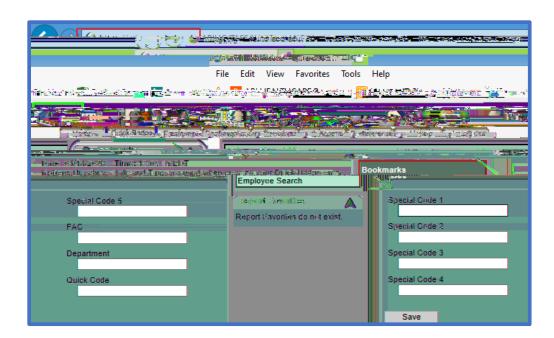
API/eTime Remote Clocking Procedure

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)



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

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

