

# TIMELINK.

## Running the Labor Account Summary Report

### Purpose

The Labor Account Summary Report can be run at any time by Payroll only. It is a report that provides a snapshot of the charges to specific Labor Accounts of a work center or org unit and useful for accounting.

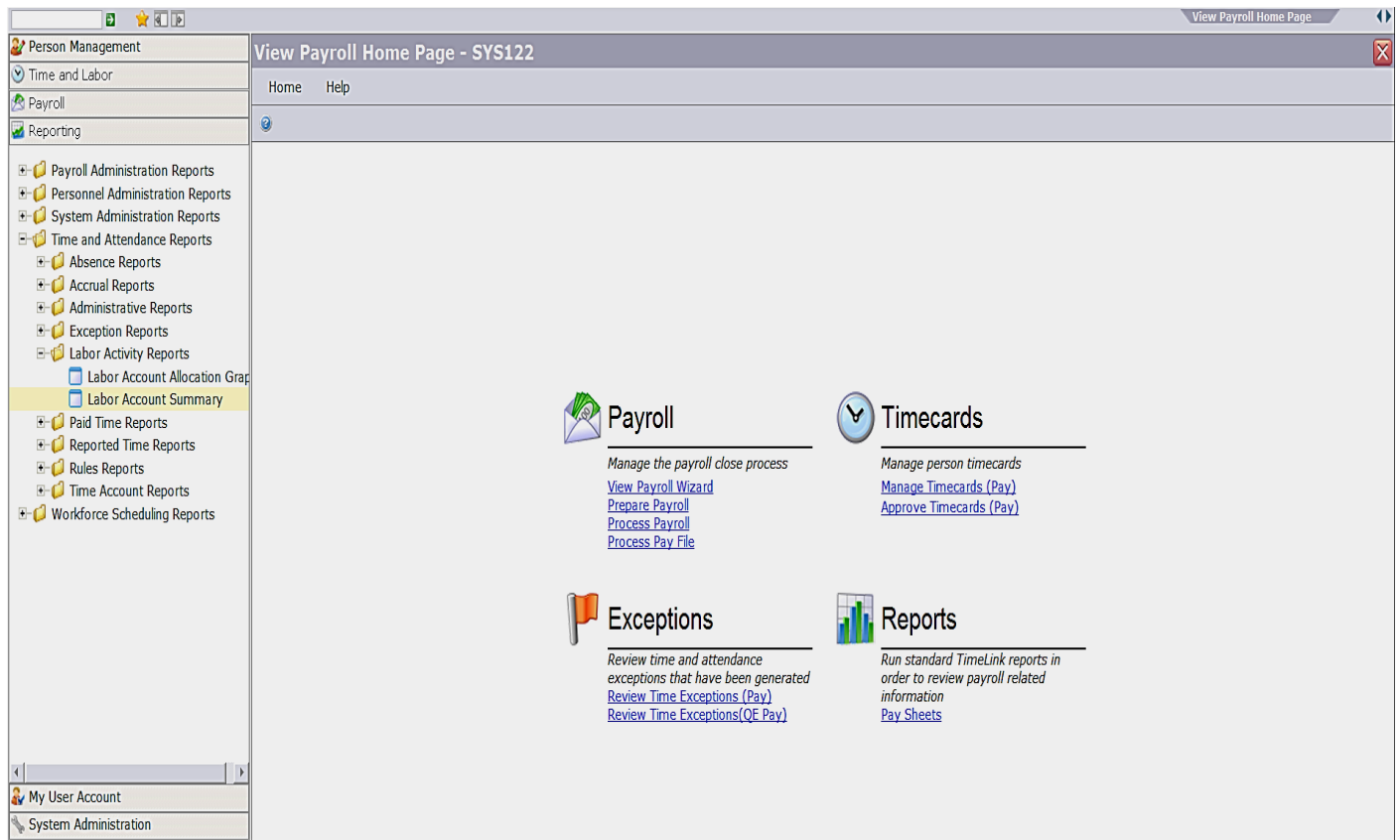
### Login to TimeLink

<b>Web Address</b>	<a href="https://timelink.utoronto.ca/timelink/login">https://timelink.utoronto.ca/timelink/login</a>
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<b>User Name</b>	Enter User Name
<b>Password</b>	Enter your Password
<b>Language</b>	Defaults to English
	Click on <b>Login</b>

**From the TimeLink Main Menu, select the following menu path:  
Reporting>Time and Attendance Report>Labor Activity Report> Labor Account Summary (RTP109)**



## Labor Account Summary Report

This is payroll report shows a summary of the total hours charged to different Labor accounts for a specific work center or org unit. It is useful to payroll in reconciling a department's pay totals for the current pay period.

## Running the Report

Transaction Field	Enter <b>RPT109</b>
Person(s)	Select <b>Group</b> and the <b>Work Center</b>
Period	Select <b>Custom</b> (start and end of the <b>pay period</b> ) Optional: Literals (a special period ) OR Periods (monthly )
	Select Save Search

**Note:** To run the report for one person, in the Person (s) field, select Person ID or Last Name.

## Output of the Labor Account Summary Report

The report will show a summary of pay period totals of the hours for related to the specific Labor accounts for a work center or org unit for a pay period.

**Labor Account Summary**

Pay Period: 09/15/2013 To 09/28/2013







Date	Pay Category	Total Hours	Total Amount
Labor Account: 15081//103444/LAP15081			
09/15/2013	REG - Regular Time	7:30	0.00 CAD
09/16/2013	REG - Regular Time	8:00	0.00 CAD
09/18/2013	REG - Regular Time	8:00	0.00 CAD
09/19/2013	REG - Regular Time	8:00	0.00 CAD
09/21/2013	REG - Regular Time	8:00	0.00 CAD
09/22/2013	REG - Regular Time	8:00	0.00 CAD
09/23/2013	REG - Regular Time	8:00	0.00 CAD
09/25/2013	OTH150 - Overtime hours @150%	3:00	0.00 CAD
09/25/2013	REG - Regular Time	8:00	0.00 CAD
09/26/2013	REG - Regular Time	8:00	0.00 CAD
09/28/2013	REG - Regular Time	8:00	0.00 CAD
Period Total:		82:30	0.00 CAD

## Output Field Descriptions

Pay Period	The day or date range used to run the report
Provided For	The ID of the person running the report
Date	The date of the hours worked
Pay category	Time codes (e.g. reg., overtime, stat hours)
Total Hours	<b>ALL</b> the hours worked on each shift with the pay period totals
Labor Account	The department, cost center and Labor account that will be charged for the hours worked
	The employee's name and personnel number

To **logout**, go to **File** and select **Exit**.

Some icons and their functions on the output of the report

Icon Description	Function
<b>Tree icon</b> 	This allows different display styles of the report
<b>Exporting icon</b> 	To export the report into Excel
<b>Print icon</b> 	To print at your convenience
<b>Page icon</b> 	To select the first, previous, next & the last page or choose different pages from the list of pages
<b>Go to Page icon</b> 	To go to a specific page
<b>Search for Text icon</b> 	Searching for Employees <b>other than</b> on those on the first page
<b>Percentage (%)</b>	Increases/decreases the font size of the report