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)

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Rookmarks Bookmarks Employee Search	 Informational Messages Date: 03/18/2020 Time: 13:04:14 EDT Notice: The above Date and Time are used when creating your Quick Badge entry. 			
Report Favorites	Special Code 1	Special Code 5		
Report Favorites do not exist.	Special Code 2	FAC		
	Special Code 3	Department		
	Special Code 4	Quick Code		
	Save			

2. If you are at home off campus and off the UT network use the following: <u>https://eschedule.utoledo.edu</u>

You will need to add a clocking for your supervisor to approve as quick badge is disabled

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Employee: R00020105 %	General Attendance+ Notes			
Name: Shari Davis Pay Period:	Date*	Prompt Hours		
03/01/2020 - 03/14/202	Time*	Quick Code		
Search				
Back to Search Results	Transaction Order	FAC		
Open Schedule				
Employee Actions	Special Code 1	Department		
Add Calenda Add Clocking	Special Code 2	Unit		
Calc Me Now Courtesy Lock				