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	
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Assign Jobs	Persons	~
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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.

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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:

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		[Last Name :]				
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Job List						~
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0278	10/01/2012	0				
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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.