UChicago Time Approver Quick Reference Card

Logging In

1. Go to http://uctime.uchicago.edu
2. Click the "Login" Link
3. Enter your CNetID and password
4. Click the "Login" Button

Viewing Employee Clock Data

1. In the "Who" field, select the employee for whom you wish to view clock data.
2. In the "What" field, select "View Employee Clock Data"
3. In the "From" and "To" fields, select the date range you want to view.
4. Click "Go"

Viewing Accruals

1. In the "Who" field, select the employee for whom you wish to check accruals. Select "Me" to view your own accruals.
2. In the "What" field, select "View Accruals"
3. Click "Go"

Viewing Schedule Calendars

1. In the "Who" field, select the employee whose schedule you want to view.
2. In the "What" field, select "View Schedule Calendar."
3. In the "From" and "To" field, indicate which range of calendar dates you wish to view. The calendar will only show the work schedule for the days you select in this range.
4. Click "Go"

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Editing and Approving Employee Time

Use This Feature To-

1. Adjust “IN” and “OUT” times when an employee was unable for any reason to clock “IN” or “OUT” during time they actually worked.
2. Correct mispunches when an employee forgets to punch “IN” or “OUT”
3. Edit Unexpected Absences and Late codes by assigning an appropriate absence code for absence time during scheduled work hours.
4. Bank Holidays for eligible employees.
5. Select the “No Lunch” option.

How To Use This Feature –

1. In the “Who” field, select an employee.
2. In the “What” field, select “Edit & Approve Employee Time”
3. In the “From” and “To” fields, select a range of dates.
4. Click “Go”
5. Edit time segments and make any other changes.
6. Click on a date link at the left of each row to drill down to segment details for that date.
7. Click “Apply Changes” or “Save All” when you are done editing.

Editing and Approving by Job Assignment

Use This Feature To –

1. Adjust “IN” and “OUT” times when an employee was unable for any reason to clock “IN” or “OUT” during time actually worked.
2. Adjust lunch break (BRK) time by turning off the “Use System Breaks” option and editing the “IN” and “OUT” times.
3. Correct mispunches when an employee forgets to punch “IN” and “OUT”
4. Edit Unexpected Absences (UA Codes) by assigning an appropriate absence code for an employee absence during scheduled work hours.
5. Assign “Worked Day Off” and “Full Day” premium overrides.
6. Bank a holiday.
7. Provide a lump sum payment.

How To Use This Feature-

1. In the “Who” field, select the name of the employee you want to edit.
2. In the “What” field, select “Edit and Approve by Job Assignment.”
3. In the “From” and “To” fields, select a date range for the period of time you wish to view.
4. Click “Go”
5. Edit time segments and make any other changes as necessary.
6. Click “Show Payroll Details” to access additional options such as premiums.
7. Click “Apply Changes” or “Save All” when you are done editing.

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Monthly Absence Reports

How To Submit Your Own –

1. In the "Who" field, select "Me"
2. In the "What" field, select "Monthly Absence Report"
3. In the "From" and "To" fields select any dates within the month you want to report.
4. Click "Go"
5. For each absent day, click the magnifying glass icon and select an absence code from the Dashboard.
6. Type the number of hours in the HH:MM format (Example: 07:30 for most Monthly employees).
7. Click "Save and Submit"

How To Approve -

1. In the "Who" field, select an employee.
2. In the "What" field, select "Monthly Absence Report."
3. In the "From" and "To" fields select dates within the month you want to approve.
4. Click "Go"
5. Read over and edit as necessary.
6. When ready to approve, click "Approve."

Scheduling Temporary Shift Changes

How To Schedule-

1. In the "Who" field, select the employee for whom you want to schedule the change.
2. In the "What" field, select "Schedule a Temporary Shift Change."
3. In the "From" and "To" fields, select a single date or a date range.
4. Click "Go"
5. In the "Start Time" and "End Time" fields, type a new start and end time using the HH:MM AM/PM format.
6. If you like, you may type a reason for the time change in the "Reason" text box.
7. Click the "Schedule Shift Change" button.

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Viewing and Approving Employee Timesheets

Use This Feature To -

1. View one or more days at a time.
2. See an overview of an employee's time record.
3. Quickly view and approve a range of days.
4. View and approve multiple time records by selecting "My Team" in the "Who" field.
5. Bank Holidays for eligible employees.
6. Insert "Worked Day Off" and "Full-Day" Premiums for time worked.

How to View/Approve -

1. In the "Who" field, select an employee, or select "My Team" to view all employees.
2. In the "What" field, select "View and Approve Employee Timesheet."
3. In the "From" and "To" fields, select a single date or range of dates.
4. Click "Go."
5. Click the employee name link on the left to edit details for that shift.
6. Click "Back" to return to the timesheet view.
7. Click "View All Clock Data" to compare time entries to the clock data.
8. To approve the time, click "Approve All"
9. Click "Save All."