Record Time Worked in uTIME for Timestamp and Hourly Employee
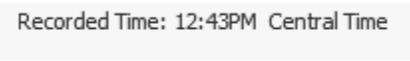
Contents

Overview

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

Record Time Worked as Timestamp Employee

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

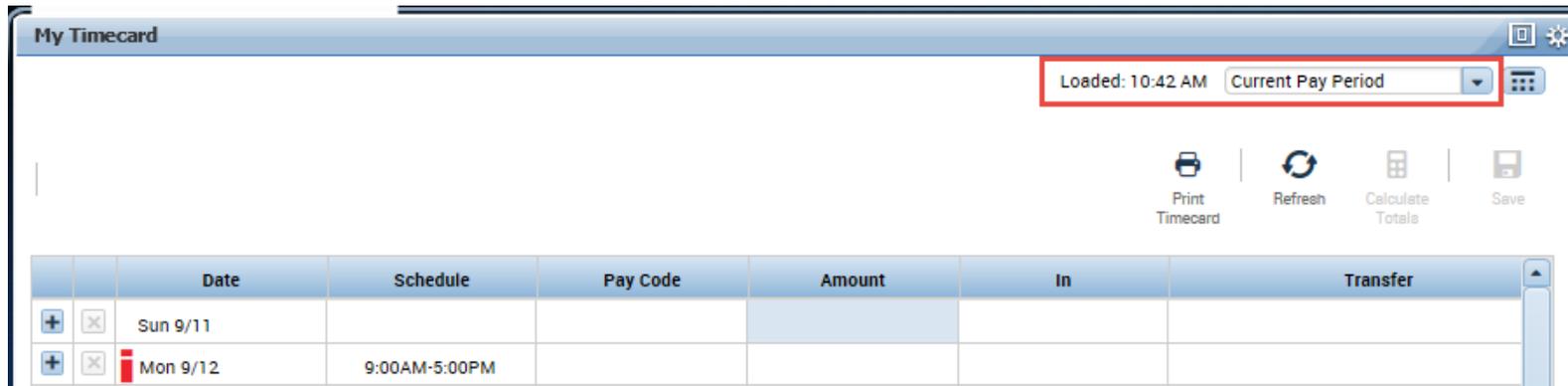   **Note:** The recorded time [Recorded Time: 12:43PM Central Time] and a green check mark will be displayed which means a successful punch-in or punch-out.
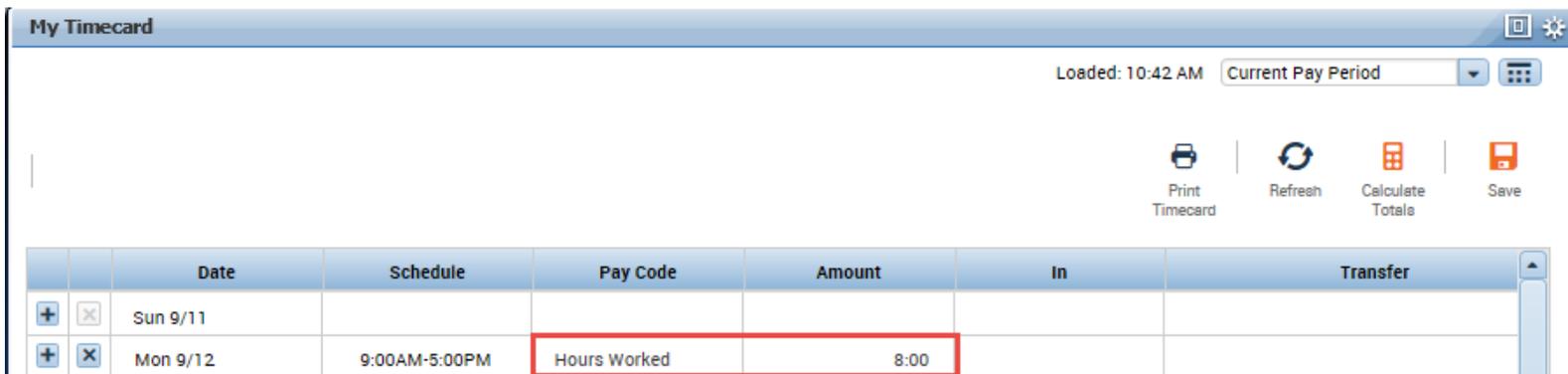
2. Click **Sign Out** to exit from the system.

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				

My Timecard — Loaded: 10:42 AM — Current Pay Period

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		

My Timecard — Loaded: 10:42 AM — Current Pay Period

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