

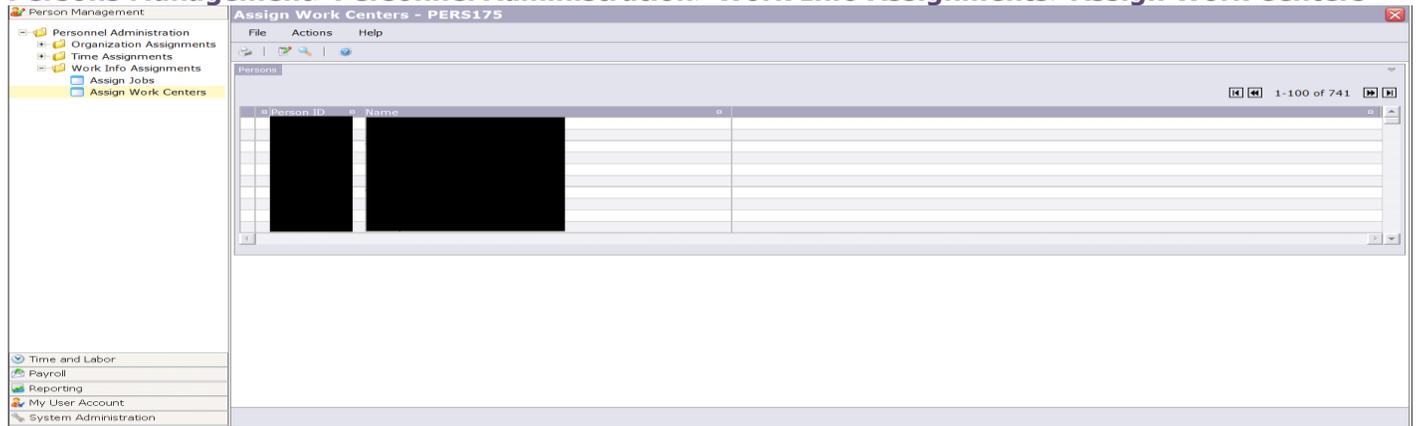
## Assigning Additional Work Centers to an Employee

**When to use:** To create an additional Work Center for an employee.  
The employee will be attached to multiple Work Centers.

<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

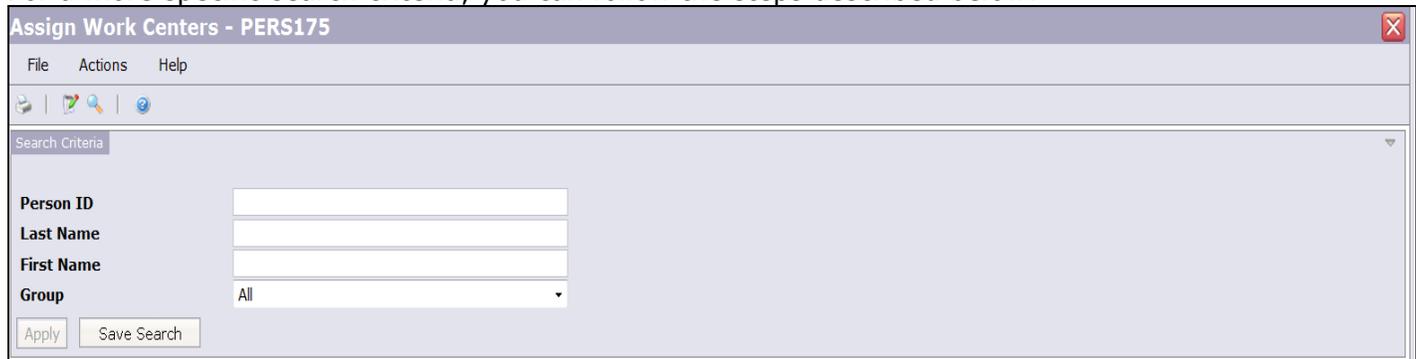
From the TimeLink Main Menu, select:  
**Persons Management>Personnel Administration>Work Info Assignments>Assign Work Centers**



Click on the toggle find selection icon .

A list of employees will be proposed on the Assign Work Centers Screen (**PERS175**) 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 employees Last Name
First Name	Enter the employees First Name
Group	From the drop down menu, select the Group you want to see

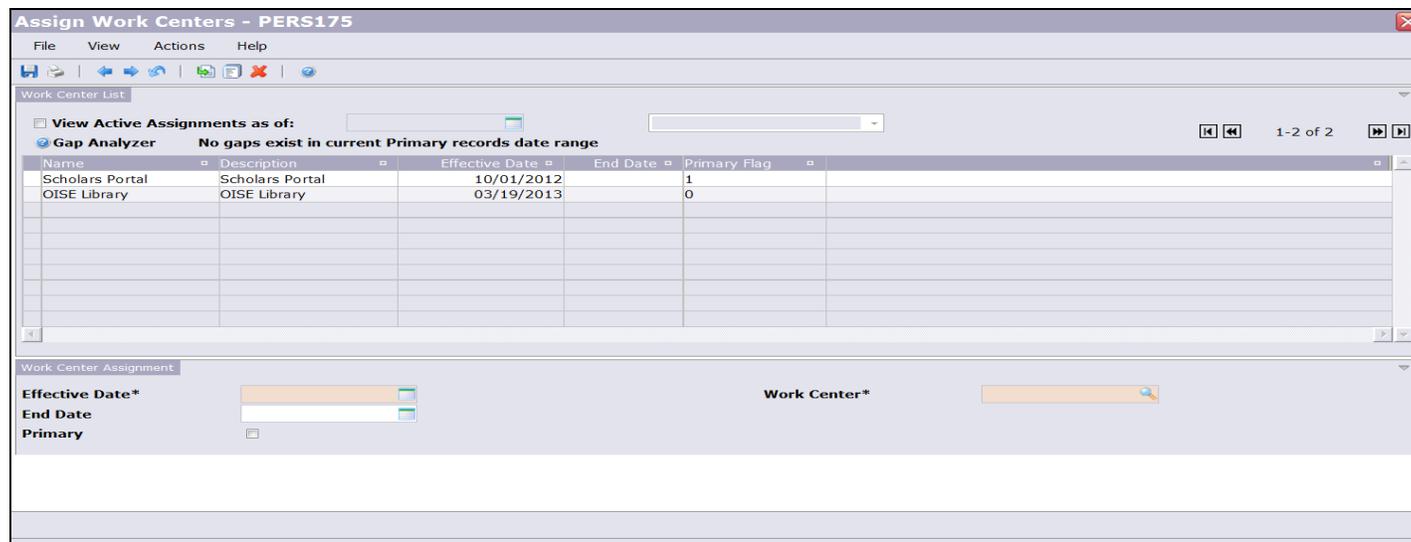
Click on **Save Search** and **Apply**.

**Note:** You can search by any of the search criteria listed above (e.g. by Person ID or Last Name etc.)



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

### The Assign Work Center Screen (PERS175) will be proposed as seen below:



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

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

### Save the Work Center



Click on the save icon to save the newly assigned Work Centre.

### Confirmation

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

### Final Step – Request to HRIS

To complete the Work Centre set-up, you must send a request to HRIS to have the org unit set-up **AND** request an EMD (refer to the **Employee Master Data Request Process** document for details).

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