

As an hourly employee, you need to keep track of the hours that you work each day. By using the Timestamp window, you can record the hours that you work.

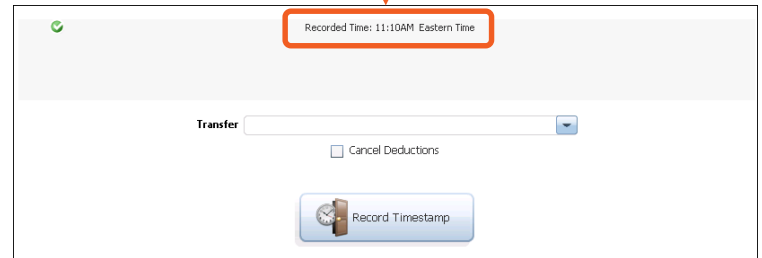
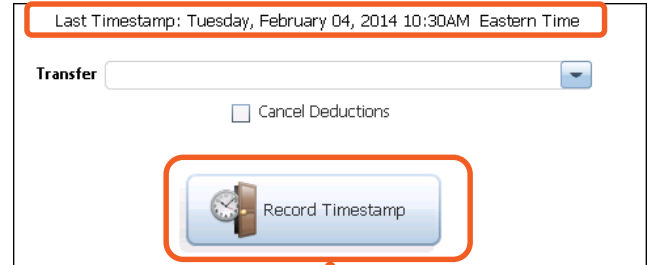
In this job aid you will learn how to punch in and out using the My Timestamp window.

Punching in – primary window

- 1 Access the **Navigator Framework_wfc** log on page.
- 2 Log in using your credentials.
- 3 Access the **My Timestamp** window.
- 4 Note the **Last Timestamp** information.
- 5 Click **Record Timestamp**.
- 6 Note the recorded time. The next time you access this window (or refresh the page), this information will be displayed as the last timestamp.

Note

- The application acknowledges a timestamp by displaying a system-generated recorded time confirmation.
- Depending on system configurations, you may be restricted from punching at certain times. If you receive an error message due to punch restrictions, contact your manager.

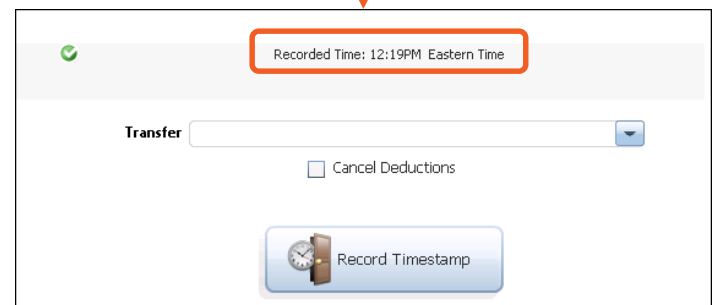
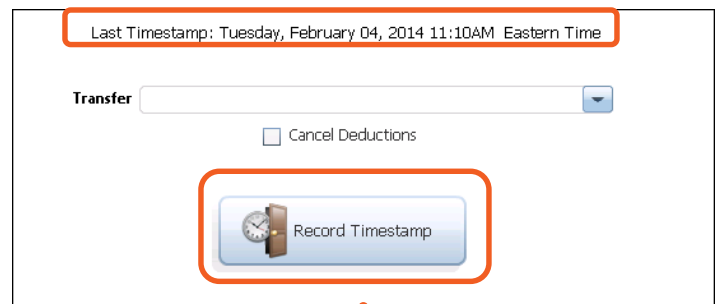


Punching out – primary window

- 1 Access the **My Timestamp** window.
- 2 Click **Record Timestamp**.

Note

Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second punch is assumed to be an out punch. If you click Record Timestamp a third time, that will be interpreted as another in punch, and so on.

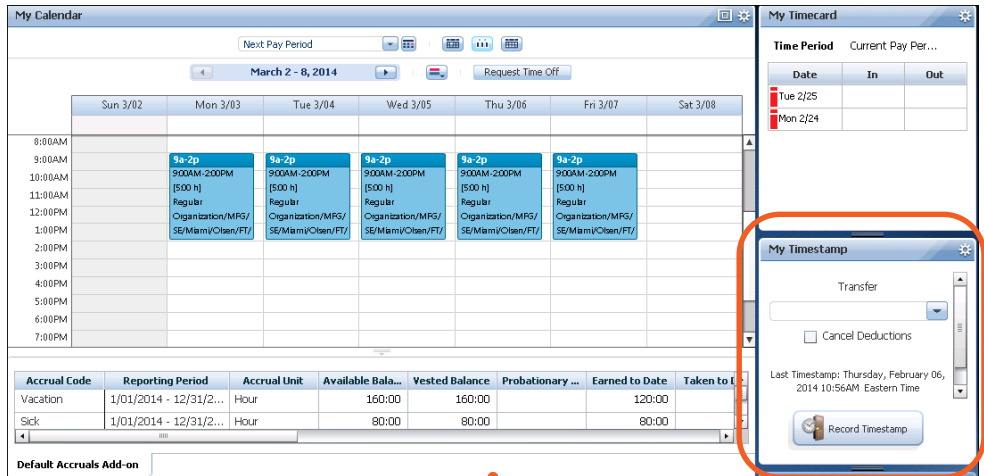


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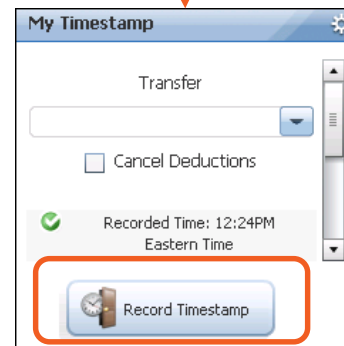
Punching in – secondary window

- 1 Access the uTIME log on page at <http://uoft.me/myutime>.
- 2 Log in using your UTORid and password.
- 3 Locate the **Timestamp** window.
- 4 Note the **Last Timestamp** information.
- 5 Click **Record Timestamp**.
- 6 Note the recorded time. The next time you access this window (or refresh the page), this information will be displayed as the last timestamp.



Note

- The application acknowledges a timestamp by displaying a system-generated recorded time confirmation.
- Depending on system configurations, you may be restricted from punching at certain times. If you receive an error message due to punch restrictions, contact your manager.



Punching out – secondary window

- 1 Access the **My Timestamp** window.
- 2 Click **Record Timestamp**.

Note

Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second punch is assumed to be an out punch. If you click Record Timestamp a third time, that will be interpreted as another in punch, and so on.

