

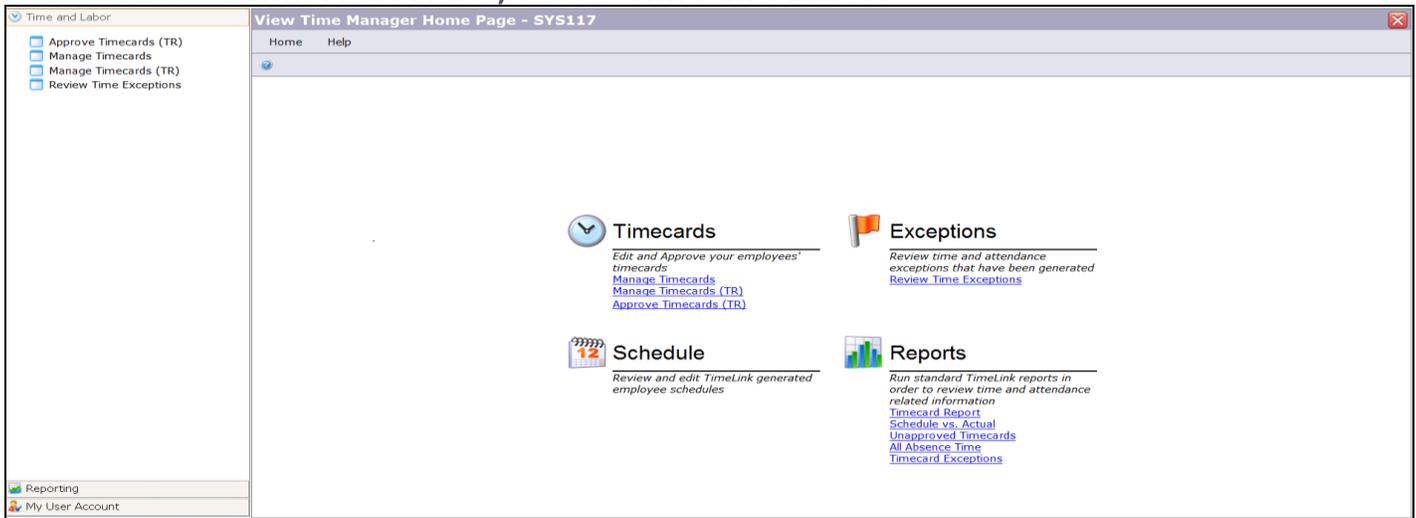
Approving Timecards

When to use: To Approve Timecard (s) in TimeLink

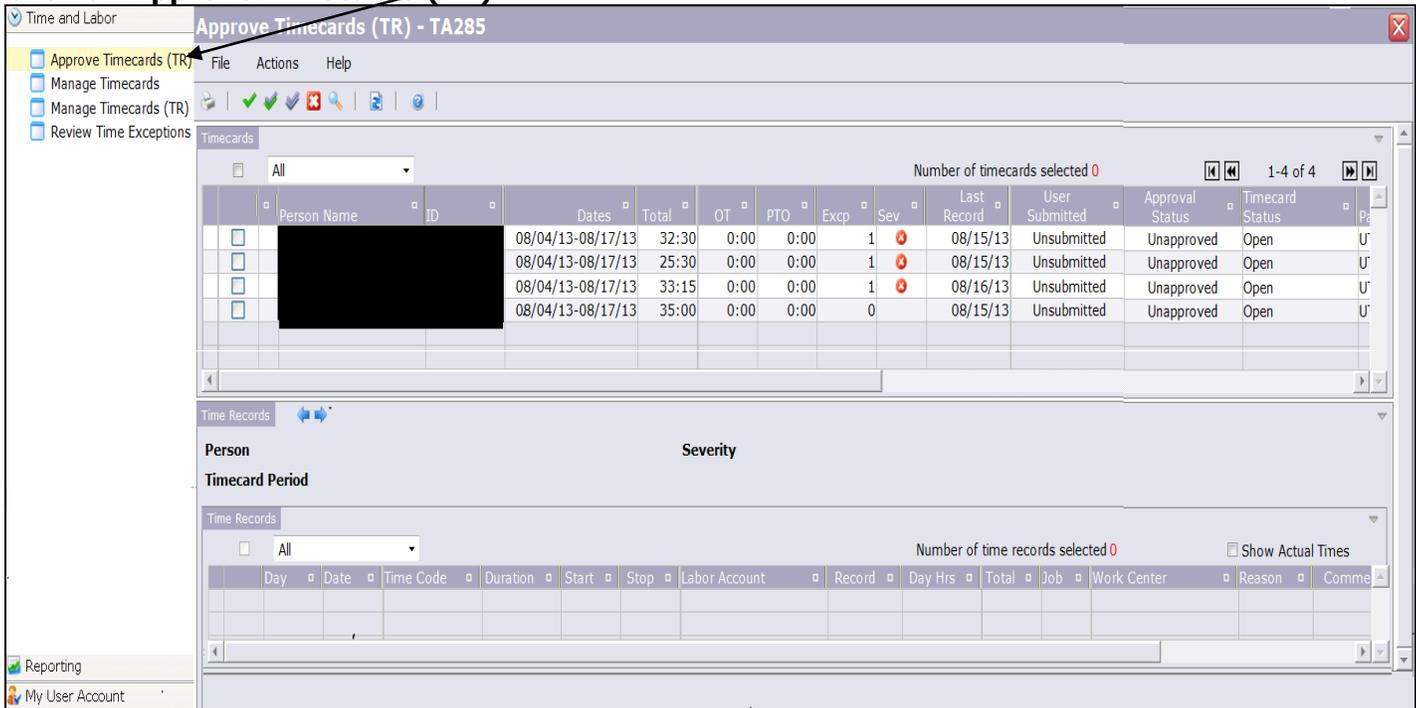
Web Address	https://timelink.utoronto.ca/timelink/login
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Login to the TimeLink Home Page

From the TimeLink Main Menu, select Time and Labor:



Click on Approve Timecards (TR)



Number of timecards selected
 This will show how many
 Timecards were selected

A list of your employees will be proposed on the Approved Timecards (TR) screen (**TA285**) below:

The screenshot shows the 'Approve Timecards (TR) - TA285' application window. The window title is 'Approve Timecards (TR) - TA285'. It has a menu bar with 'File', 'Actions', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Timecards' and contains a table with columns: Person Name, ID, Dates, Total, OT, PTO, Excp, Sev, Last Record, User Submitted, Approval Status, and Timecard Status. The second row is selected, indicated by a checkmark in the left margin and a yellow background. Above the table, it says 'Number of timecards selected 1'. Below the table is a 'Time Records' section with a toolbar and a 'Person' field. Below that is another 'Time Records' section with a toolbar and a table with columns: Day, Date, Time Code, Duration, Start, Stop, Labor Account, Record, Day Hrs, Total, Job, Work Center, Reason, and Comment. The second row in this table is selected.

To change the selection criteria of timecards on the screen click on the Toggle Find Section icon 

From this screen you can **Edit, Approve and Unapproved** Timecards

Note: If your employee has a red "X" in the Severity (Sev) field, you cannot approve that employee's timecard until the error has been corrected.

From your list of employees on the first half of your screen, select the box beside the employee whose timecard is being approved - a checkmark will appear (as seen on the far left of the screen shot above).



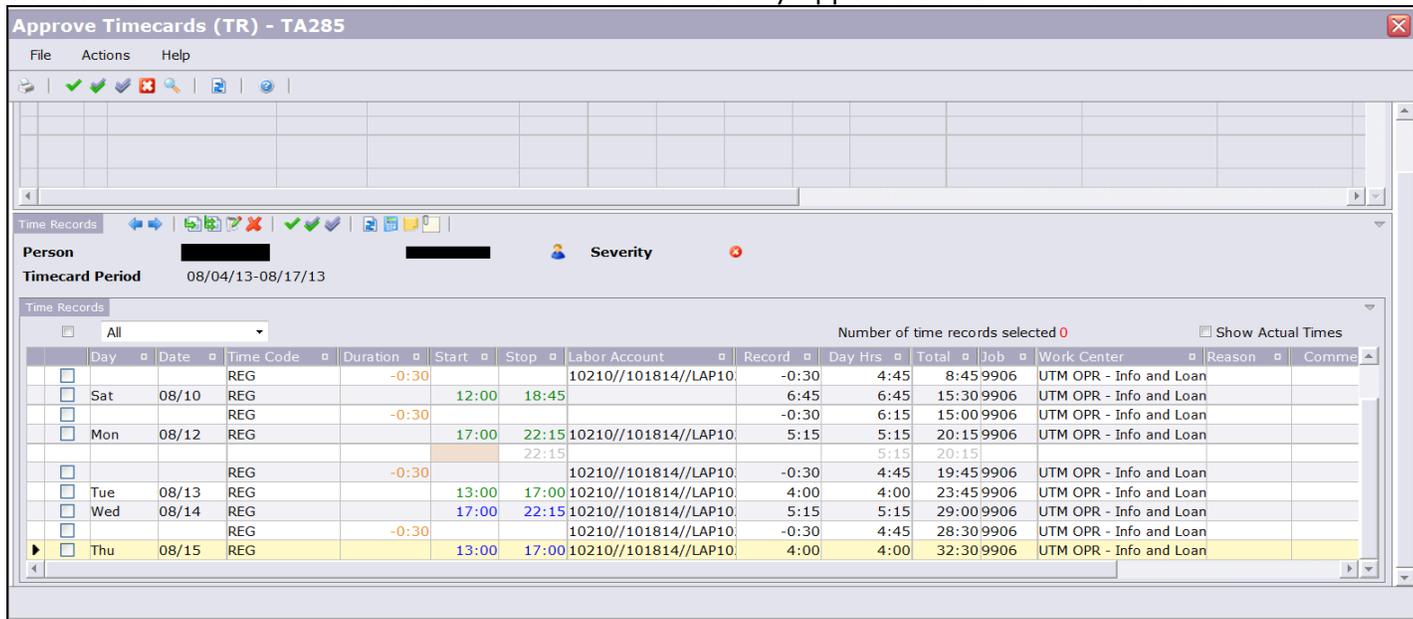
NOTE: If your employee is not on the list, you may need to click on the Toggle Find Section icon to find the employee. Beside the TR_FILTER_OBJECT field, select "All" or the specific work centre to which the employee belongs.

Description of the fields for the Approve Timecards (TR) – TA285

In This Column	You'll Find This Information
Person Name	The name of the person.
ID	The ID of the person.
Dates	The dates of the corresponding pay period.
Total	The total hours worked.
OT	The total overtime hours (can include 1.5 OT, double-time, etc.).
PTO	The total paid time off hours (vacation, sick, jury duty, etc.).
Excp	The number of outstanding exceptions – it is associated with a severity level.
Sev	Severity levels: Informational  , Warning  , Error  .
Last Record	The last record date in the pay period.
User Submitted	Indication that the user has submitted or signed off on the timecard for manager approval.
Approval Status	Timecard status i.e., approved, unapproved, rejected.
Timecard Status	Timecard status in the payroll process: open, master locked, payroll locked.
Payroll Status	Timecard status in the payroll process i.e. pending or paid.
Time Records	The total number of time records on the timecard.
Unapproved Time Records	The number of unapproved time records on the timecard.

Approving a Timecard for One Employee

To view the Time Records, scroll to **the bottom** of the screen to **Time Records** and click on the following arrows . The Time Records for approval matching your employee will be listed. Select the box beside "All" - checkmarks will automatically appear beside all the timecards.



The screenshot shows the 'Approve Timecards (TR) - TA285' application window. At the bottom, the 'Time Records' section is expanded, showing a table of records. The 'All' filter is selected, and a green checkmark icon is visible in the toolbar above the table, indicating that all records are selected for approval.

Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comments
<input type="checkbox"/>	Sat	08/10	REG	-0:30	12:00	18:45	10210//101814//LAP10	-0:30	4:45	8:45	9906	UTM OPR - Info and Loan	
<input type="checkbox"/>	Mon	08/12	REG	-0:30	17:00	22:15	10210//101814//LAP10	-0:30	6:45	6:15	15:00	9906	UTM OPR - Info and Loan
<input type="checkbox"/>	Tue	08/13	REG	-0:30	13:00	17:00	10210//101814//LAP10	-0:30	5:15	5:15	20:15	9906	UTM OPR - Info and Loan
<input type="checkbox"/>	Wed	08/14	REG	-0:30	17:00	22:15	10210//101814//LAP10	-0:30	4:45	4:00	23:45	9906	UTM OPR - Info and Loan
<input type="checkbox"/>	Thu	08/15	REG	-0:30	13:00	17:00	10210//101814//LAP10	-0:30	5:15	5:15	29:00	9906	UTM OPR - Info and Loan
<input checked="" type="checkbox"/>			REG	-0:30			10210//101814//LAP10	-0:30	4:45	4:00	28:30	9906	UTM OPR - Info and Loan
<input checked="" type="checkbox"/>			REG	-0:30			10210//101814//LAP10	4:00	4:00	32:30	9906	UTM OPR - Info and Loan	

Click on the **Approve/Unapprove Time Records** icon  (the green checkmark).

Note: Only the timecards that have been corrected and ready for approval can be approved.

The following confirmation prompt (Approve Timecard) will be proposed:

Select **Approved** from the drop down menu and then **OK**.

A **green** checkmark will show under the Approved column by the approved timecards as seen below:

Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comment	PPA	ALD	Approved	
	17:00	22:15	10210//101814//LAP10	5:15	5:15	5:15	9906	UTM OPR - Info and Loan					✓	More
-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan						More
	13:00	17:00	10210//101814//LAP10	4:00	4:00	8:45	9906	UTM OPR - Info and Loan					✓	More
	13:00	22:15	10210//101814//LAP10	9:15	9:15	18:00	9906	UTM OPR - Info and Loan					✓	More
-0:30			10210//101814//LAP10	-0:30	8:45	17:30	9906	UTM OPR - Info and Loan						More
	13:00	17:00	10210//101814//LAP10	4:00	4:00	21:30	9906	UTM OPR - Info and Loan					✓	More

Note: To Unapprove a timecard, the same process to Approve a timecard (described above) is followed, but instead you must select **"Unapproved"** from the drop down menu (confirmation prompt). Also, when the record is **unapproved**, you will see a **purple** checkmark by the unapproved timecards.

Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comment	PPA	ALD	Approved	
	17:00	22:15	10210//101814//LAP10	5:15	5:15	5:15	9906	UTM OPR - Info and Loan					✓	More
-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan					✓	More

Approving Timecards for All your Employees at once

The screenshot shows the 'Approve Timecards (TR) - TA285' application. The main window displays a table of timecards for four employees. The 'All' checkbox is selected, and the 'Approve All Time Records' icon (a green and purple checkmark) is visible. Below the timecard list, there is a section for 'Time Records' showing details for a specific employee and period.

Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status	Timecard Status	P.
[Redacted]	[Redacted]	08/04/13-08/17/13	32:30	0:00	0:00	1	0	08/15/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	35:00	0:00	0:00	0	0	08/15/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	33:15	0:00	0:00	1	0	08/16/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	25:30	0:00	0:00	1	0	08/15/13	Unsubmitted	Unapproved	Open	U

Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comme
Tue	08/06	REG		17:00	22:15	10210//101814//LAP10	5:15	5:15	5:15	9906	UTM OPR - Info and Loan		
		REG	-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan		
Wed	08/07	REG		13:00	17:00	10210//101814//LAP10	4:00	4:00	8:45	9906	UTM OPR - Info and Loan		
Thu	08/08	REG		13:00	22:15	10210//101814//LAP10	0:15	0:15	19:00	9906	UTM OPR - Info and Loan		

From your list of employees at the top of the screen, select the box beside "All" (this will automatically select all your employees with a checkmark).

Note: Only the timecards that have been corrected and ready for approval can be approved.

Scroll to **the bottom** of the screen and select the box beside "All" (checkmarks will automatically appear by each timecard). Click on the **Approve All Time Records** icon  (the green and purple checkmark).

The following confirmation prompt (Approve All Timecards) will be proposed:
Select **OK**.

The screenshot shows the 'Approve All Timecards' confirmation dialog box. The dialog box contains a warning message, a 'Comments:' field, and 'OK' and 'Cancel' buttons.

Approving the timecards allows them to be released to payroll. Timecards cannot be paid unless they have been approved.

Comments:

OK Cancel

There will be green checkmarks shown under Approved column for all the approved timecards.

Note: To Unapprove all the timecards at once, the same process to Approve all the timecards at once (described above) is followed, but instead you must select the **"Unapproved ALL Time Records"** icon  (double purple checkmark). Select **OK** to the Unapprove All Timecards proposed.