UNIVERSITY OF TORONTO

Record Time Worked in uTIME for Duration Employee with Multiple Jobs

Contents

Overview

Overview   To gain an understanding on how to record time worked in uTIME through a PC for a duration employee with multiple jobs.

Record Time Worked

1. In the employee's My Timecard, select relevant time period.

	Pay Code	Transfer	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17	Total
☒	<Enter Pay Cod...									
☒	Schedule			1:00PM-5:00PM	1:00PM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM			
☒	Daily Total									

2. Click **Pay Code** cell and select **Hours Worked.**

Record Time Worked

3. Click **Transfer** cell and select applicable job.
4. Enter hours worked on each applicable date for the selected job.

	Pay Code	Transfer	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17	Total
☒	Hours Worked			4:00	4:00	4:00	4:00			
☒	Schedule			1:00PM-5:00PM	1:00PM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM			
☒	Daily Total									

My Timecard — Loaded: 10:02 AM — Current Pay Period

Print Timecard · Refresh · Calculate Totals · Save

5. Click [Save] to save.
6. Click **Sign Out** to exit from the system.