UNIVERSITY OF
TORONTO

Record Time Worked in uTIME for Timestamp Employee with Multiple Jobs

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Overview

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

Record Time Worked

1. In the employee's Home Page, enter the appropriate job in the

    Transfer [▼] by selecting from the

    dropdown list.

2. Click [Record Timestamp] to punch-in or punch-out.

    Note: The recorded time Recorded Time: 12:43PM Central Time and a green check mark

    ✅ will be displayed which means a successful punch-in or punch-out.

3. Click **Sign Out** to exit from the system.

Record Time Worked
uTime Procedure Document   - 1 -   For Assistance with this Process
please contact uTime Support