

CREATE A WEEKLY (M-F) REOCCURRING SCHEDULE

The following instructions are for Employee(s) working the same hours **Monday – Friday**:

Scenario: A reoccurring schedule needs to be created for employee Test, CM. They will work M-F (8:00 a.m. to 5:00 p.m.) with an hour lunch.

- Login to WCC Gateway
- Click **MyWCC**
- Click the **Employee Tab**

1. Click **UltraTime** for Employees

Employee

[UltraTime for Employees](#)

Popup blocker must be disabled. Works in any browser!

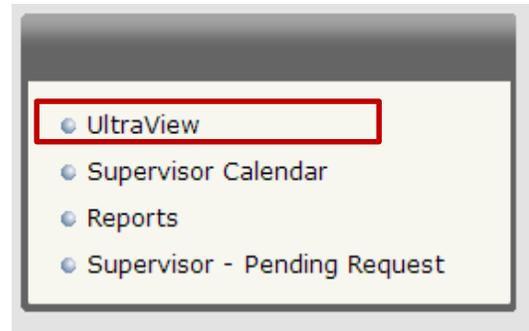
[UltraTime for Supervisors](#)

Popup blocker must be disabled. Works in any browser!

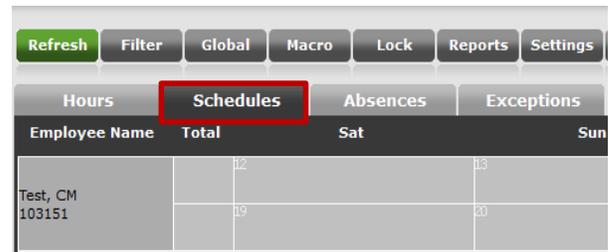
[UltraTime Proxy Setup](#)

Add and remove your UltraTime proxies.

2. Click **UltraView**



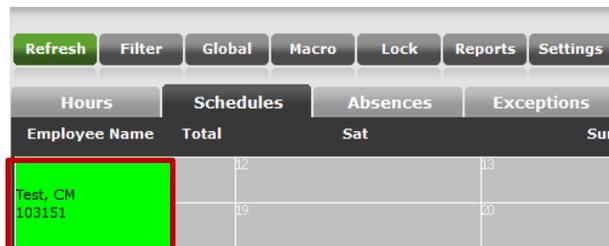
3. From the UltraView window - Click the **Schedules** tab

A screenshot of the 'Schedules' tab in the UltraView window. The interface includes a toolbar with buttons: Refresh, Filter, Global, Macro, Lock, Reports, and Settings. Below the toolbar are tabs: Hours, Schedules, Absences, and Exceptions. The 'Schedules' tab is active and highlighted with a red box. Below the tabs is a table with columns: Employee Name, Total, Sat, and Sun. The table contains one row for 'Test, CM 103151' with values: Total: 19, Sat: 0, Sun: 0.

Employee Name	Total	Sat	Sun
Test, CM 103151	19	0	0

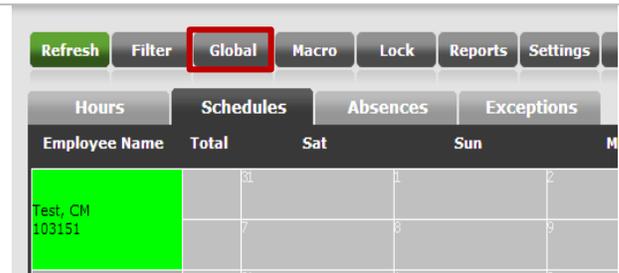
4. Select Employee – **Right click Employee's name**

- This will **tag (select)** the employee's name and change the cell color to green
- **Note:** If multiple employees work the same schedule, right click each name until all names are displayed in green.

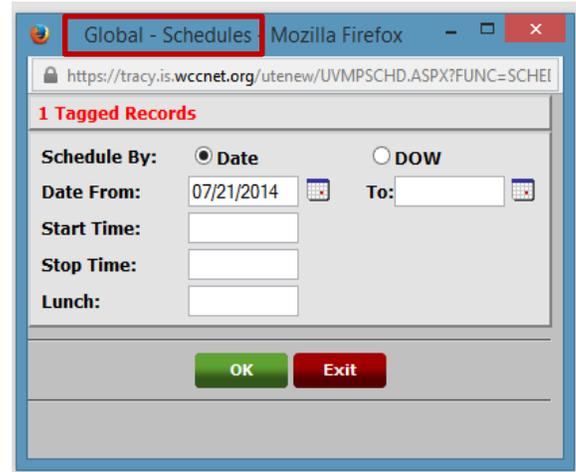
A screenshot of the 'Schedules' tab in the UltraView window, similar to the previous one. The 'Test, CM 103151' name in the table is highlighted with a green background and a red border.

Employee Name	Total	Sat	Sun
Test, CM 103151	19	0	0

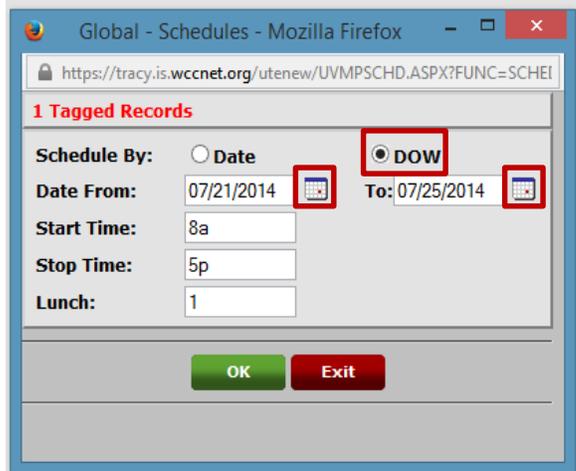
5. Click the **GLOBAL** button



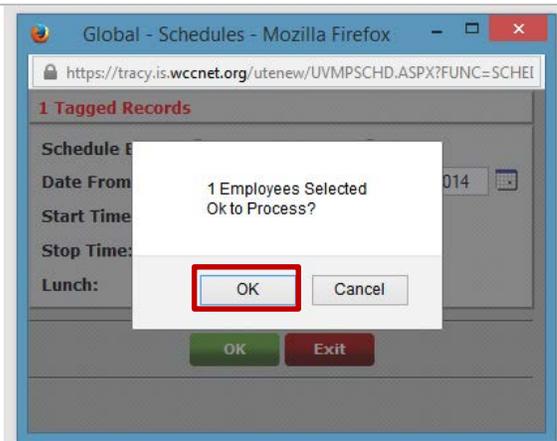
6. The **Global Schedules** dialog box appears



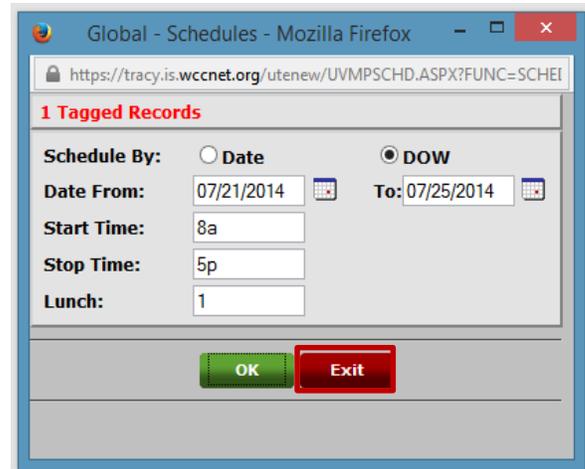
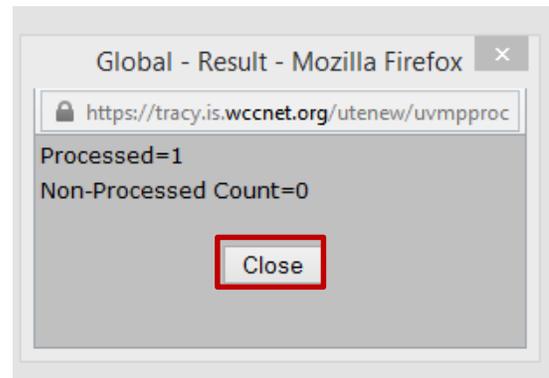
7. Click the **DOW** (Day of Week) radio button. *(the DOW button indicates that the schedule is reoccurring)*
8. Click the **calendar** icon next to **Date From** to select the first day of the employee's schedule.
9. Click the **calendar** icon next to the **To** field and select the last day of the employee's schedule.
10. Input the **Start Time** (i.e., **8a**) with either a or p
11. Input the **Stop Time** (i.e., **5p**) with either a or p
12. Input the lunch **1**
13. Click **OK**



14. A dialog box will appear confirming the number of employees **Click OK**



15. A message will appear confirming how many employee records were processed.
16. Click **Close**
17. Click **Exit**



18. A reoccurring M-F schedule was successfully created for employee Test, CM starting week of **07/19/2014**.
19. To confirm that the schedule is re-occurring click the + sign to cycle through the next couple of weeks.
20. Click the – symbol to cycle back

Employee Name	Total	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Test, CM 103151	S 40			8:00A-5:00P*2 8	8:00A-5:00P*3 8	8:00A-5:00P*4 8	8:00A-5:00P*5 8	8:00A-5:00P*6 8