

The time durations you enter into your timecard are automatically allocated to a default pay code. If you need to add hours to your timecard that require a different pay code, for example, vacation or sick time, you can manually add the applicable pay code and the associated duration of time.

In this document, you will learn how to manually enter pay codes to your timecard.

Entering pay codes – full shift

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.

Note

If My Timecard is in a secondary window position, promote the window to a primary window. If My Timecard is inactive, click the window link in the Related Items pane to open the window in a new tab.

4 In the timecard grid, click the cell for the applicable date.

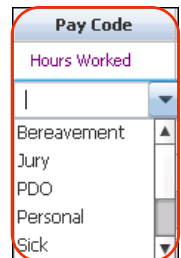
Pay Code	Transfer	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07
Hours Worked		8:00	8:00	8:00	8:00	8:00
<Enter Pay ...					Delete	
Schedule		9:00A...	9:00A...	9:00A...	Comments	9:00A...

5 From the drop-down, select **Delete**.

6 Access **More > Add Row**.



7 In the newly added row, from the **Pay Code** drop-down list, select the applicable pay code.



8 In the newly added row, click the applicable day to add the duration.

9 Enter or select the applicable duration, and then press Tab.

Note

If the exact duration amount is not available in the drop-down list, enter the number of hours in the cell and press Tab.

10 Click **Save**.

Pay Code	Transfer	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07
Hours Worked		8:00	8:00	8:00		8:00
Sick					full sch...	
<Enter Pay ...					half sch...	
Schedule		9:00A...	9:00A...	9:00A...		9:00A...

11 Click **Refresh** to see daily totals.

Pay Code	Transfer	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07	Sat 2/08	Sun 2/09	Total
Hours Worked		8:00	8:00	8:00		8:00			32:00
Sick					8:00				8:00

Entering pay codes – partial shift

1 Access the **My Timecard** window.

2 Click the cell for the applicable day.

Pay Code	Transfer	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07
Hours Worked		8:00	8:00	8:00	8:00	8:00
<Enter Pay ...					Delete	
Schedule		9:00A...	9:00A...	9:00A...	Comments	9:00A...

3 From the drop-down list, select **Delete**.

4 In the same cell, enter the duration of hours worked, and then press Tab.

Pay Code	Transfer	Mon 2/03	Tue 2/04
Hours Worked		4	8:00

5 Access **More > Add Row**.

Cancel	More
Approve	
Remove Approval	
Add Row	

6 In the newly added row, click the **Pay Code** cell.

7 From the **Pay Code** drop-down list, select the pay code that accurately describes the type of hours you will be adding.

Pay Code
Hours Worked
Bereavement
Jury
PDO
Personal
Sick

8 In the newly added row, click the cell for the applicable day.

9 Enter or select the applicable duration and then press Tab.

Pay Code	Transfer	Mon 2/03	Tue 2/04
Hours Worked		4:00	8:00
Sick		4:00	

Note
If the exact duration amount is not available in the drop-down list, enter the number of hours in the cell.

10 Click **Save**.

11 Click **Refresh** to see daily totals.

Pay Code	Transfer	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07	Sat 2/08	Sun 2/09
Hours Worked			8:00	8:00	8:00	8:00		
Hours Worked		4:00						
Sick		4:00						
<Enter Pay...								
Schedule		9:00...	9:00...	9:00...	9:00...	9:00...		
Daily Totals		8:00	8:00	8:00	8:00	8:00		