

Record Time Worked in uTIME for Timestamp and Hourly Employee with Multiple Jobs

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Overview

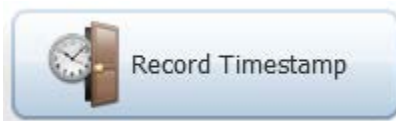
Overview To gain an understanding on how to record time worked in uTIME through a PC for a timestamp and hourly employee with multiple jobs.

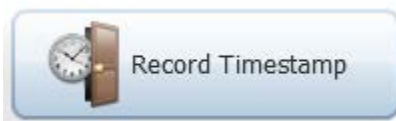
Record Time Worked as Timestamp Employee

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

Transfer 

by selecting from the dropdown list.



2. Click  to punch-in or punch-out.


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

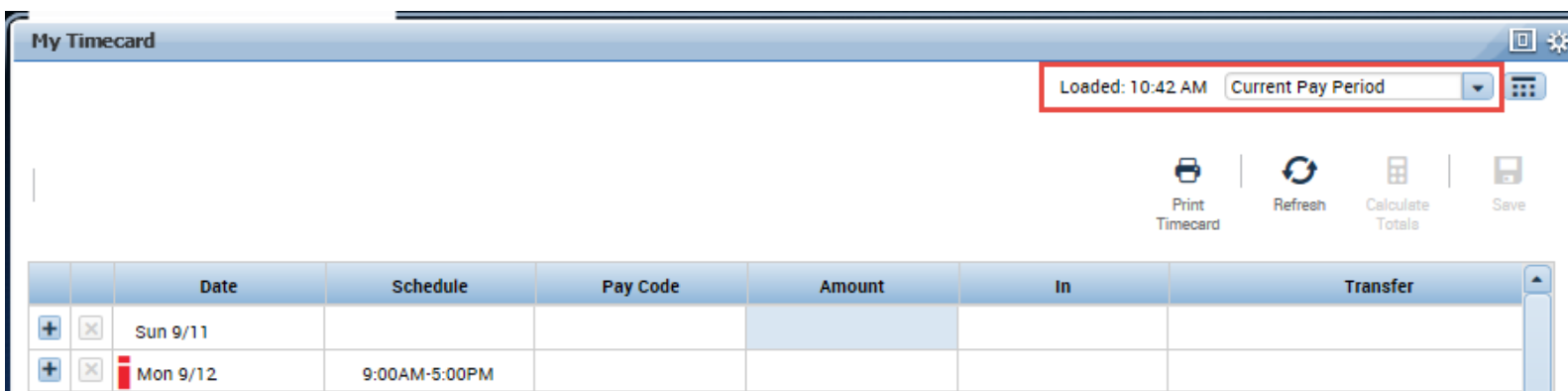






will be displayed which means a successful punch-in or punch-out.

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

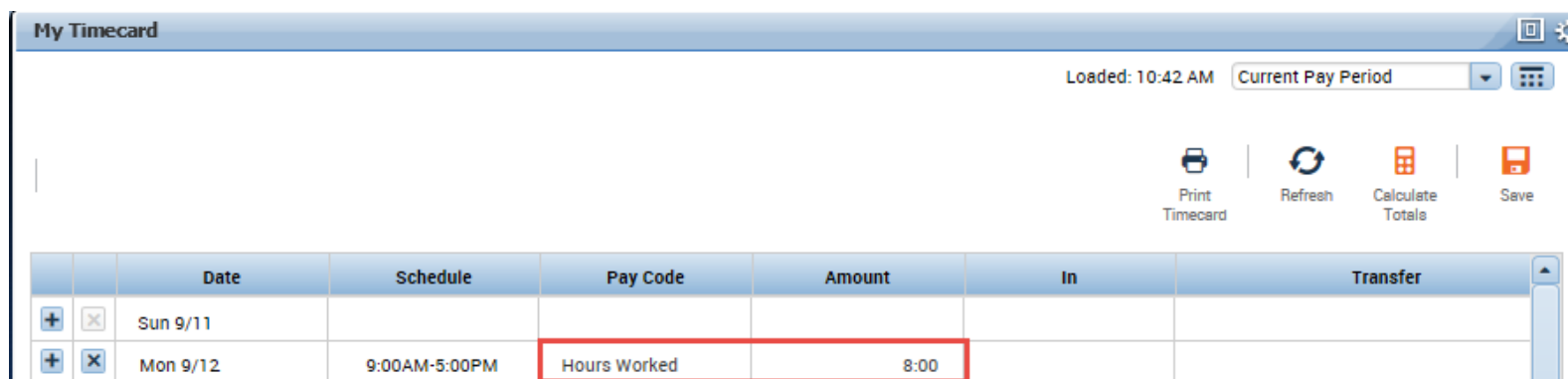
Record Time Worked as Duration Employee





1. Click the gear icon  in the My Timecard widget and select **Pop-out** to open the **My Timecard** widget.
2. In the employee's My Timecard, select relevant time period.



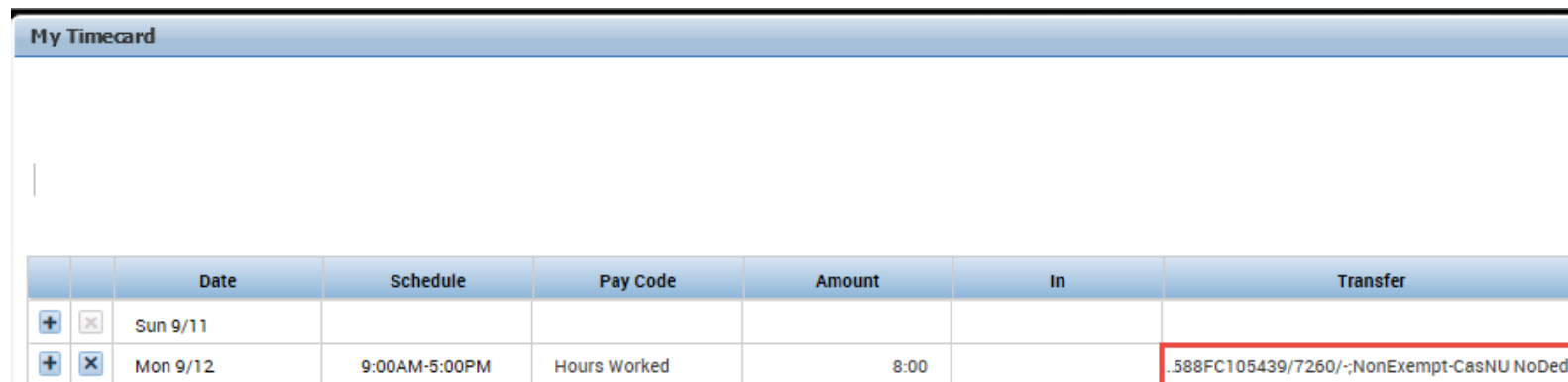
		Date	Schedule	Pay Code	Amount	In	Transfer
		Sun 9/11					
		Mon 9/12	9:00AM-5:00PM				





3. Click **Pay Code** cell on the date where hours will be recorded and select **Hours Worked**.
4. Enter hours worked on the **Amount** cell of the selected date.



		Date	Schedule	Pay Code	Amount	In	Transfer
		Sun 9/11					
		Mon 9/12	9:00AM-5:00PM	Hours Worked	8:00		


5. Click the **Transfer** cell where hours have been recorded and select the applicable job.



		Date	Schedule	Pay Code	Amount	In	Transfer
		Sun 9/11					
		Mon 9/12	9:00AM-5:00PM	Hours Worked	8:00		..588FC105439/7260/-;NonExempt-CasNU NoDed

Record Time Worked



6. Click  to save.
7. Click **Sign Out** to exit from the system.