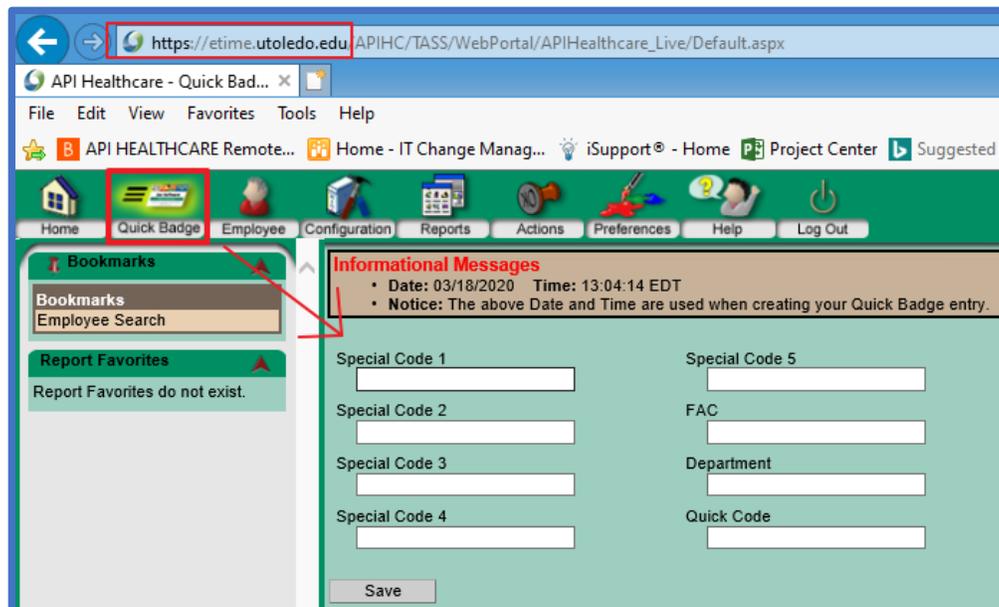API/eTime Remote Clocking Procedure

There are two ways to enter time in and out via API/eTime while working remote:

1. If you have access to the vlab and are on the UT Network use the following:
   https://etime.utoledo.edu
   If you have the appropriate permissions, you will be able to perform a Quick Badge.
   If Quick Badge is disabled or doesn't work – add a clocking (see number 2)

2. If you are at home off campus and off the UT network use the following:
   https://eschedule.utoledo.edu
   You will need to add a clocking for your supervisor to approve as quick badge is disabled