

# Employee – Start Work In Punch & Log Off

## Contents

Employee – Start Work - Overview

Employee Login – uTIME

In-Punch- Record Time Stamp

Sign Out

## Procedure Overview

### Overview & Objective

Below outlines the steps taken by the Employee to record the start of a shift. uTIME provides a time stamp of the current time the employee logs to Start Work.


To gain an understanding of the steps required by the employee to record time at the start of the assigned shift, you will require the following:

- uTIME Web address
- Your User Name - (UTORID)
- Password (Your UTORID Password)
- Transfer - Name of different Job or Work Centre (not the primary job)

## Employee Login

|                             |   |
|-----------------------------|---|
| <b>Employee Web Address</b> | <a href="http://uoft.me/myutime">http://uoft.me/myutime</a> |
|-----------------------------|---|

### UTORID Login

|                 |   |
|-----------------|---|
| <b>UTORid</b>   | Enter your UTORID   |
| <b>Password</b> | Enter your Password (Your UTORID Password)  |
| <b>Login</b>    | Select the Login button:<br> |

**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.


## Start Work - In Punch - Record Time Stamp

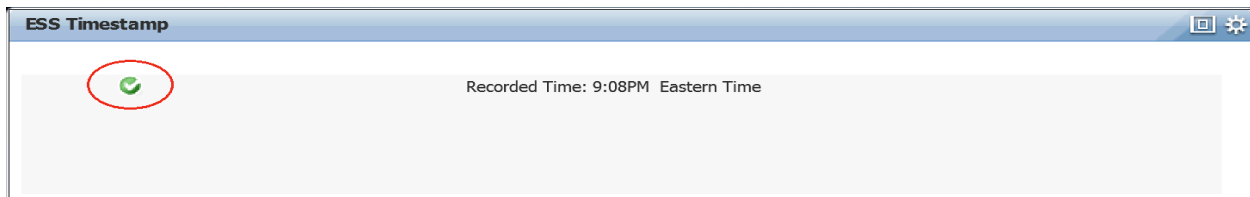
uTIME provides a record of the actual time of the employee’s In-Punch to Start work.


### Employee’s Home Page

| Date     | In     | Out    |
|----------|--------|--------|
| Tue 9/15 | 4:29PM | 4:50PM |
| Mon 9/14 |        |        |
| Sun 9/13 |        |        |

| Link Name   | My Reports           |
|-------------|----------------------|
| Application | Workforce Timekeeper |

|                                      |  |
|--------------------------------------|--|
| <b>Employee’s Name</b>               | The name of the employee who logged in.  |
| <b>U of T Employee Workspace</b>     | A collection of windows that allow the employee to complete tasks.   |
| <b>Windows</b>                       | These are used to access specific functions or tasks.<br>ESS Hourly Timestamp, My Timecard, My Report Windows.                                   |
| <b>ESS Timestamp (Employee Type)</b> | Identifies this is a Timestamp type employee   |
| <b>Time Period</b>                   | Time period – denotes the time frame and can be the current or previous pay period, range dates etc. Select the time period that you require.    |
| <b>Show</b>                          | The selection of employees required .  |
| <b>Last Timestamp</b>                | This is the record of the last date and time the employee logged in.   |
| <b>Record Timestamp (Start Work)</b> | <br>Click on the <b>Record Timestamp</b> icon to Start Work . |



|                      |  |
|----------------------|--|
| <b>Recorded Time</b> | Once the employee selects <b>Record Timestamp</b> , the current time will automatically show beside <b>Recorded Time</b> along with a green checkmark (as above) .   |
| <b>Sign Out</b>      |  <b>Jane Thomas</b><br><b>Sign Out</b><br>Select <b>Sign Out</b> to exit the system |