

In uTIME, you can track and review timecard details in paper form. Simply print your timecard to have access to the paper version of the data.

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

Printing your timecard

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 **maximize** icon.

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	3:00	8:00			35:00
Hours Worked	QAE				5:00				5:00
<Enter Pay ...									
Schedule		9:00A...	9:00A...	9:00A...	9:00A...	9:00A...			
Daily Totals		8:00	8:00	8:00	8:00	8:00			40:00

Pay Code	Transfer	Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 3/01	Sun 3/02	Total
Hours Worked		8:00	8:00	8:00	8:00	8:00			40:00
<Enter Pay ...									

5 Select **Print** from your web browser.

Note
When you select Print from the web browser, you will print the entire timecard. To print only the timecard details in view on the screen, press Print Screen.

