

# Recording an Absence in uTime for a Duration Employee on a Mobile Device (iPhone)

## Contents

Overview  
Recording an Absence

## Overview

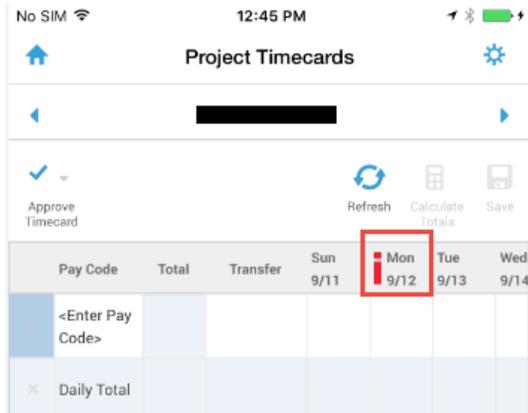
**Overview** Below outlines the steps taken by the Supervisor and Manager to record an employee absence for a duration employee on an iPhone device.

## Recording an Absence



1. On the **Home Screen**, select the .
2. The timecard per employee will be displayed.
3. The date with red mark indicator is visible for unexcused absence.

## Recording an Absence for a Duration Employee on a Mobile Device (iPhone)

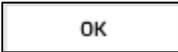


4. Click **Pay Code** cell and select applicable pay code from the list.
5. Click the date cell to enter hours for the selected pay code.



6. On the Pay Code Actions screen, click .
7. On the Amount screen, click and enter the absence hours on the

Amount (hh:mm): \*

8. Click  to confirm.

9. Click  to save.

**Note:** The red mark indicator on the date will become blue.

The screenshot shows the 'Project Timecards' app interface after the absence has been recorded. The 'Mon 9/12' cell now has a blue exclamation mark icon. The table shows 'Sick Leave Paid' with a total of 4:00 hours for 9/12. The 'Daily Total' row shows 4:00 hours for 9/12.

Pay Code	Total	Transfer	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14
×	Sick Leave Paid	4:00		4:00		
×	<Enter Pay Code>					
×	Daily Total	4:00		4:00		

10. Click  to go to Home screen.

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