

Timecard and UChicago Time Instructions for New Employees

Regular Staff Employees

Congratulations on your job at the University of Chicago in the department of _____.
For the first pay period after you begin employment you will record all of your worked time on the attached timecard. The timecard is due in our office on _____ date. Beginning on _____, you will need to record your worked time in the University's Time and Attendance System, UChicago Time. Please note you must have a CNet ID in order to access UChicago Time. In order to claim your CNet ID, please visit <http://itservices.uchicago.edu/services/cnetid/>.

Additionally, it is important to review our online training tutorial specifically tailored to biweekly employees to familiarize yourself with the application. It is available on the UChicago Time website, <http://uchicagotime.uchicago.edu/>. Please follow the three simple steps below to view the tutorial.

1. Click on the 'Training' option
2. Click on 'Employee Training'
3. Click on 'UChicago Time for Biweekly Staff (Web Clock Users)'

Thanks again and we look forward to working with you.

Students and Temporary Employees

Congratulations on your job at the University of Chicago in the department of _____.
For the first pay period after you begin employment you will record all of your worked time on the attached timecard. The timecard is due in our office on _____ date. Beginning on _____, you will need to record your worked time in the University's Time and Attendance System, UChicago Time. Please note you must have a CNet ID in order to access UChicago Time. In order to claim your CNet ID, please visit <http://itservices.uchicago.edu/services/cnetid/>.

Additionally, it is important to review our online training tutorial specifically tailored to student and temporary employees to familiarize yourself with the application. It is available on the UChicago Time website, <http://uchicagotime.uchicago.edu/>. Please follow the three simple steps below to view the tutorial.

1. Click on the 'Training' option
2. Click on 'Employee Training'
3. Click on 'UChicago Time for Student and Temporary Employees'

Thanks again and we look forward to working with you.