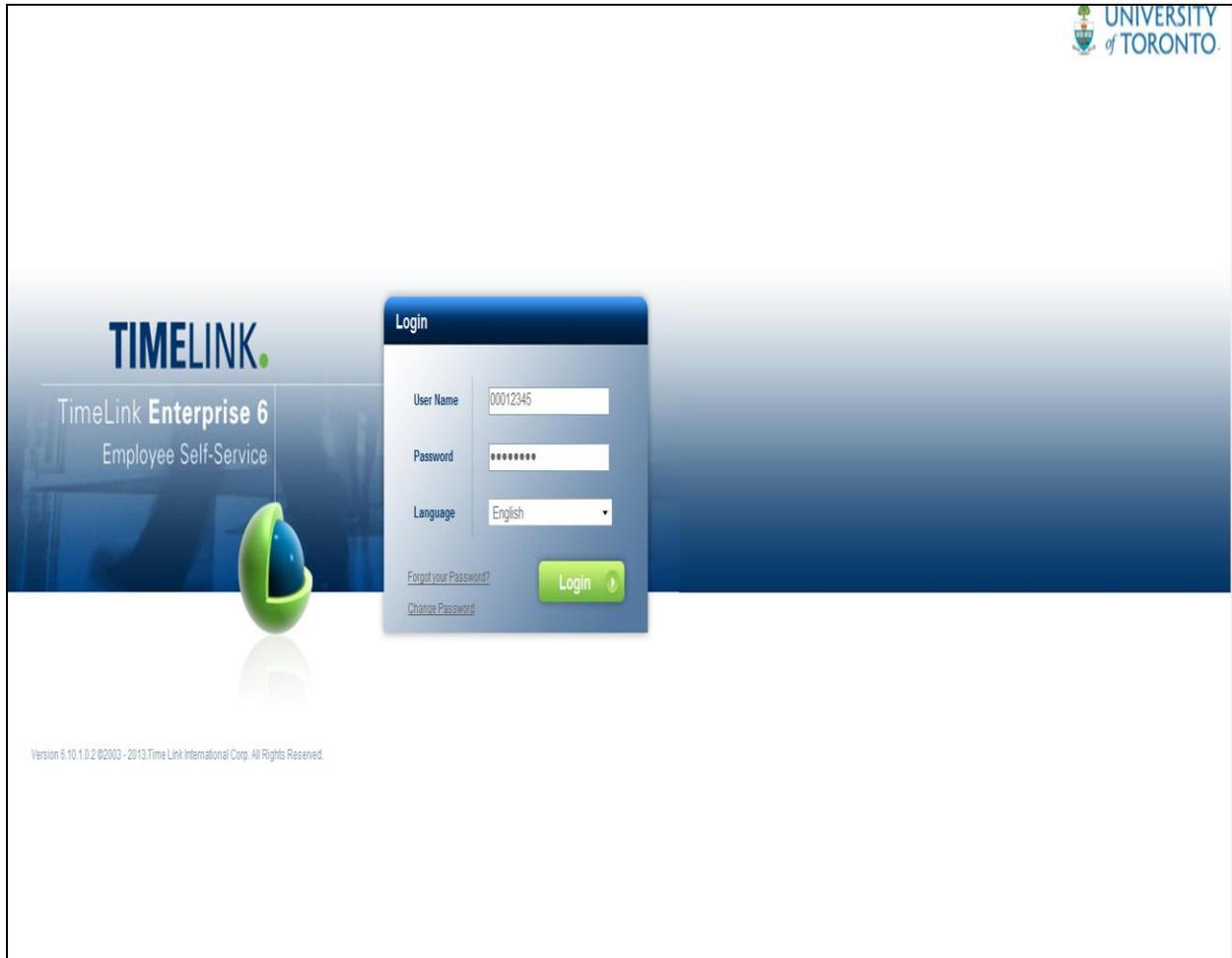




Employee Logon to TimeLink

Use the following web address to login:

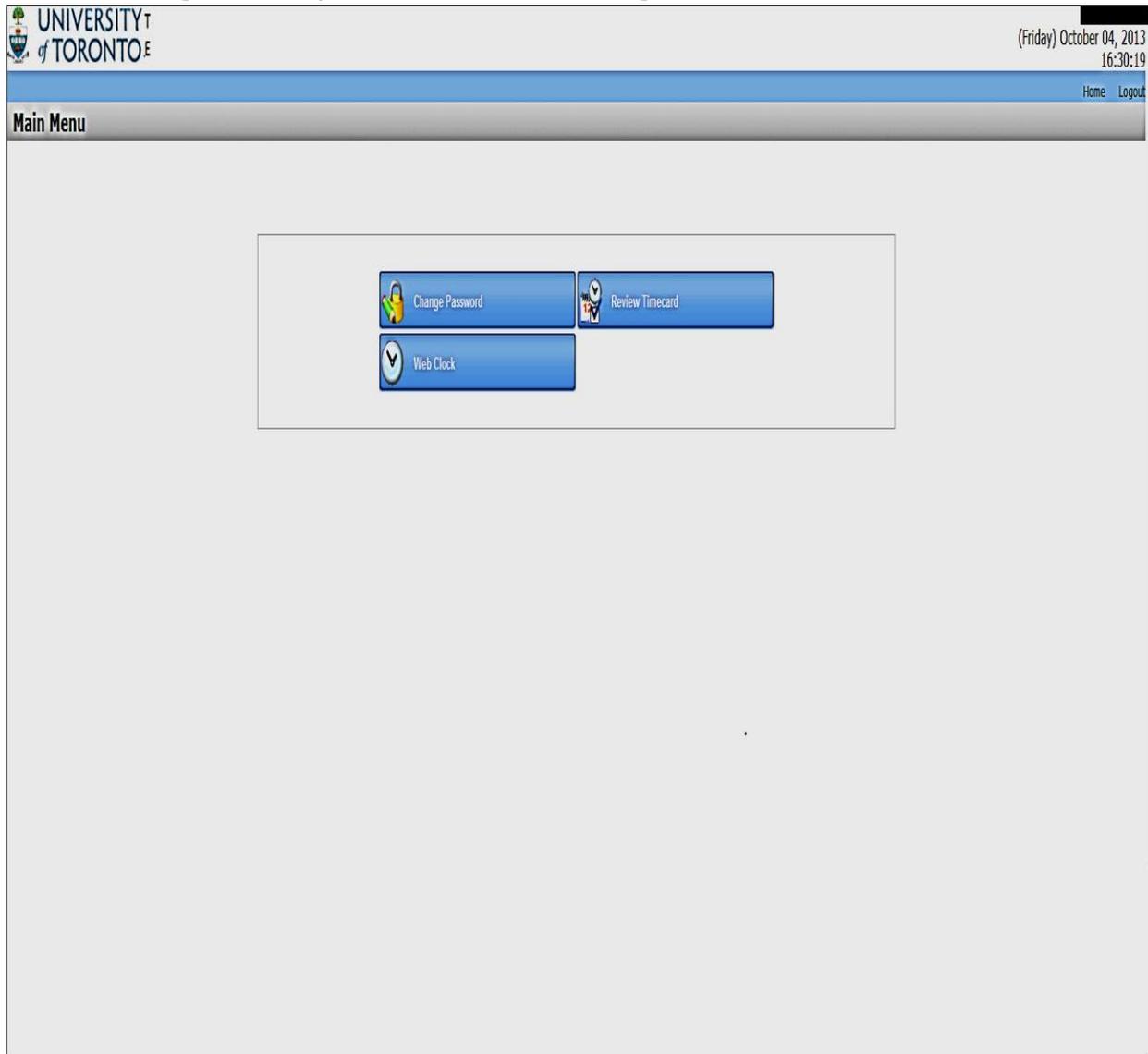
Employee Web Address	https://ess.timelink.utoronto.ca/timelink/tl6ess/ess
-----------------------------	--



User Name	Enter your Personnel Number (if less than 8 digits, then add zeroes in front of the personnel number to total 8 digits)
Password	Enter your Password
Language	Defaults to English
	Click on Login

Employee's Main Menu

You can navigate the system from the following Main Menu:



The Main Menu (above) allows you to select one of the following:

- ❖ Change Password - to change your password.
- ❖ Web Clock – to Start Work (Punch In) or End Work (Punch Out).
- ❖ Review Timecard – to check your Punches, confirm that your Timecards are approved or unapproved, verify the total hours you worked on any day or pay period.