

As an employee, you need to keep track of the hours that you work each day. By using uTIME, you can record the number of hours, or duration of time, that you have worked using the Duration/Project Timecard.

In this document, you will learn how to enter and edit durations of time in the duration/project timecard in the My Timecard window.

### Entering a duration of time

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.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
Hours Worked		8:00	8:00	8:00	8:00				32:00
<Enter Pay ...									
Schedule		9:00A...	9:00A...	9:00A...	9:00A...	9:00A...			
Daily Totals		8:00	8:00	8:00	8:00				32:00

4 Click the cell for the applicable work day.

5 Enter the number of hours worked.

6 Press Tab.

7 Click **Save**.

Thu 2/20	Fri 2/21
8:00	8:00
9:00A...	9:00A...
8:00	

Thu 2/20	Fri 2/21
8:00	8:00
9:00A...	9:00A...
8:00	8:00

### Editing a duration of time

1 Click a cell of a date populated with hours worked.

2 Select **Delete**.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22
Hours Worked		8:00	8:00	8:00	8:00	8:00	
<Enter Pay ...						<div style="border: 1px solid gray; padding: 2px;"> <span>Delete</span>  <span>Comments</span> </div>	
Schedule		9:00A...	9:00A...	9:00A...	9:00A...		
Daily Totals		8:00	8:00	8:00	8:00		

3 Click the same cell and then enter the number of hours worked.

Thu 2/20	Fri 2/21
8:00	5

4 Press Tab.

**Note**  
Be sure to save all changes. Any changes made, that are not saved, will not be applied to your timecard.

5 Click **Save**.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
Hours Worked		8:00	8:00	8:00	8:00	5:00			37:00
<Enter Pay ...									
Schedule		9:00A...	9:00A...	9:00A...	9:00A...	9:00A...			
Daily Totals		8:00	8:00	8:00	8:00	5:00			37:00

**Note**  
Be sure to click Refresh after saving to view your updated daily totals.