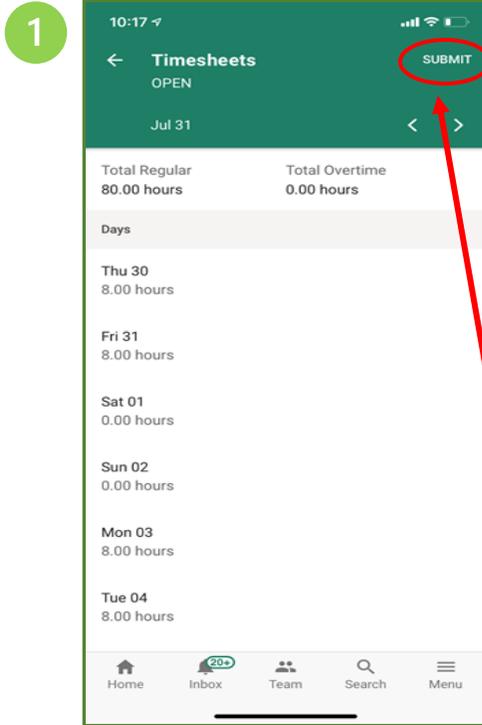


The hours are removed and a message appears confirming the time entry has been deleted.



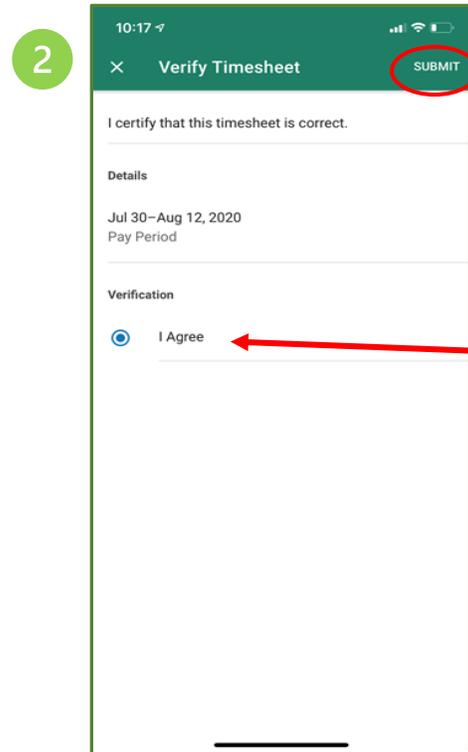
# UltiPro Mobile App

## APPROVING TIME



Once all time has been entered and you are ready to approve your time sheet, return to the Summary page.

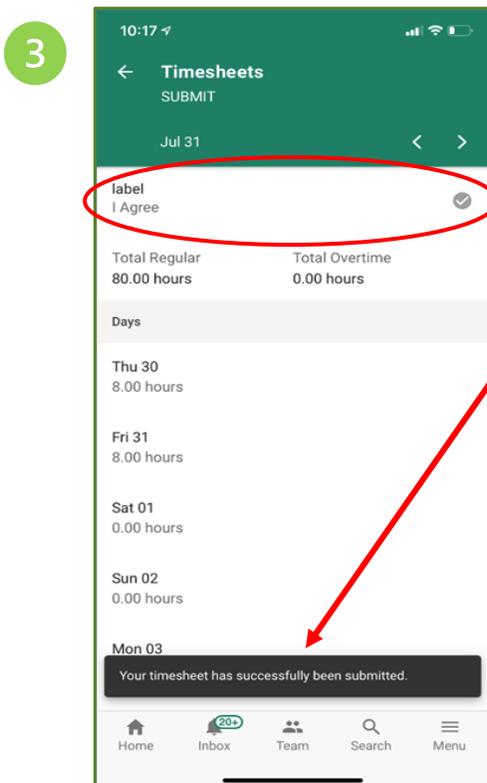
Touch **SUBMIT**.



The Verify Timesheet screen appears.

Touch the **I Agree** button to verify that the time sheet is correct.

Touch **SUBMIT**.



Once submitted, you will see the **I Agree** label and check mark.

You will also see a message showing successful submission.

Your time sheet entry and approval for this period is now complete.

4

**NOTE:** Once you submit, you are not able to "Unsubmit" from the mobile app.

If you need to make changes after submitting, you will first need to Unsubmit from your desktop or laptop computer.

Changes cannot be made to your timesheet after your manager has approved it.