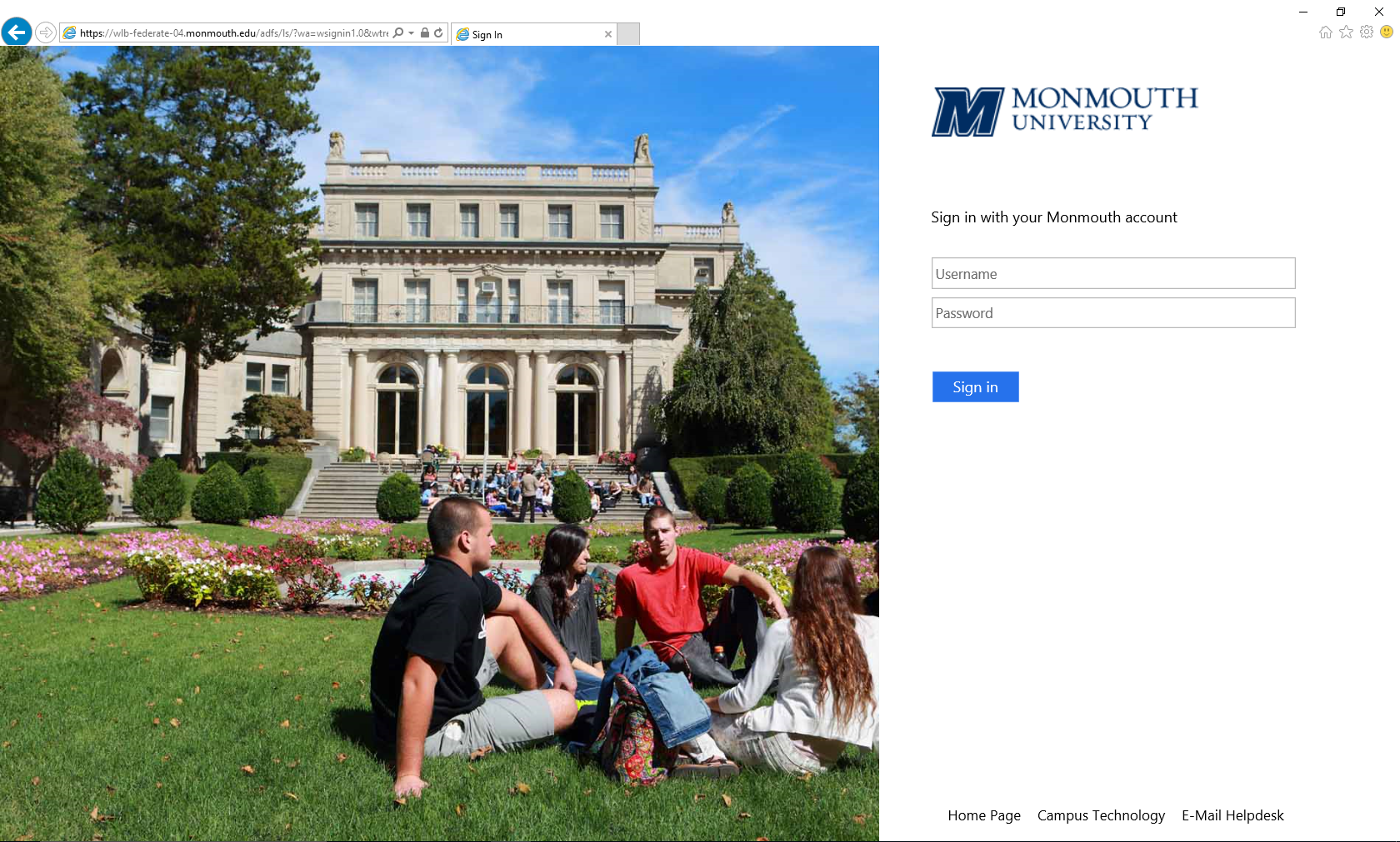
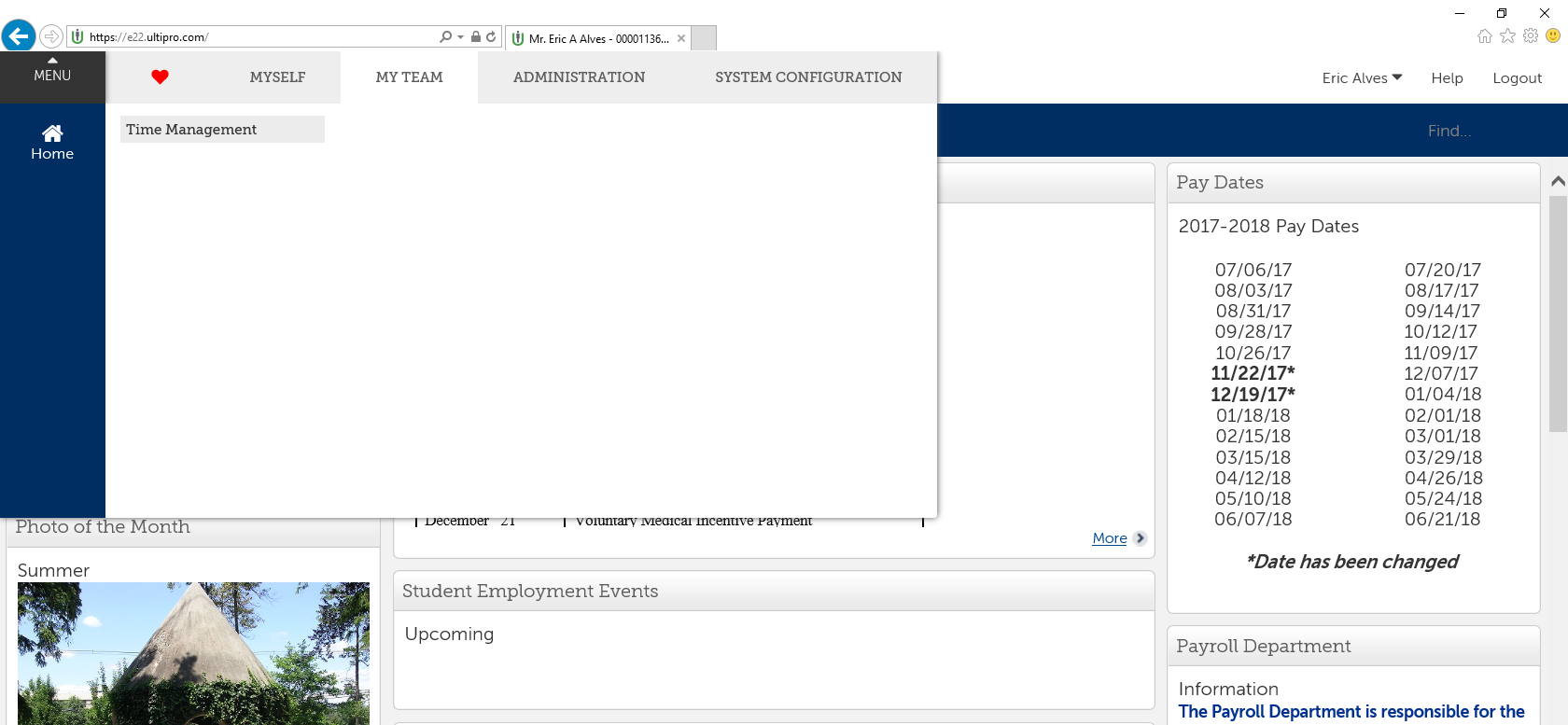
**UltiPro Time Clock Supervisor Directions**

**Viewing and Approving Student Timesheets**

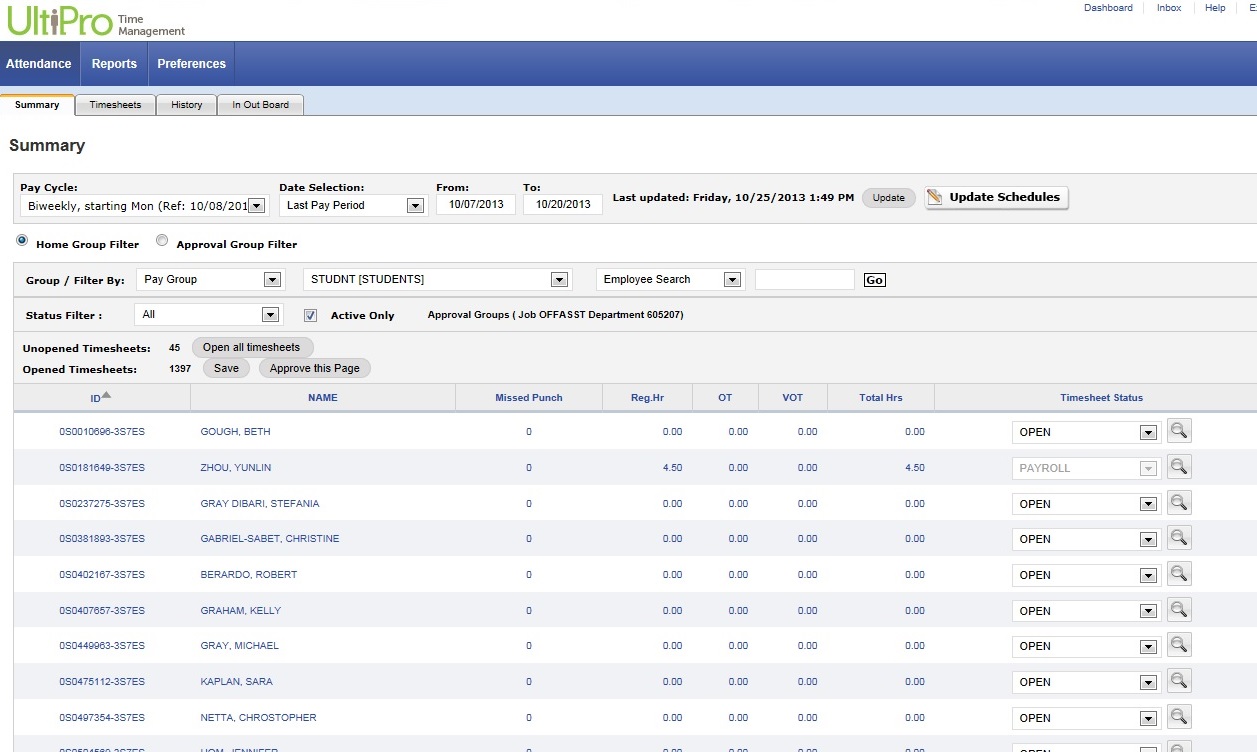
1. Go to ultipro.monmouth.edu
2. Sign in using your regular log in and password



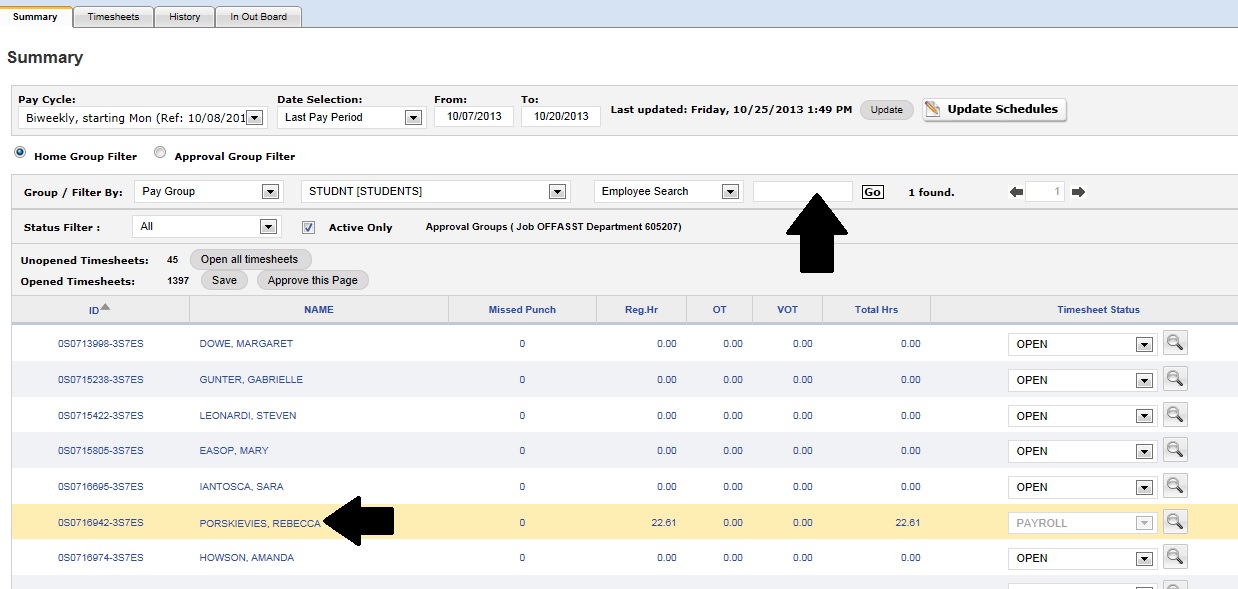
1. Click **MENU** located at the upper left hand side of the screen, hover over the **My Team** tab and select **Time Management** (be sure your popup blocker is disabled).



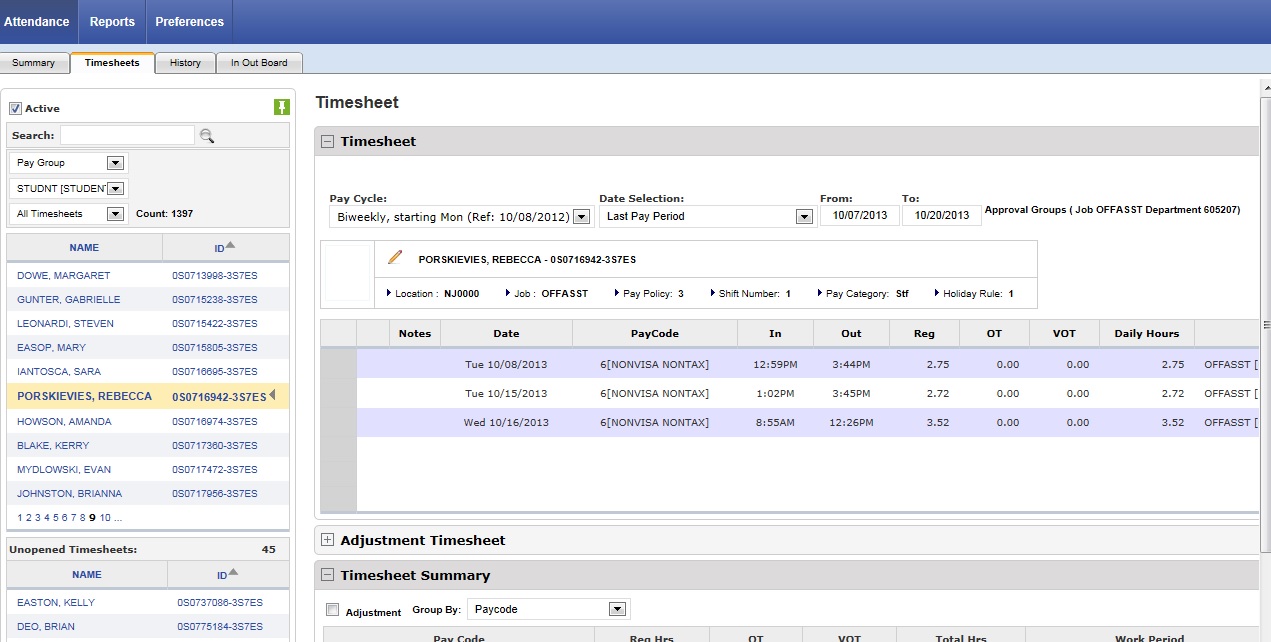
1. You will now see a page that looks like the one below.



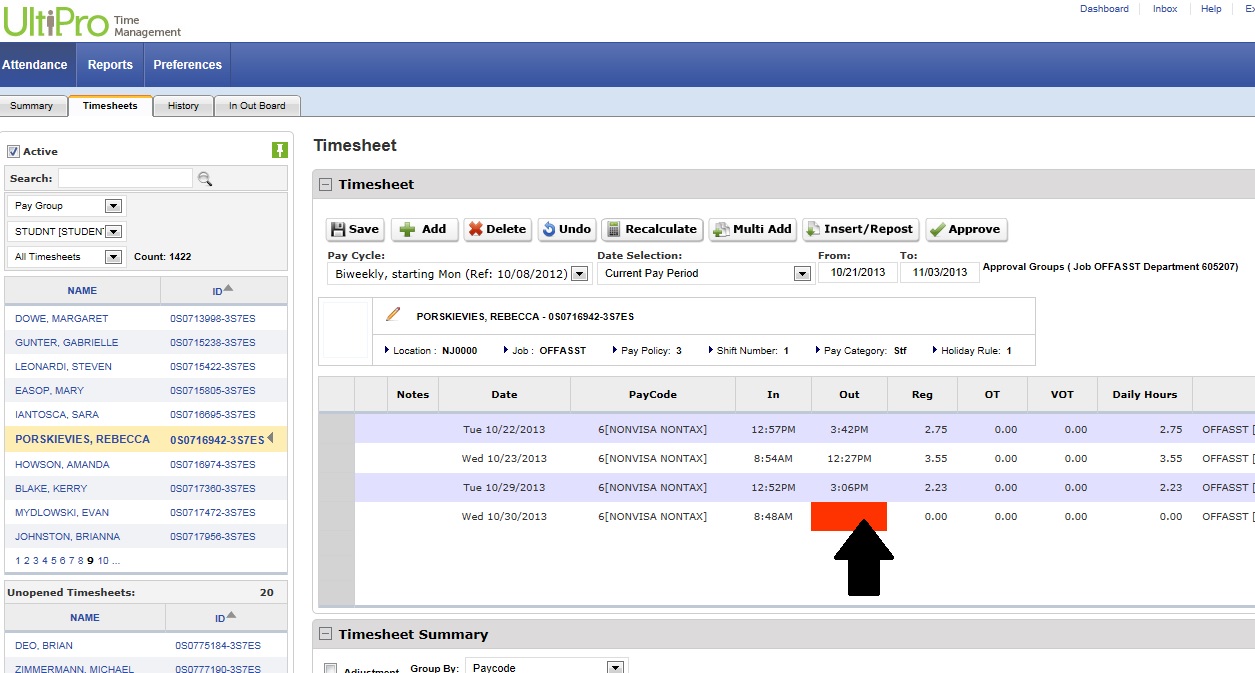
1. To view a student’s timesheet, click on the **Name** of the student you wish to view. You can search for a student using the Search bar.



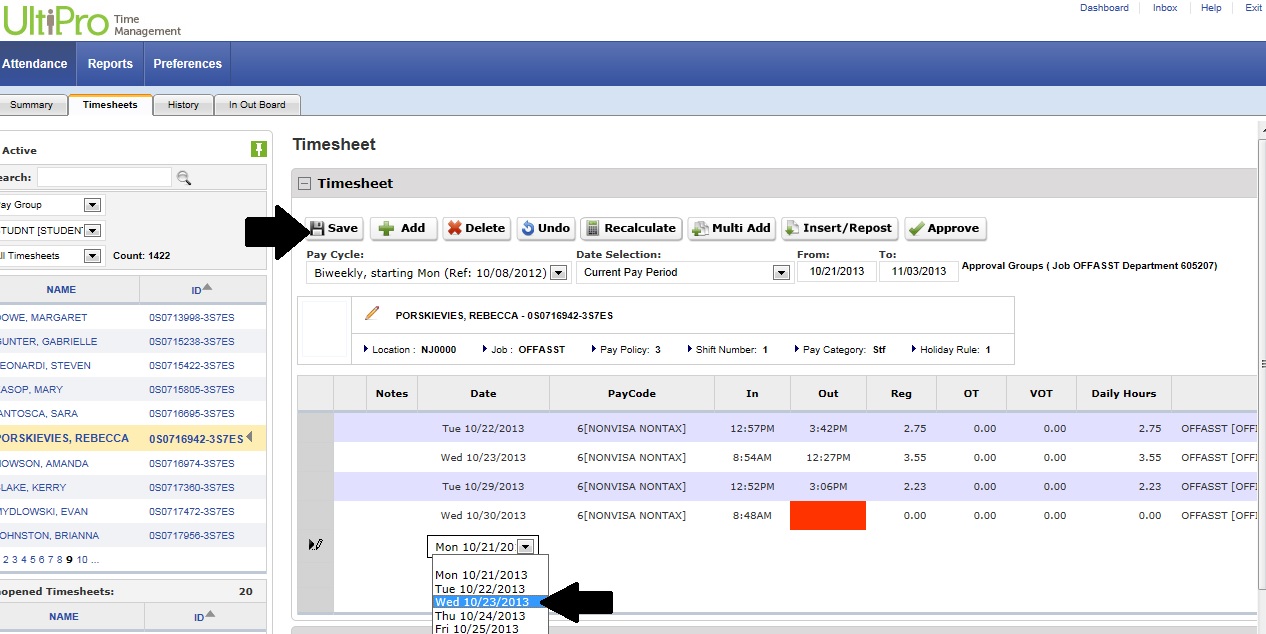
1. Check the punches on the student’s timesheet are accurate.



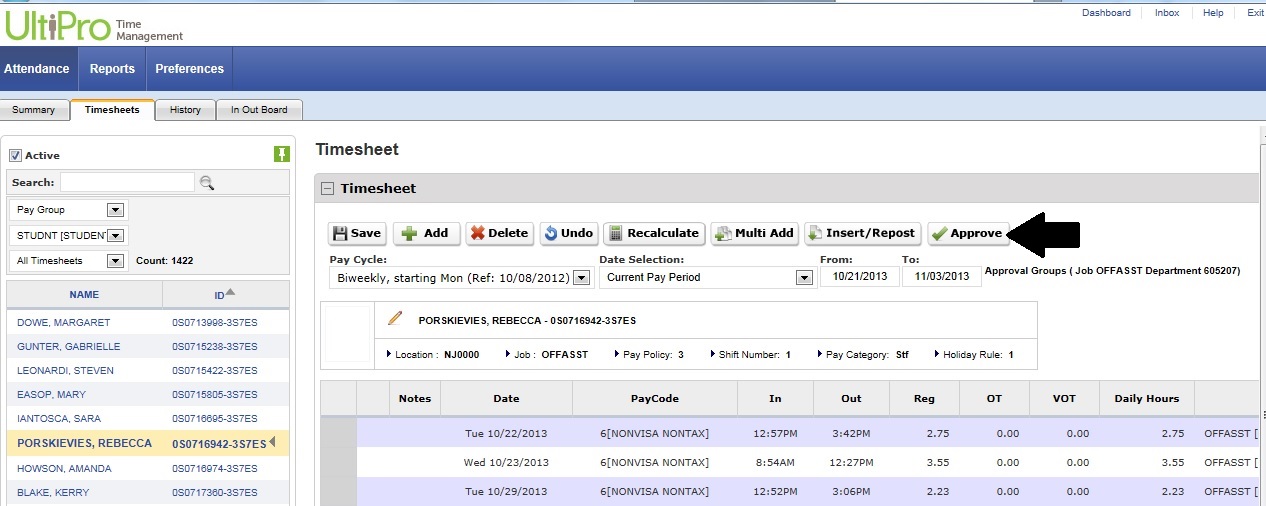
1. If you see a red box like the one below, this means that the student has missed a punch. To correct this click on the red box and enter the time the student should have punched out. Be sure to enter AM or PM for the time. Click **Save.**



1. If you need to add a complete punch to a student’s timesheet, click a blank area in the **Date** column. Choose the date you are adding a punch for. Enter the In and Out times, select the appropriate **Job** and **Department** and click **Save.**



1. At the end of the pay period you need to approve all student timesheets. Once the student has submitted it, open the student’s timesheet that you wish to approve. After reviewing the timesheet, click **Approve.**



1. You have now approved the timesheet. Be sure to do this for **each** student.
2. On the upper left hand side of the **Time Management Screen** click **Exit.**



1. Be sure to logout of UltiPro by pressing **Logout** on the upper left hand side of the screen.

