



Supervisor, Manager & Payroll uTIME Logon

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Procedure Overview

Overview & Objective

Below outlines the steps taken by the Supervisor, Manager and Payroll to logon to uTIME.

To gain understanding of the steps required by the Supervisor, Manager and Payroll to Logon to uTIME.

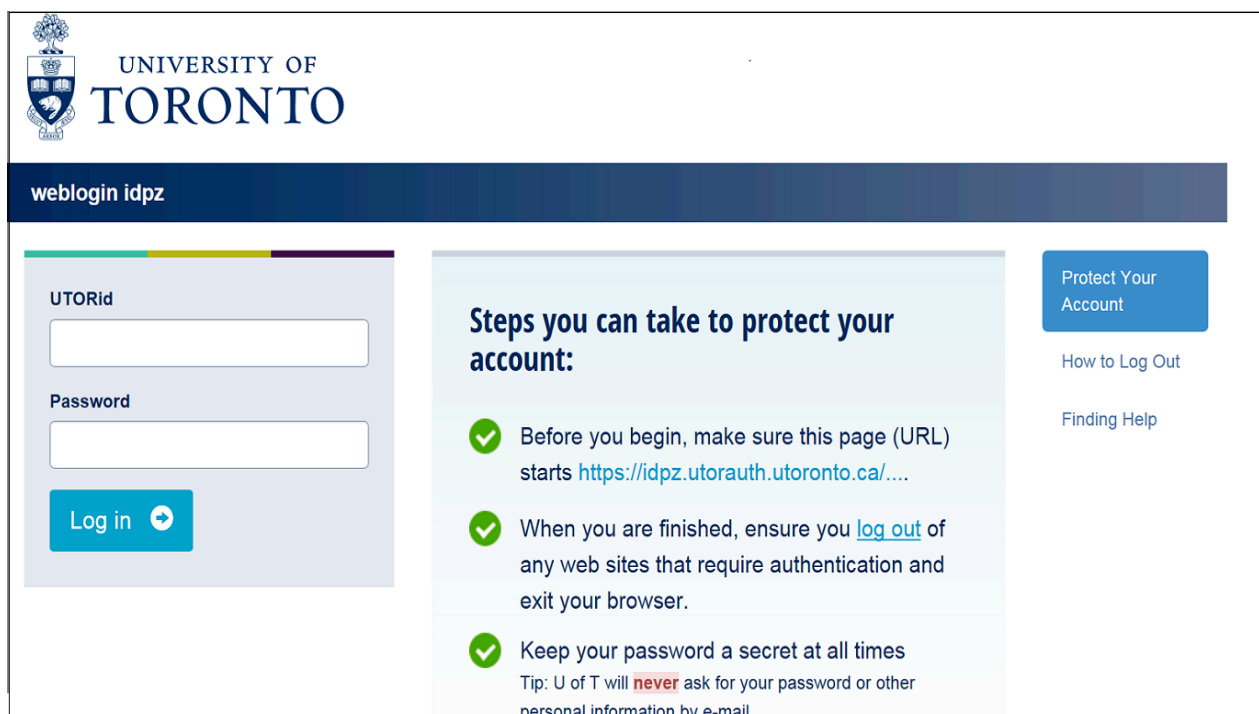
You will require the following:


- uTIME Web address
- Your User Name - (UTORID)
- Password (Your UTORID Password)

Supervisor, Manager & Payroll Login

Web Address	http://uoft.me/myutime
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UTORID Login



UTORid	Enter your UTORID
Password	Enter your Password (Your UTORID Password)
Login	Select the Log in button: 



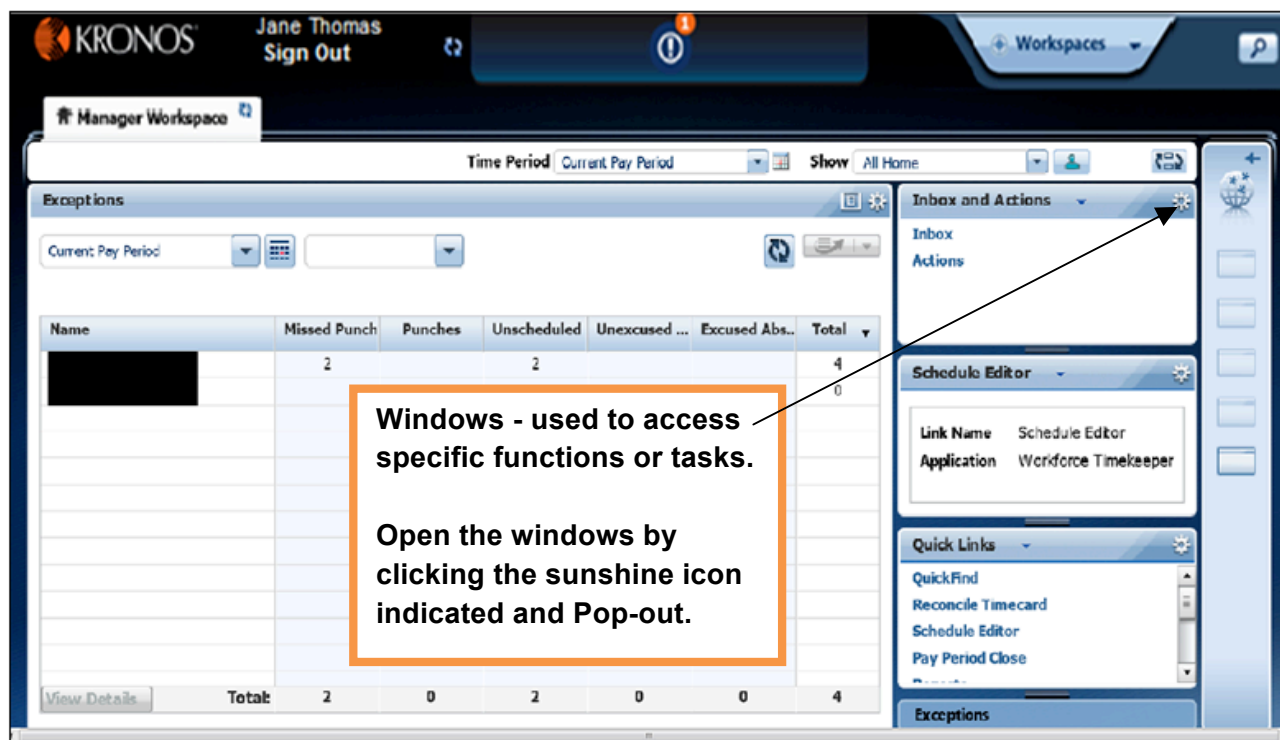
Tips



Save the uTIME URL as a “favorite” in your web browser for quick access.

The UTORid and Password are case sensitive. Please enter as required.

Manager Workspace

This is the main area where the supervisor/manager will navigate for correcting Exceptions, find Actions to be done, view employees schedules and a checklist of outstanding items. This page defaults to the Exceptions screen.



User's Name	The name of the supervisor/manager using the system.
Alerts and Notifications Widget 	Notifies users of specific events that require immediate attention. They can also open windows to allow users to act on tasks. For e.g., an Exception Alert can alert the manager/supervisor that the employee has a missed punch and requires to be added. The number will signify how many alerts.
Manager Workspace	Collections of one or more windows that allow the user to complete tasks and solve specific problems.
Time Period	Time period – can be current or previous pay period, range dates etc. Select the time period that you require.
Show	This allows you to choose the groups of employees you require
Windows	These are used to access specific functions or tasks. Inbox and Actions, Schedule Editor, To Do Checklist, Exceptions and Quick Links are all windows.
Sign Out	 Select Sign Out to exit the system