

Record Time Worked for Duration Employee on a Mobile Device (Android)

Contents


Overview

Record Time Worked

Overview

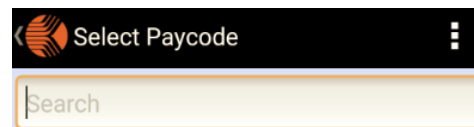
Overview To gain an understanding on how to record time worked in uTIME through an Android device for a duration employee with single job.

Record Time Worked

1. In the Home screen, select  Timecard.
2. The employee's current time card will be displayed. Select the date where hours will be entered.


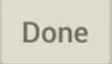
3. On the Day Details screen, click  on the other side of Paycode.

4. Select .



5. Select **Hours Worked** .

Record Time Worked for Duration Employee on a Mobile Device (Android)

6. On the **Duration**, enter hours worked  and click .


7. If applicable, select  to add explanation.

8. Click  and select applicable comment from the list.

Note: Click  to enter additional details.


9. Click  to save comments.

10. On the Paycode screen, click  to confirm paycode and hours worked.

11. On the Day Details screen, click  to save.

12. The shift now appears on the employee's timecard. Click the arrow on top left

 to return to the home screen.

13. Click  (**More Options**) icon on the bottom right corner and select **Sign Out** to exit from the application.