

Re-creating and Approving Time Records

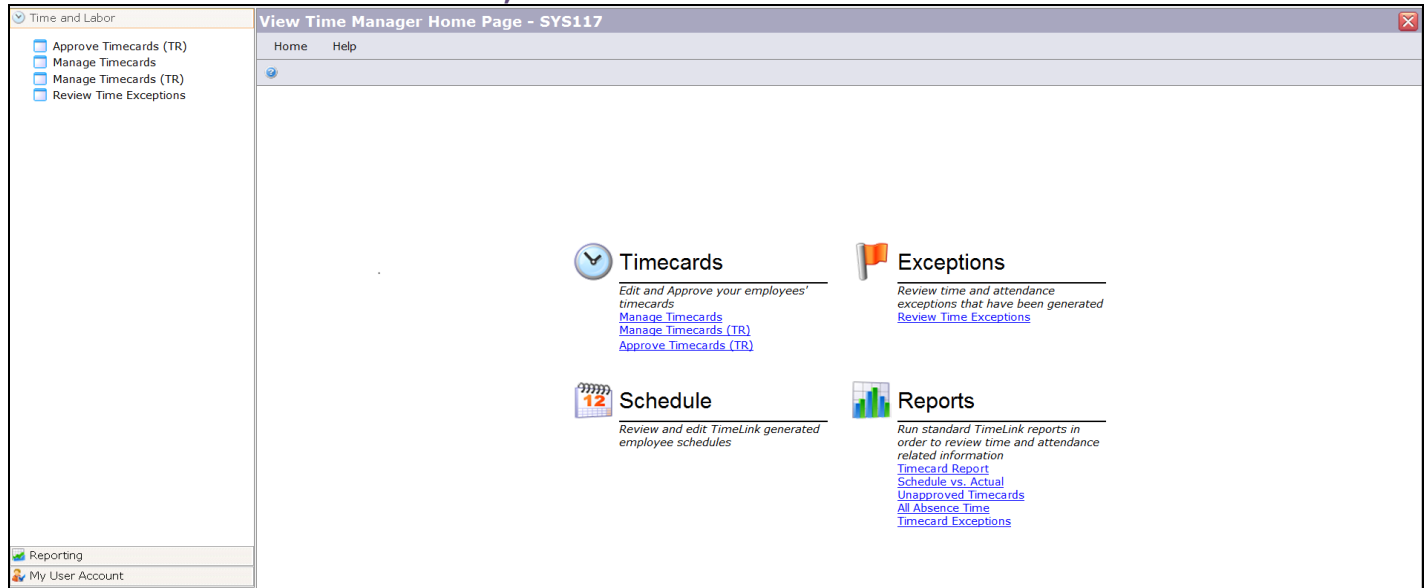
When to use: When the employee Missed Punching In but Punched Out

Web Address	https://timelink.utoronto.ca/timelink/login
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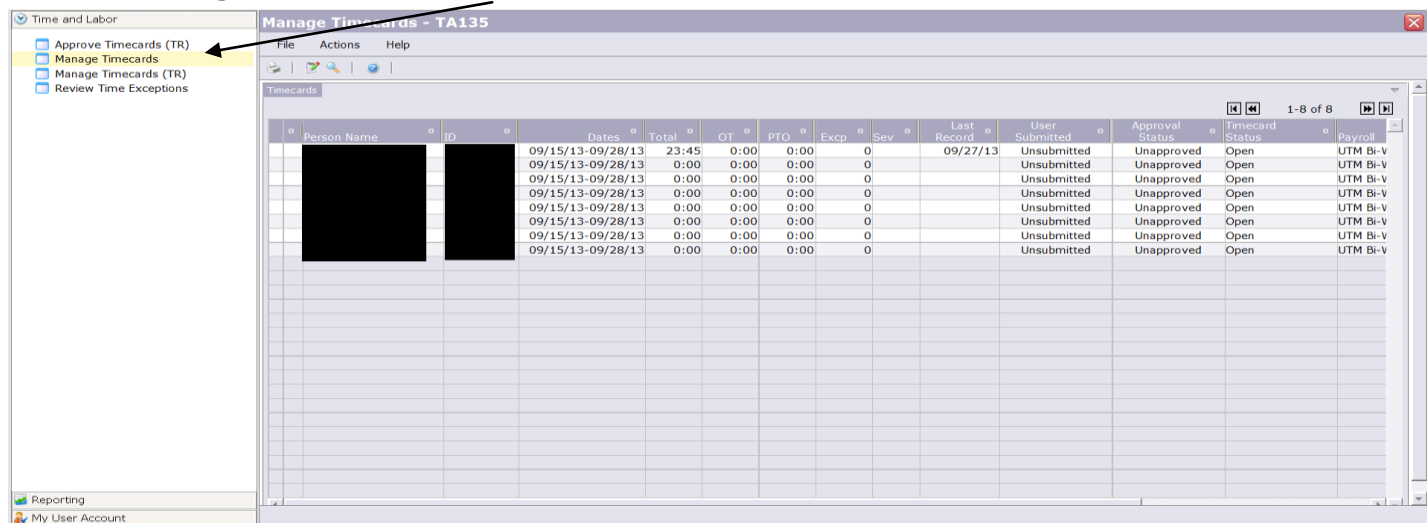
Note: Records that Missed Punching In cannot be fixed in the Approved Timecard TR. They must be done in Manage Timecards.

Login to the TimeLink Home Page

From the TimeLink Main Menu, select Time and Labor:



Click on Manage Timecards –TA135




A list of your employees will be proposed:

Manage Timecards - TA135											
File Actions Help											
Timecards											
										1-13 of 13	
	Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Appr Sta
			06/14/09-06/27/09	35.00	0.00	0.00		2	06/27/09		
			06/14/09-06/27/09	7.75	0.00	0.00		0	06/24/09		
			06/14/09-06/27/09	5.75	0.00	0.00		0	06/22/09		
			06/14/09-06/27/09	0.00	0.00	0.00		0			
			06/14/09-06/27/09	4.75	0.00	0.00		0	06/22/09		

Find the Employee

If your employee is not on the list, complete the following steps:

- Click on the Toggle Find Section icon  to find the employee
- Beside the **Person (s)** field, select **"All"** or the specific work centre
- Beside **Timecard Period**, select Custom
- Enter the **pay period** beside the custom field
- Beside Payroll, select **"All"**
- Select **Save Search** and **Apply**
- From the list of employees, double click on the employee whose timecad needs to be fixed

Remove the Incorrect Time Record

- Find the incorrect timecard (employee missed logging in but logged out) see sample below:

Manage Timecards - TA135														
File View Actions Help														
Person														
Timecard Period 08/04/13-08/17/13														
Time Records														
Show Actual Times														
Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Task Code	Task Name	Work Center	
Tue	08/06	REG		13:00	17:01	10210//101814//LAP10:	4:00	4:00	11:30	9906	0	UTM OPR - Infr		
Wed	08/07	REG		16:56	22:07	10210//101814//LAP10:	5:15	5:15	16:45	9906	0	UTM OPR - Infr		
Sat	08/10	REG	-0:30	12:00	18:45	10210//101814//LAP10:	-0:30	4:45	16:15	9906	0	UTM OPR - Infr		
		REG	-0:30				-0:30	6:45	23:00	9906	0	UTM OPR - Infr		
Mon	08/12				22:10			0:00	22:30		0			
Tue	08/13	REG		13:00	17:00	10210//101814//LAP10:	4:00	4:00	26:30	9906	0	UTM OPR - Infr		
Wed	08/14	REG		17:01	22:07	10210//101814//LAP10:	5:15	5:15	31:45	9906	0	UTM OPR - Infr		
		REG	-0:30			10210//101814//LAP10:	-0:30	4:45	31:15	9906	0	UTM OPR - Infr		
Thu	08/15	REG		13:02	17:02	10210//101814//LAP10:	4:00	4:00	35:15	9906	0	UTM OPR - Infr		

Additional Information														
Pay and Accruals Schedule Audit Exception Approval Event Person Info Access Timecard Comment Time Record Comment Labor Account Info Documents														
Data shown for: Thu 08/15/2013														
Pay Totals							Accruals							
Pay Code	Time	Balance	Wages	Balance	Account		Accrual Code	Time	Balance	Amount	Balance			
REG	0:00	6:15												
REG	4:00	29:00			10210//101814//LAP10									

- Highlight the **incorrect Time Record** and select the Remove Record icon 
- Select "yes" to remove the record

Create the Time Record

The record that was removed has to be re-created.

- Select the Create Time Record icon



Create Time Record

Person: [REDACTED] **Record Date*:** 08/16/2013

Time Code*: REG - Regular Pay
Shift Name: (none)

Start Time: 08/16/2013 08:00 US/Eastern -240 Time Based
 Adjusted **Apply Punch Rules**

End Time: 08/16/2013 14:00 US/Eastern -240
 Adjusted **Override Lunch Rules**

Save Cancel Less...

Labor Account

Work Information

Other

Special

Allocation: Single Single

Labor Acct Profile: LAP10210

Cost Center: 10210

Order: []

Department: 101814

Location Assign: []

Labor Account Profile: LAP10210

Labor Account: 10210//101814//LAP10210

Allocation: 100/100/100/100/100

Complete and confirm the following fields on the Time Record:

Record Date	Date the employee worked
Time Code	Select from the drop down menu list (Reg., Overtime etc.)
Start time	The Time the employee started the shift
End time	The Time the employee ended the shift
Time Based	This default is normal for most hours worked
Labor Account	Confirm the Cost center, Dept, and Labor Account Profile (LAP) are correct. Change if applicable – use the radio button and select accordingly.
Work Information	Confirm the Job Code work center and Rate of Pay. Change if applicable – use the radio button and select accordingly.
Other	Optional – Select a reason code OR write comments for creating the timecard.
Save	Save the Time Record that you created.

TimeLink Main Menu

Return to the TimeLink main menu to approve the Time Record just corrected.

Click on Approve Timecards (TR) – TA285

Approve Timecards (TR) - TA285

Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status	Timecard Status	Pe
[Redacted]	[Redacted]	08/04/13-08/17/13	32:30	0:00	0:00	1	✖	08/15/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	25:30	0:00	0:00	1	✖	08/15/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	33:15	0:00	0:00	1	✖	08/16/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	35:00	0:00	0:00	0		08/15/13	Unsubmitted	Unapproved	Open	U

Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comme
[Checked]		REG	-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan		
[Checked]	Wed 08/07	REG	13:00	17:00		10210//101814//LAP10	4:00	4:00	8:45	9906	UTM OPR - Info and Loan		

A list of your employees will be proposed


Approve Timecards (TR) - TA285

Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status	Timecard Status	Pe
[Redacted]	[Redacted]	08/04/13-08/17/13	32:30	0:00	0:00	1	✖	08/15/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	35:00	0:00	0:00	0		08/15/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	33:15	0:00	0:00	1	✖	08/16/13	Unsubmitted	Unapproved	Open	U
[Redacted]	[Redacted]	08/04/13-08/17/13	25:30	0:00	0:00	1	✖	08/15/13	Unsubmitted	Unapproved	Open	U

Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comme
[Checked]		REG	-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan		
[Checked]	Wed 08/07	REG	13:00	17:00		10210//101814//LAP10	4:00	4:00	8:45	9906	UTM OPR - Info and Loan		

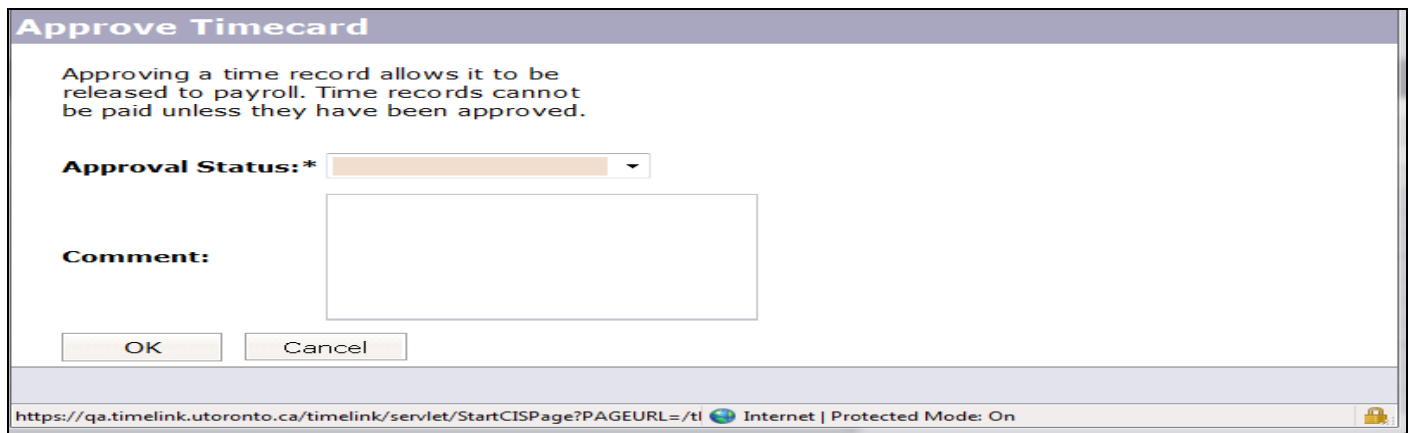
Find the Employee whose Timecard has been Re-created


If your employee is not on the list, complete the following steps:

- Click on the Toggle Find Section icon  to find the employee
- Beside the **TR_FILTER_OBJECT** field, select "**All**" or the specific work centre
- Enter the **pay period** beside the custom field
- Select **Save Search** and **Apply**
- Choose your employee from the list

Approve the Timecard

The following confirmation prompt will be proposed:

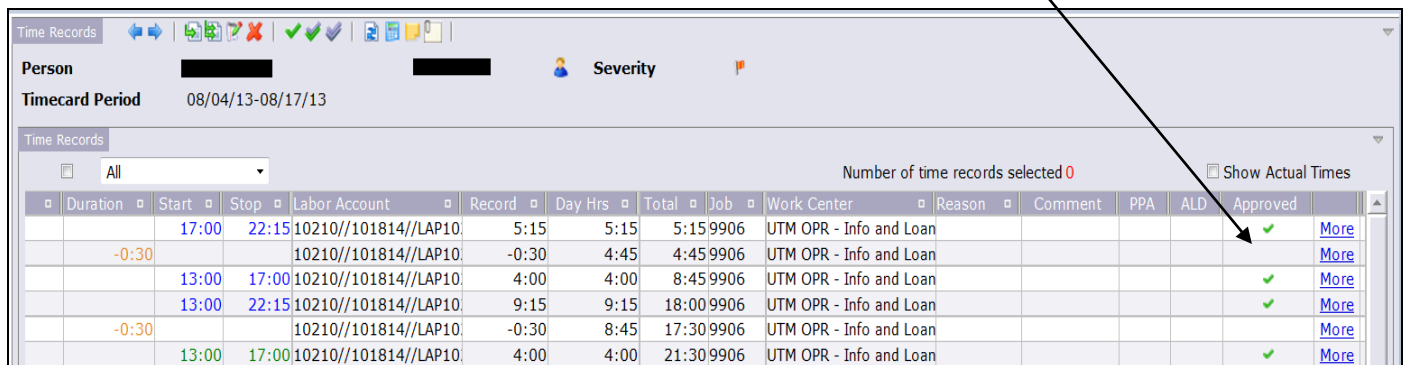


- Click on the Approve/Unapprove Timecard Time Records icon  (the green checkmark).
- Select **Approved** from the Approval Status drop down menu
- Select **OK**

Confirm the Approval of the Timecard

The Time Record should be listed with the other Time Records (if any).

A **green** checkmark will show under the Approved column for the approved timecard as seen below:



Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comment	PPA	ALD	Approved	More
	17:00	22:15	10210//101814//LAP10	5:15	5:15	5:15	9906	UTM OPR - Info and Loan					✓	More
-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan						More
	13:00	17:00	10210//101814//LAP10	4:00	4:00	8:45	9906	UTM OPR - Info and Loan					✓	More
	13:00	22:15	10210//101814//LAP10	9:15	9:15	18:00	9906	UTM OPR - Info and Loan					✓	More
-0:30			10210//101814//LAP10	-0:30	8:45	17:30	9906	UTM OPR - Info and Loan						More
	13:00	17:00	10210//101814//LAP10	4:00	4:00	21:30	9906	UTM OPR - Info and Loan					✓	More

Note: To Unapprove a timecard, the same process to Approve a timecard (described above) is followed, but instead you must select "**Unapproved**" from the drop down menu (confirmation prompt). Also, when the record is **unapproved**, you will see a **purple** checkmark by the unapproved timecards.