UNIVERSITY OF
TORONTO

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

Contents

Overview

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

Record Time Worked for Timestamp Employee

1. In the Home screen, select .

2. Click **Punch** on the botton right of the screen ..
3. A successful punch will be displayed. Click **OK** to return to the Home screen.

4. Click **Sign Out** on the bottom left corner to exit from the application.
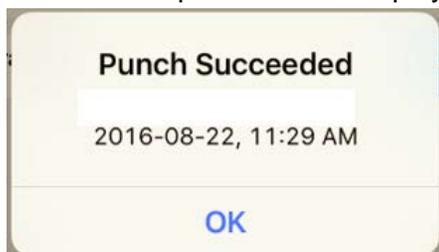
Record Time Worked for Duration Employee

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 **Paycode**.

    ← Select Paycode

    🔍 Search List
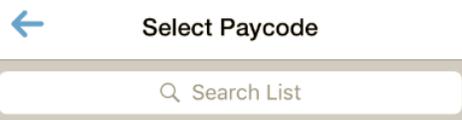
    Hours Worked

5. Select **Hours Worked**

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

    selecting applicable hours and minutes from the list and click ✓.

7. If applicable, click **Comment >** to add explanation.

8. Click **+** and select applicable comment from the list.

9. Click ✓ to confirm.

    Note: Click **Add** icon **Note +** to enter additional details.

10. Click ✓ to save comments.

11. On the Paycode Editor screen, click ✓ to confirm paycode and hours worked.

12. On the Day Details screen, click ✓ to save.

13. The shift now appears on the employee's timecard. Click the home icon 🏠 to return to the home screen.

14. Click **Sign Out** on the bottom left corner to exit from the application

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uTime Procedure Document   - 2 -   For Assistance with this Process
please contact uTime Support