# TIMELINK.

# Editing and Approving Time Records

**When to use:** When the employee M**issed Punching Out**

| Web Address | https://timelink.utoronto.ca/timelink/login |
|---|---|

## Login to the TimeLink Home Page

## From the TimeLink Main Menu, select Time and Labor:



## Click on Approve Timecards (TR) – TA285

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**A list of your employees will be proposed on the Approved Timecards (TR) screen (TA285)**:



## 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 **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

## Edit the Time Record

- From your list of employees (the first half of your screen, select the box beside the employee whose timecard you want to correct - a checkmark will appear on the far left of the screen

- Scroll to **the bottom** of the screen to **Time Records** and click on the following arrows

- Select the incorrect Time Record (missing the end time)
- Select the Edit Time Record icon
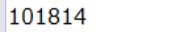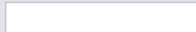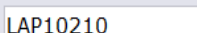


**Complete the following fields on the Time Record:**

| End time | The Time the employee ended the shift |
|---|---|
| Other | Optional – Select a reason code OR write comments for editing the timecard. |
| Save | Save the Time Record that you edited. |

## Approve the Timecard

**The following confirmation prompt will be proposed:**



- Click on the Approve/Unapprove 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:



**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.