

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


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

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. Click .



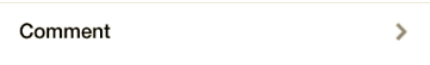












 Select Paycode

 Search List

Hours Worked

5. Select **Hours Worked** .

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6. On the **Duration**, enter hours worked  by selecting applicable hours and minutes from the list and click .
 7. If applicable, click  to add explanation.
 8. Click  and select applicable comment from the list.
 9. Click  to confirm.
- Note:** Click **Add** icon  to enter additional details.
10. Click  to save comments.
 11. Click .
 12. On the Transfer screen, click .
 13. Select applicable job from the list and click  to confirm.
 14. On the Transfer screen, click  to save selected job.
 15. On the Paycode Editor screen, click  to confirm paycode, hours worked and job.
 16. On the Day Details screen, click  to save.
 17. The shift now appears on the employee's timecard. Click the home icon  to return to the home screen.
 18. Click **Sign Out**  on the bottom left corner to exit from the application.