

As an employee, you need to keep track of the hours that you work each day. With uTIME, you can record the hours that you work using the My Timecard window.

In this job aid you will learn how to punch in and out, and correct a missed punch in a timecard using the My Timecard window.

Punching in

Note
You can abbreviate times in the application. For example, if you are punching in for 7:30 AM, enter 730a.

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

2 Log in using your credentials.

3 Access the **My Timecard** window

4 Click an empty **In** cell.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM		
Tue 2/11	3:00PM-11:30PM			9:00PM	11:30PM		
Wed 2/12	3:00PM-11:30PM						
Thu 2/13	3:00PM-11:30PM						
Fri 2/14	3:00PM-11:30PM						
Sat 2/15							
Sun 2/16							

5 Enter the time you began working, and then press Tab.

Wed 2/12	3:00PM-11:30PM						3p
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6 Click **Save**.

Current Pay Period	Refresh	Save	Cancel	More
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Punching out

1 Access the **My Timecard** window.

2 Click an **Out** cell for a day that has a populated **In** cell.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM		
Tue 2/11	3:00PM-11:30PM			9:00PM	11:30PM		
Wed 2/12	3:00PM-11:30PM			3:00PM			
Thu 2/13	3:00PM-11:30PM						
Fri 2/14	3:00PM-11:30PM						
Sat 2/15							
Sun 2/16							

3 Enter the time you ended work, and then press Tab.

Wed 2/12	3:00PM-11:30PM			3:00PM			1130p
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4 Click **Save**.

Current Pay Period	Refresh	Save	Cancel	More
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Note

If a scheduled shift requires you to work hours that cross the day divide, enter time in the **In** cell for the day your shift starts. Enter the time that your shift ends in the corresponding **Out** cell. The application recognizes that these punches go together.

Correcting a missed punch

For each day, there should be a pair of punches; and in punch and an out punch. When one of these punches is missing within a timecard, the cell that is missing the punch is indicated by turning red.

1 Access the **My Timecard** window.

2 Locate the missed punch within the timecard.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM		
Tue 2/11	3:00PM-11:30PM			3:00PM	11:30PM		
Wed 2/12	3:00PM-11:30PM			3:00PM			
Thu 2/13	3:00PM-11:30PM			3:00PM			
Fri 2/14	3:00PM-11:30PM						
Sat 2/15							
Sun 2/16							

Note

Missed punches occur when:

- You attempt to add time in an **Out** cell for a day where a start time was not entered in the **In** cell .
- You attempt to punch in for a day, and did not punch out of your last shift.

3 Click inside the cell.

Wed 2/12	3:00PM-11:30PM			3:00PM	11:30p		
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4 Enter the missing time detail, and then press Tab.

Wed 2/12	3:00PM-11:30PM			3:00PM	11:30p		
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Note

After the time detail is entered into the missed punch cell, the cell stays red until you save your changes.

5 Click **Save**.

Current Pay Period [dropdown] [calendar icon] Refresh **Save** Cancel More [dropdown]

Date	Schedule	Pay Code	Amount	In	Out	Transfer	
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM		
Tue 2/11	3:00PM-11:30PM			3:00PM	11:30PM		
Wed 2/12	3:00PM-11:30PM			3:00PM	11:30PM		
Thu 2/13	3:00PM-11:30PM			3:00PM			
Fri 2/14	3:00PM-11:30PM						
Sat 2/15							
Sun 2/16							