

Record Time Worked in uTIME for Timestamp Employee

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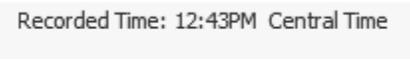
Overview

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

Record Time Worked



1. In the employee's Home Page, click  to punch-in or punch-out.

Note: The recorded time  and a green check mark

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

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