UNIVERSITY OF
TORONTO

Record Time Worked for Timestamp and Hourly Employee with Multiple Jobs 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 mutiple jobs.

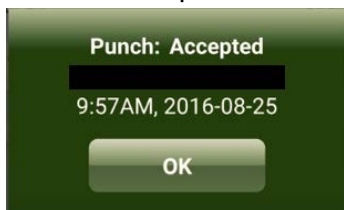## Record Time Worked as Timestamp Employee

1. In the Home screen, select .

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

3. Click **Punch** .

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

Punch: Accepted
9:57AM, 2016-08-25
OK

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 [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 [Paycode].

   [Select Paycode ⋮]
   [Search]

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. Click [Transfer].

11. On the Transfer screen, click [Transfer ▲] 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.

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please contact uTime Support

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.

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