

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.

	My Timecard													
2 Log in using your LITOPid and	Current Pay Period 🕞 🧰 Refresh Save Cancel More 🗸													
	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	-			
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3 Access the My Timecard window.	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				
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5 Select Print from your web browser.

Note

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