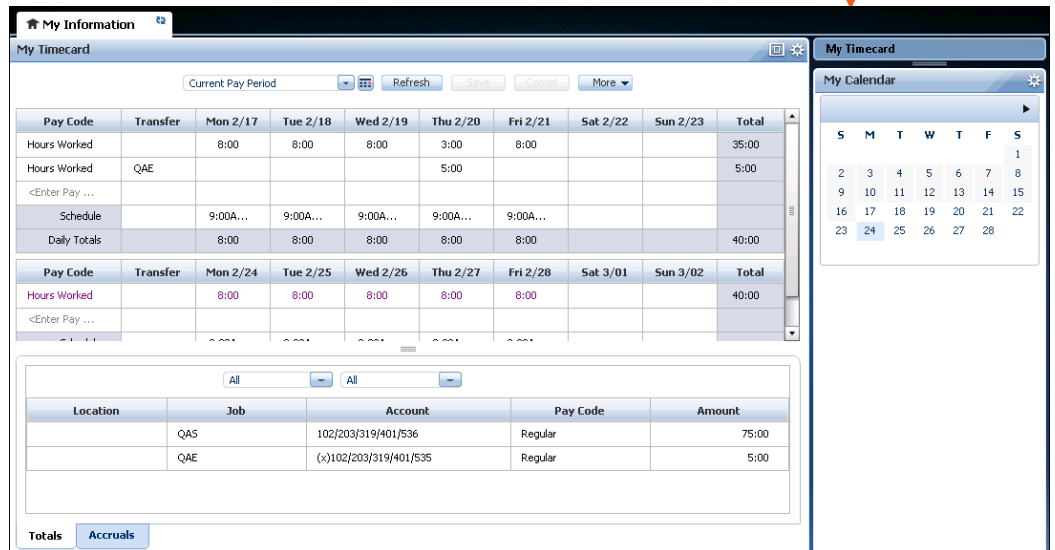
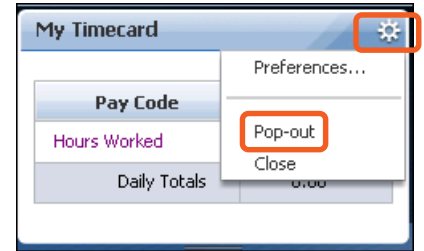


With uTIME, you can use the My Timecard window to review your time entry data, make edits, and address or view exceptions within your timecard.

In this document, you will learn how to navigate the My Timecard window.

Accessing the My Timecard window

- 1 Access the uTIME log on page at <http://uoft.me/myutime>.
- 2 Log in using your UTORid and password.
- 3 If the My Timecard window is in a secondary position, click the **gear** icon.
- 4 Click **Pop-out** to promote the secondary window to a primary window.

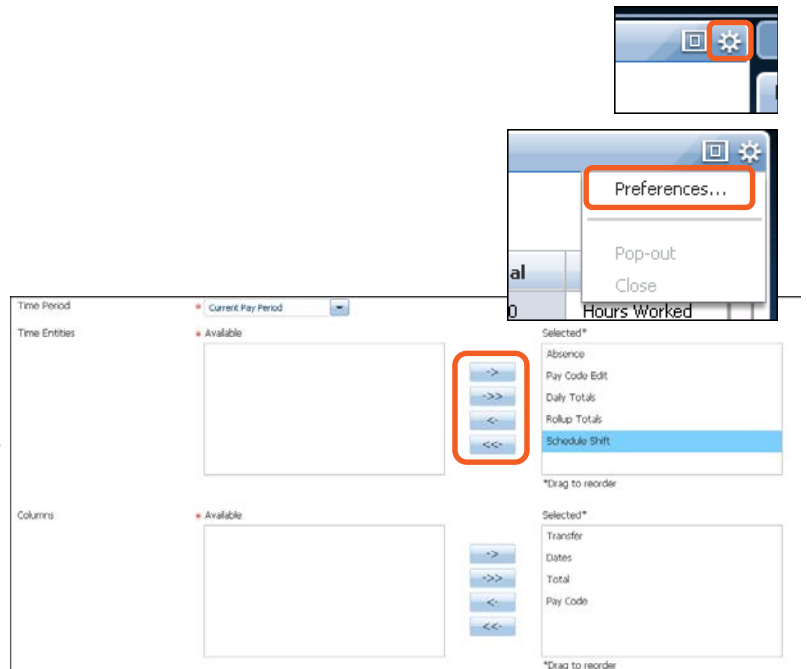


Note

- You can only make edits in the My Timecard window when it is a primary window.
- If the My Timecard window is in the Related Items pane, click the link in the Related Items pane and the window will open in a new workspace.

Setting preferences

- 1 Access **My Timecard**.
- 2 Click the **gear** icon.
- 3 Select **Preferences**.
- 4 From the **Time Period** drop-down list, select a pay period.
- 5 In the **Time Entities** section, use the single and double right- and left-facing arrows to move options between the **Available** and **Selected** columns.
- 6 In the **Time Columns** section, use the single and double right- and left-facing arrows to move options between the **Available** and **Selected** columns.
- 7 Click **Save**.



Navigating the My Timecard window

The screenshot shows the 'My Timecard' window. At the top, there is a header bar with a title and a gear icon. Below the header is a control bar with a 'Current Pay Period' dropdown, a 'Refresh' button, a 'Save' button, a 'Cancel' button, and a 'More' dropdown. The main area contains two tables. The first table shows hours worked for dates from Mon 2/17 to Sun 2/23, with a 'Total' column. The second table shows a schedule for dates from Mon 2/24 to Sun 3/02, with a 'Daily Totals' row. Below the tables is a section for 'Location', 'Job', 'Account', 'Pay Code', and 'Amount'. At the bottom, there are 'Totals' and 'Accruals' buttons.

- A Top section of My Timecard:** View basic time data such as worked hours, shift totals, and scheduled hours.
- B Time period drop-down list:** Select from a preconfigured list to view a specific time period.
- C Select Dates:** Use if you want to select a specific date range outside of the preconfigured options.
- D Refresh:** Click to return the timecard to its status after the last save.
- E Save:** Click to save your changes.
- F Cancel:** Click to revert back to the status of the timecard before the changes were made.
- G More:** You may be able to approve a timecard, remove approval from a timecard, or add a row in the timecard.
- H Minimize/Maximize:** Click to expand window or restore to its original size.
- I Gear:** Set preferences, promote secondary window, or close and return window to **Related Items** pane.
- J Totals:** Sum of hours for each pay code line or the timecard total.
- K Editable cells:** Depending on your access, you may be able to edit information in the timecard (example: enter daily durations in the timecard).
- L Visual indicators:** Alert you to items that need your attention or provide information. For example, if you have an unexcused absence in your timecard, hover over the indicator icon in the cell to view the indicator details.
- M Bottom section of My Timecard:** Includes daily timecard data related to the day selected in the top section of the window.
- N Daily Totals:** Sum of hours for each day.
- O Schedule:** Shows work schedule time details.