

TIMELINK.

Editing and Approving Time Records

When to use: When the employee Missed Punching Out

Web Address	https://timelink.utoronto.ca/timelink/login
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Login to the TimeLink Home Page

From the TimeLink Main Menu, select Time and Labor:

Click on Approve Timecards (TR) – TA285

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

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

Approve Timecards (TR) - TA285

File Actions Help

Timecards

All Number of timecards selected 1 1-4 of 4

	Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status	Timecard Status	Pa
<input type="checkbox"/>			08/04/13-08/17/13	32:30	0:00	0:00	1	⊗	08/15/13	Unsubmitted	Unapproved	Open	U
<input checked="" type="checkbox"/>			08/04/13-08/17/13	35:00	0:00	0:00	0		08/15/13	Unsubmitted	Unapproved	Open	U
<input type="checkbox"/>			08/04/13-08/17/13	33:15	0:00	0:00	1	⊗	08/16/13	Unsubmitted	Unapproved	Open	U
<input type="checkbox"/>			08/04/13-08/17/13	25:30	0:00	0:00	1	⊗	08/15/13	Unsubmitted	Unapproved	Open	U

Time Records

Person [Redacted] [Redacted] Severity

Timecard Period 08/04/13-08/17/13


Time Records

All Number of time records selected 0 Show Actual Times



	Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comme
<input checked="" type="checkbox"/>			REG	-0:30			10210//101814//LAP10	-0:30	4:45	4:45	9906	UTM OPR - Info and Loan		
<input checked="" type="checkbox"/>	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


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 






Edit Time Record

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

Time Code*: REG - Regular Pay 

Shift Name: (none) 


Start Time: 08/16/2013  08:10 US/Eastern  -240 Time Based 
 08/16/2013  08:15 **Adjusted**


End Time:   US/Eastern  0 **Apply Punch Rules**
  **Adjusted** **Override Lunch Rules**


Labor Account


Work Information

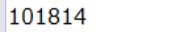
Other

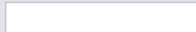
Allocation: Single  Single

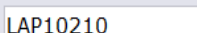
Labor Acct Profile: LAP10210 

Cost Center: 10210 

Order: 

Department: 101814 

Location Assign: 

Labor Account Profile: LAP10210 

Labor Account: 10210//101814//LAP10210
Allocation: 100/100/100/100/100

Complete 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:


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:

Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Job	Work Center	Reason	Comment	PPA	ALD	Approved	
	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.