

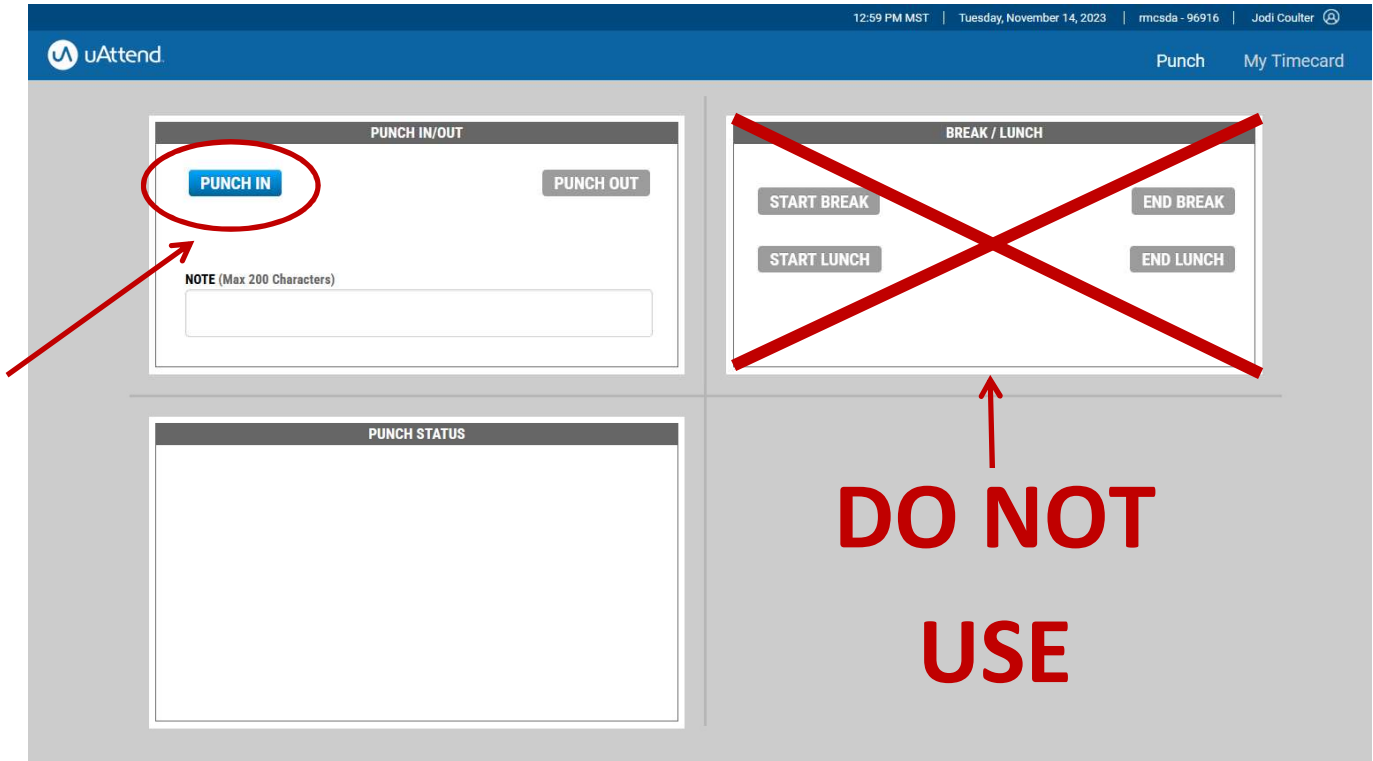
Instructions for using the uAttend website

First of all, always make sure that you are logging in at the correct website.

- If you are an RMC employee working in **Colorado** or **Wyoming**, make sure to log in at: <https://v2.trackmytime.com/rmcsda>
- If you are a RMC employee working in **New Mexico**, log in at <https://app6.trackmytime.com/rmcsdanm>
- If you are an **MHA** employee, log in at <https://v2.trackmytime.com/milehigh>


The screenshot shows a web browser window with the address bar containing v2.trackmytime.com/rmcsda. The page displays the uAttend logo at the top. Below the logo is a login form titled "RMCSDA". The form includes a message: "Press CTRL+D to bookmark this page before proceeding". There are two input fields: "Username" with the placeholder "Enter Username" and "Password" with the placeholder "Enter Password" and a visibility toggle icon. A blue "LOGIN" button is positioned below the fields. At the bottom of the form, there is a link: "Forgot Username or Password?". Below the form, there are three additional links: "Not your account? Find My Account", "Not a member yet? Sign up", and "Notice for California Residents".



To punch in, click **PUNCH IN**. Please DO NOT USE the BREAK/LUNCH buttons. Click **PUNCH OUT** when you leave for lunch, and **PUNCH IN** when you come back.




If you need to edit a punch time, click on the **My Timecard** tab.



Click on the Pencil symbol  for the punch you want to correct.

DATE	DEPT	IN	OUT	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL	Show
Fri 10/20/23												+
Sat 10/21/23												+
Sun 10/22/23												+
Mon 10/23/23	9999	08:15 AM	12:15 PM									+
	9999	01:15 PM	07:15 PM	10.00							10.00	  +
Tue 10/24/23												+

Make your corrections in the **Edit Punch** Box, and click **SAVE AND CLOSE**.

To delete a punch, click on the Trashcan symbol  and then click OK when asked.

DATE	DEPT	IN	OUT									Show Notes		
Fri 10/20/23														
Sat 10/21/23														
Sun 10/22/23														
Mon 10/23/23	9999	08:15 AM	12:15 PM											
		01:15 PM	07:15 PM	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL			
				10.00							10.00			
Tue 10/24/23														

Then click **YES** when asked.

DATE	DEPT	IN	OUT									Show Notes		
Fri 10/20/23														
Sat 10/21/23														
Sun 10/22/23														
Mon 10/23/23	9999	08:15 AM	12:15 PM	Are you sure you want to delete this punch?										
		01:15 PM	07:15 PM	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL			
				10.00							10.00			

To manually add a punch, click on the **+** sign.

DATE	DEPT	IN	OUT									REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL	Show Notes	
Fri	10/20/23																				
Sat	10/21/23																				
Sun	10/22/23																				
Mon	10/23/23	9999	08:15 AM	12:15 PM																	
		9999	01:15 PM	07:15 PM																	
					10.00													10.00			
Tue	10/24/23																				
Wed	10/25/23																				

Enter your In and Out times, and click **SAVE AND CLOSE**.

Add Punch

Punch Type In/Out

In Time 08:15 AM on 10/25/23

Out Time 12:15 PM on 10/25/23 ✕

Notes

CANCEL SAVE AND NEXT SAVE AND CLOSE

To add vacation, sick, or holiday hours, click on the **+** sign and click the **Punch Type** drop down arrow. Select **Benefit**.

Add Punch

Punch Type Type

In Time

Out Time ✕

Notes

CANCEL SAVE AND NEXT SAVE AND CLOSE

- Type
- In/Out
- Break
- Lunch
- Benefit**

Select the type of benefit hours you want to add.

Add Punch

Punch Type: Benefit

Date: 10/25/23

Benefit Type:

Benefit Hours:

Notes:

Add the total number of hours you want to add for that date. Click **SAVE AND CLOSE**.

Add Punch

Punch Type: Benefit

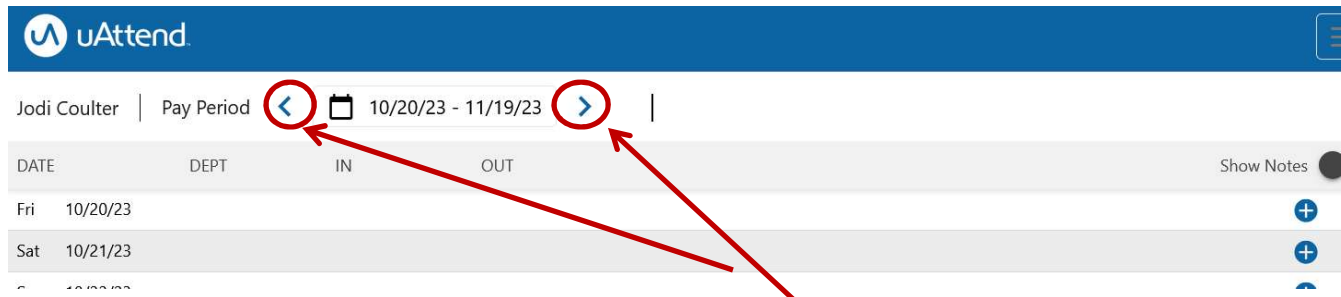
Date: 09/04/23

Benefit Type: HOL - Holiday

Benefit Hours: 9.50

Notes: Labor Day

If you need to get to a prior pay period, you can do that by clicking the arrows that bracket either side of the dates.



After logging out on your last day of work in the pay period, you must review and approve your timecard before your supervisor can approve it to be paid. First, please check to make sure that all your hours are correct and that you haven't missed any punches or benefit hours that should be included. Some examples of common errors:

- 1) Forgetting to punch out. Make sure you don't have any missed punches.

Tue	10/24/23			
Wed	10/25/23	9999	09:45 AM	---
Thu	10/26/23			

- 2) Forgetting to select the correct AM/PM time when manually entering your time. If you're seeing an unusually large number of hours on a single day, make sure that the AM/PM selection on your check in/out time is correct.

Tue	10/24/23											
Wed	10/25/23	9999	09:30 AM	11:30 PM	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
					14.00							
		9999	DAILY OVERTIME 1		REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
					-2.00	2.00						14.00

- 3) Accidentally recording more hours than there are in a day.

Wed	10/25/23	9999	09:30 AM	11:30 AM	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
					26.00							
		9999	DAILY OVERTIME 1		REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
					-14.00	14.00						26.00

This happens when you accidentally selected the next day's date in the Out Time section.

Edit Punch

Punch Type In/Out

In Time 09:30 AM on 10/25/23

Out Time 11:30 AM on 10/26/23

Notes

In Punch Original 11/14/2023 at 3:21 PM by Jodi Coulter from (74.51.221.82) (Manual Punch)

Last Edited On 11/14/2023 at 3:28 PM by Jodi Coulter from (74.51.221.82) (Edited Punches)

CANCEL SAVE AND CLOSE

After checking to make sure that everything is correct, scroll down to the bottom of your timecard and click **Approve Timecard**.

	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
Total Hours	22.00	14.00	0.00	0.00	0.00	0.00	0.00	36.00

E Pending Time Card Approval by Jodi Coulter - 4897

S Pending Time Card Approval by Supervisor

Approve Timecard | Print | Email | Download | Export

You can also print a copy of your timecard for your records by clicking **Print**.

	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
Total Hours	22.00	14.00	0.00	0.00	0.00	0.00	0.00	36.00


E Approved on Thu 11/16/23 at 3:05 pm by Jodi Coulter - 4897


S Pending Time Card Approval by Supervisor


Unapprove Timecard | Print | Email | Download | Export

If, after approving your timecard, you remember a correction you need to make, click **Unapprove Timecard**.

	REG	OT1	OT2	VAC	SIC	HOL	OTH	TOTAL
Total Hours	22.00	14.00	0.00	0.00	0.00	0.00	0.00	36.00


 [Unapprove Timecard](#) | [Print](#) | [Email](#) | [Download](#) | [Export](#)



 Approved on Thu 11/16/23 at 3:05 pm by Jodi Coulter - 4897


 Pending Time Card Approval by Supervisor

This will unlock your timecard for you to make changes. However, once your supervisor approves your timecard, you will no longer be able to unapprove it and make changes.

To **log out**, click your name in the top right hand corner of the screen. It will drop down to show the Logout button.

02:52 PM MST | Tuesday, November 14, 2023 | rmcnda - 96916 | [Jodi Coulter](#) 

 [Logout](#) 

Jodi Coulter | Pay Period <  10/20/23 - 11/19/23 > |