

In Punch: Entering Time for Multiple Jobs- uTIME

Contents

In Punch – Entering Time for Multiple Jobs

Employee Workspace Overview

The Employee workspace in uTIME displays the following services:

- Review of the Employee's Login
- Recording the Time Stamp and Logout
- The ESS Timestamp
- Employee Timecard View: My Timecard and;
- My Report Window

This guide will help you navigate the **Entering Time for Multiple Jobs** .

Note: There are three different types of employees identified in uTime:

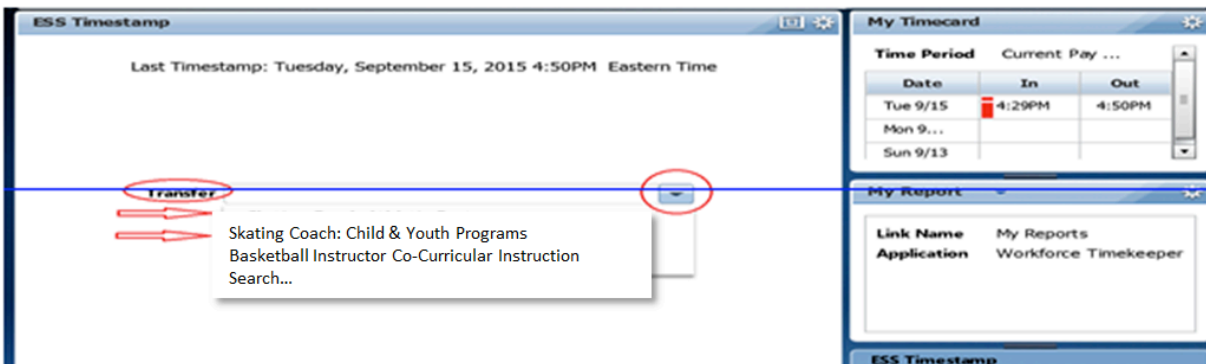
1. The Timestamp Employee can in-punch in and out-punch at start and end of a shift.
2. Timestamp & Hourly Employees can in-punch/out punch and is also able to enter the total number of hours worked on a shift.
3. Project View: these are employees who can enter the duration of hours worked.

Login at <http://uoft.me/myutime>


In Punch – Transfer to a Different Job or Work Centre

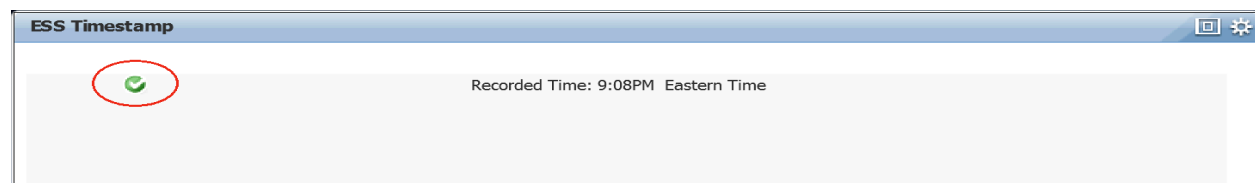
Transfers - This selected when an employee has more than one Labour Level Transfer Set (job, work centre). It allows the employee to choose a Job, Work Centre or Labour Account Profile that is *different* from the main (primary) one. This employee is *NOT* working at the primary Work Centre or is not doing his/her primary Job and may be paid from a different account.

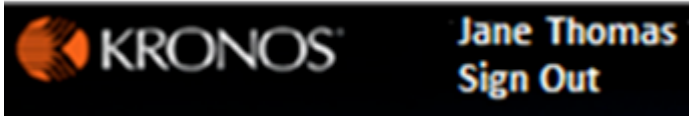
Start Work with a Different Job or Work Centre



Complete the following for a different job:

Transfer	From the Transfer drop down menu, select the different job that the employee will be doing.
Record Timestamp (Start Work)	Click on the Record Timestamp icon to Start Work 



Recorded Time	The current time will automatically show beside Recorded Time along with a green checkmark (as above) once the employee selects Record Timestamp .
Sign Out	Select Sign Out to exit the system 

Note: This process is the same for an employee working at a different Work centre.