

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


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


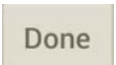
Record Time Worked

1. In the Home screen, select .
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**


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

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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. Click .

11. On the Transfer screen, click  and select applicable job from the list.

12. Click  to confirm selected job.


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

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

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



to return to the home screen.

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