# **TIMELINK.** Editing and Approving Time Records

When to use: When the employee Missed 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:

⊗ Time and Labor	View Time Manager Home Page - SYS117	×
📃 Approve Timecards (TR)	Home Help	
Manage Timecards Manage Timecards (TR)	Ø	
Review Time Exceptions		
	✓ Timecards ✓ Exceptions	
	Edit and Approve your employees' Review time and attendance	
	timecards exceptions that have been generated Manage Timecards Review Time Exceptions	
	Manage Timecards (TR) Approve Timecards (TR)	
	Chedule	
	Review and edit TimeLink generated Run standard TimeLink reports in	
	Review and edit TimeLink generated Run standard TimeLink reports in employee schedules order to review time and attendance related information	
	Timecard Report	
	Schedule vs. Actual Unaproved Timecards	
	All Absence Time Timecard Exceptions	
Reporting		
A My User Account		

#### 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):

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# **Find the Employee**

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

- Click on the Toggle Find Section icon store 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 📝

Edit Time Rec	ord	
Person:	Record Date* 08/16/2013	
Time Code* Shift Name	REG - Regular Pay (none)	•
Start Time: End Time: Save	08/16/2013 08:10 US/Eastern < -240 08/16/2013 08:15 Adjusted US/Eastern 0 Adjusted ancel Less	Time Based         Apply Punch Rules         Override Lunch Rules
Labor Account Allocation: Labor Acct Profile	Work Information Other Single   LAP10210	<b></b>
<ul> <li>Cost Center</li> <li>Order</li> <li>Department</li> <li>Location Ass</li> <li>Labor Accourtion</li> </ul>	10210 101814 101814 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
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#### **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.

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## **Approve the Timecard**

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

Approve Timecard	
Approving a time record allows it to be released to payroll. Time records cannot be paid unless they have been approved.	
Approval Status:*	
Comment:	
OK Cancel	
https://qa.timelink.utoronto.ca/timelink/servlet/StartCISPage?PAGEURL=/tl 🚭 Internet   Protected Mode: On	

- 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:

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**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.