uTIME
Adding Comments to a Duration Timecard

When there is information or an exception in your timecard, you can add comments to justify or explain the information or anomaly in your schedule. Your manager will be able to review the comments and either approve the timecard, or contact you for more information.

In this document, you will learn how to add comments to your timecard.

Adding comments

1 Access the uTIME log on page at http://uoft.me/myutime.

2 Log in using your UTORid and password.

3 Access the **My Timecard** window.

4 Click the cell associated with the applicable day.

5 From the drop-down list, select **Comments**.

Note
To add a comment, the cell must be populated with a duration.

6 Select the applicable comment(s).

7 Click **OK**.

8 Click **Save**.

9 To view the comment(s), hover over the comment icon within the cell.

Adding additional notes to a comment

Once you have selected a comment to add to your timecard, you may have the option to add additional notes and provide more details associated with a comment.

1 Access the **My Timecard** window.

2 Click the cell associated with the applicable day.

3 Select **Comments**.

> **Note**
> To add a comment to the **In** or **Out** cells, the cell must be populated with a time.

4 From the **Add Comments** window, select a comment to which you want to add a note.

5 Click the **green plus sign** icon.

6 Click **New Note Here**.

7 Enter the note details.

8 Repeat as needed for each additional comment.

9 Click **OK**.

10 Click the **Save** button within the timecard.

11 To view the comment(s) and notes, hover over the comment icon in a cell.