

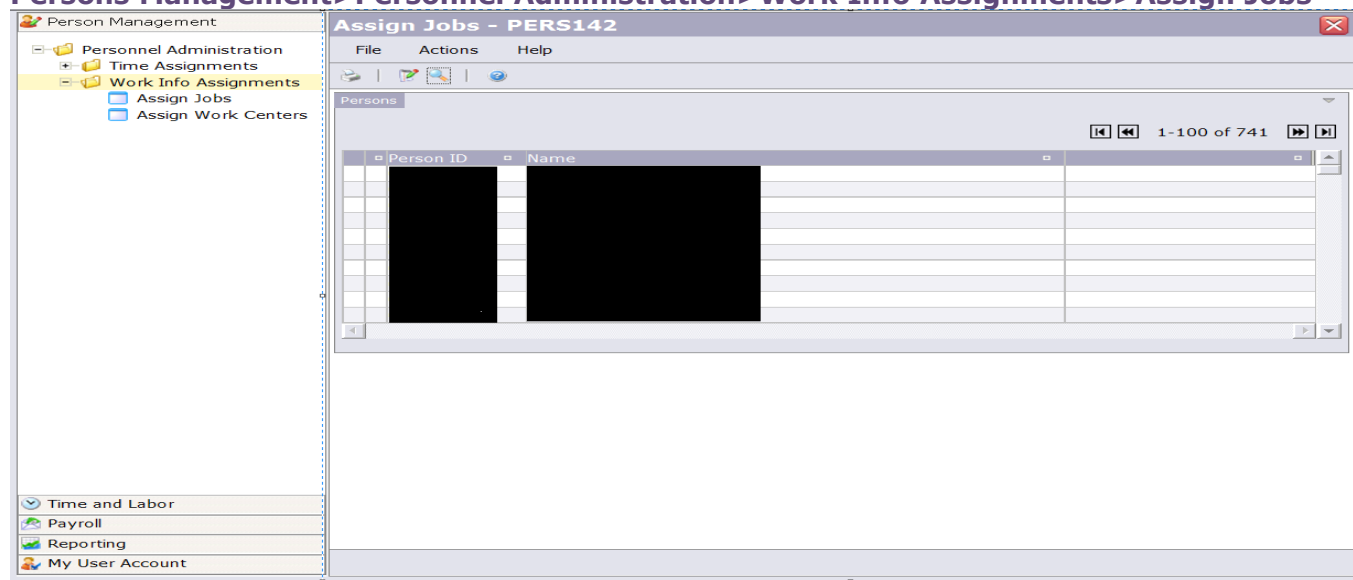
## Assigning Additional Jobs to an Employee

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

<b>Web Address</b>	<a href="https://timelink.utoronto.ca/timelink/login">https://timelink.utoronto.ca/timelink/login</a>
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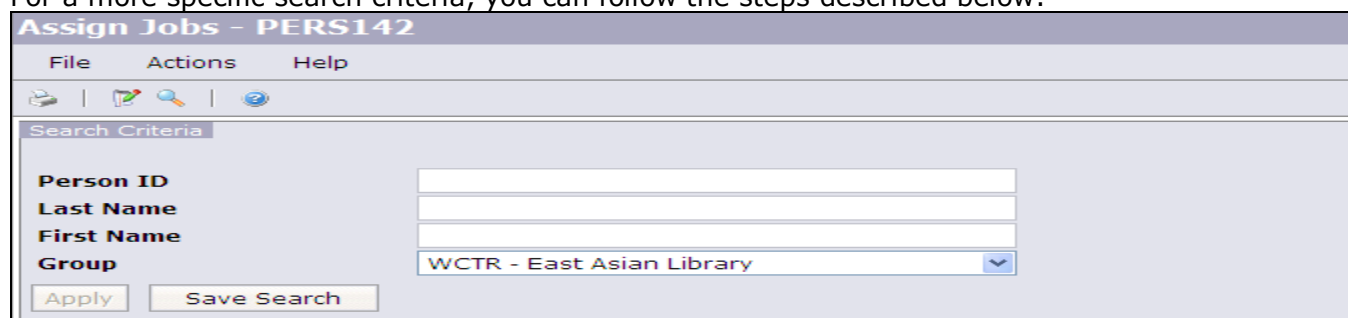
### Login to the TimeLink Home Page

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



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


For a more specific search criteria, you can follow the steps described below:



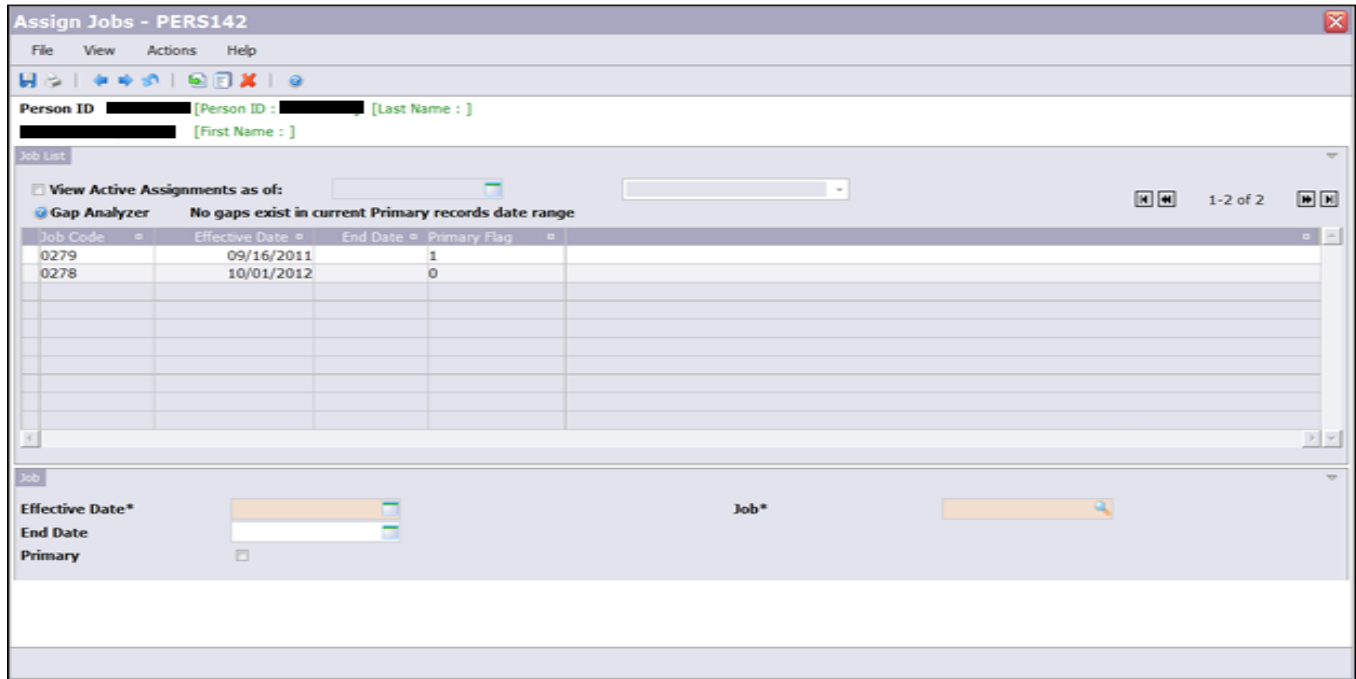
Person ID	Enter the Employee's personnel number (if less than 8 digits, then add zeroes in front of the personnel number to total 8 digits)
Last Name	Enter the employee's Last Name
First Name	Enter the employee's First Name
Group	From the drop down menu, select the Group you want to see

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:**



**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.
<b>Job</b>	<b>From the drop down menu, select the job that you want to assign</b>

**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.**