# **TIMELINK.** Assigning Additional Jobs to an Employee

When to use: To create an additional job for an employee. The employee will have multiple Jobs.

Web Address	https://timelink.utoronto.ca/timelink/login

### Login to the TimeLink Home Page

#### From the TimeLink Main Menu, select: Persons Management>Personnel Administration>Work Info Assignments>Assign Jobs

2 Person Management	Assign Jobs - PERS142	
⊡-∅ Personnel Administration ⊕-∅ Time Assignments	File Actions Help	
E- Work Info Assignments	≽   😢 📉   🥥	
Assign Jobs	Persons	~
Assign Work Centers		
	i i 1-100 of 741	M M
	Person ID P Name P	
		—— II
	3	
🕑 Time and Labor		
🔊 Payroll		
🥁 Reporting		
🏭 My User Account		
	а 1	

Click on the toggle find selection icon

First Name

Group

A list of employees will be proposed on the Assign Jobs Screen (**PERS142**) as seen above.

For a	more	necific	search	critoria	VOU	can	follow	tho	ctonc	described	helow
гог а	mores	specific	Search	cincena,	you	Call	1011010	uie	SLEPS	uescribeu	Delow.

Assign Jobs - PERS142	2					
File Actions Help						
😂   🍞 🔍   🥥						
Search Criteria						
Person ID						
Last Name						
First Name						
Group	WCTR - East Asian Library					
Apply Save Search						
Person ID	Enter the Employee's personnel number (if less than 8 digits, then add zeroes in front of the personnel number to total 8 digits)					
Last Name	Enter the employee's Last Name					

Enter the employee's First Name

From the drop down menu, select the Group you want to see

#### Click on Save Search and Apply.

Note: You can search by any one of the search Criteria listed above



Double click the employee to whom you want to assign the job. Select the Create icon

## The Assign Jobs Screen (PERS142) will be proposed as seen below:

Assign Jobs -	PERS142					X
File View	Actions Help					
😸 🏷 I 🔶 🗣 🕯	s   🔊 🗊 🗶   🐵					
		[Last Name : ]				
	[First Name : ]					
Job List						~
	Assignments as of:		-	H #	1-2 of 2	<b>H</b> H
Gap Analyzer		urrent Primary records date r		 		
Job Code = 0279	Effective Date = 09/16/2011	End Date  Primary Flag				•
0278	10/01/2012	0				
						_
x						2 2
Job						~
Effective Date*			Job*	4		
End Date						
Primary						

### Complete the following fields as seen on the screen above:

Effective Date	Enter the date on which this job assignment is effective
End date	Leave blank unless there is a limited time period for the job
Primary	Select this indicator if the Job assignment is the employee's primary job. Once saved, number 1 will indicate the primary job and 0 the additional job.
Job	From the drop down menu, select the job that you want to assign

## Save the Additional Job

Click on the save icon 🗾 to save the newly assigned Job.

### Confirmation

Review the job list. You should see the primary and additional job(s) assigned to the employee.

### Final Step – Request to HRIS:

To complete the additional job set-up, you must follow-up with an EMD request to HRIS. For details, refer to the **Employee Master Data Request Process** document.

# NOTE: EMDs with future dates will not be processed – i.e. the request date should not be a future date.