UNIVERSITY OF
TORONTO

Record Time Worked for Timestamp and Hourly Employee on a Mobile Device (Android)

Contents

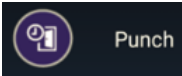## Overview

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

Record Time Worked as Timestamp Employee

1. In the Home screen, select .

2. Click and select applicable job from the dropdown list.

3. Click .

4. A successful punch will be displayed. Click **OK** to return to the Home screen.

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uTime Procedure Document   - 1 -   For Assistance with this Process
                                                                                          please contact uTime Support
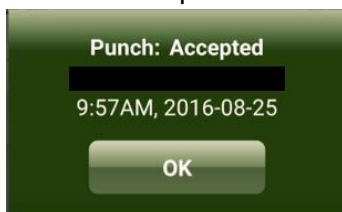
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5. Click **(More Options)** icon on the bottom right corner and select **Sign Out**
to exit from the application.

Record Time Worked as Duration Employee

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 | Paycode | .

5. Select **Hours Worked** | Hours Worked |

6. On the **Duration,** enter hours worked | Duration   2:00 | and

click | Done | .

7. If applicable, select | Comments | 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.

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please contact <u>uTime Support</u>

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                                                                                             please contact uTime Support