

# Record Time Worked in uTIME for Duration Employee

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## Overview

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

## Record Time Worked

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



My Timecard		Loaded: 9:55 AM Current Pay 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. Enter hours worked on each applicable date.


My Timecard

Loaded: 10:02 AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

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
<input checked="" type="checkbox"/> Hours Worked			4:00	4:00	4:00	4:00			
<input checked="" type="checkbox"/> Schedule			1:00PM-5:00PM	1:00PM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM			
<input checked="" type="checkbox"/> Daily Total									



4. Click  to save.
5. Click **Sign Out** to exit from the system.