Quick Guide
Student and Miscellaneous Wage Employees with Additional Assignments

1 Log-in to UDTime - www.udel.edu/udtime (figure 1)
   • Click Log-in button
   • At the CAS screen:
     ° Enter your Username & Password or UD ID & PIN
     ° Click Log-in button

2 Choose an Assignment page
   • Click the correct job before clocking in or out

3 Start of work - Clock-in:
   • Log-in to UDTime (step 1)
   • Choose assignment (step 2)
   • Click In button (figure 2)
   • Click Logout button
   (or system will log you out after 30 seconds)

4 End of work - Clock-out:
   • Log-in to UDTime (step 1)
   • Choose assignment (step 2)
   • Click Out button (figure 2)
   • Click Logout button

Other buttons on WebClock

5 Switch Assignments button
   • Click to this button to clock in for a different job
   • Choose an Assignment screen appears

6 Review Timesheet
   • Log-in and click Timesheet button
   • Review Hours and Total
     ° Alert your supervisor of any issues:
       ° Missed clock-in
       ° Missed clock-out
       ° Missed hours

5 Timesheet tabs
   • Exceptions – check here for RED errors indicating a severe issue that will stop you from being paid (contact your supervisor)
   • Results – view a summary of your hours and estimated pay
   • Work Study – if you have a current work study award, review your current balance