Quick Guide

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

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

4 Review Timesheet (optional, figure 3)
   • Log-in to UDTime (step 1)
   • Click Timesheet button (figure 2)
   • Review Hours and Total (figure 3)
   • Alert your supervisor of any issues, such as:
     ° Missed clock-in
     ° Missed clock-out
     ° Missing 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