



Student Employment Ultipro Tips



The ABC's and 123's of UltiPro

- Punch in at the beginning of your shift. Punch out at the end of your shift.
- Punch out for your break (this is mandatory if you are working 8 or more consecutive hours). Punch in at the end of your break indicating you are returning to work.
- Students must review and submit their timecard following their last shift of the pay period.
- Students have the option to “unsubmit” their timecard if they work any additional shifts in the pay period. **Remember to review and submit your timecard when you are finished working!**



Have any questions?

Contact the Student Employment
Office located in **Bey Hall Room 127**



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What is Ultipro?

* UltiPro is the online payroll system for all student employees at Monmouth University.

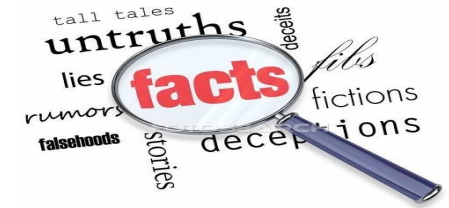
* Ultimate Time Keeping, a segment of UltiPro is the new electronic time keeping system for all MU student employees.

* The systems work together to combine pay, address and tax information, hours worked and paychecks!

All supervisors and students must attend a training session before using the program

Missed a Punch?

- When a student misses a punch, the student and the primary supervisor will receive an e-mail the next morning from the system indicating they have missed a punch and should leave a note of explanation. Supervisors can then go into Ultipro and fix the missed punch on the timecard.
- Timecards must be submitted on a timely basis. If a student misses the initial deadline they will be paid in the following pay.
- **If a student misses the second deadline he/she is not allowed to work on campus until they are in compliance with Student Employment.**



Facts For Students

- Make sure you write and save notes on your timecard for every shift you need adjusted.
- Students can track their Federal Work Study award on the “Jobs Tab” in Ultipro.
- Student needs to notify Student Employment if their job choices on Ultipro are outdated.
- Students need to complete a Student Employment Referral Form for every job at the beginning of each academic year.

Facts for Supervisors

- Supervisors should review and approve timecards (the actual timecard not the summary page).
- Timecards should only be submitted/ approved if they are correct.
- Supervisors need to read notes and make (and save!) adjustments as needed.
- Supervisors only see students on their summary page if that supervisor is their primary job OR once the student punches in for that job.
- Supervisors need to notify Student Employment if the students listed are no longer working for their area.