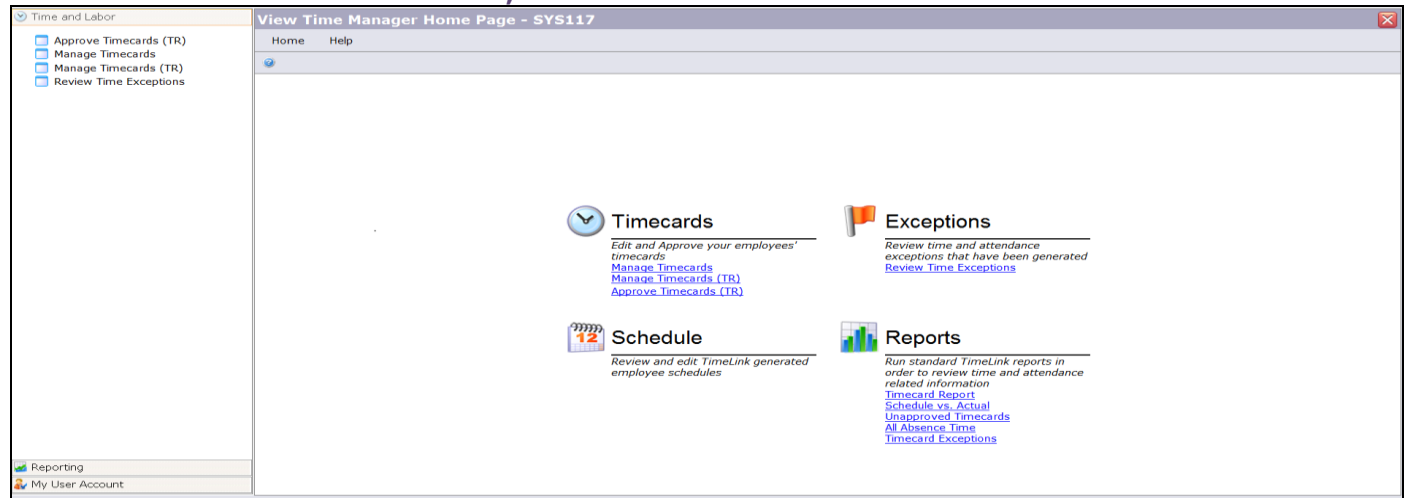# TIMELINK.

Creating and Approving Time Records

When to use: When the employee **Missed Punching In and Out**
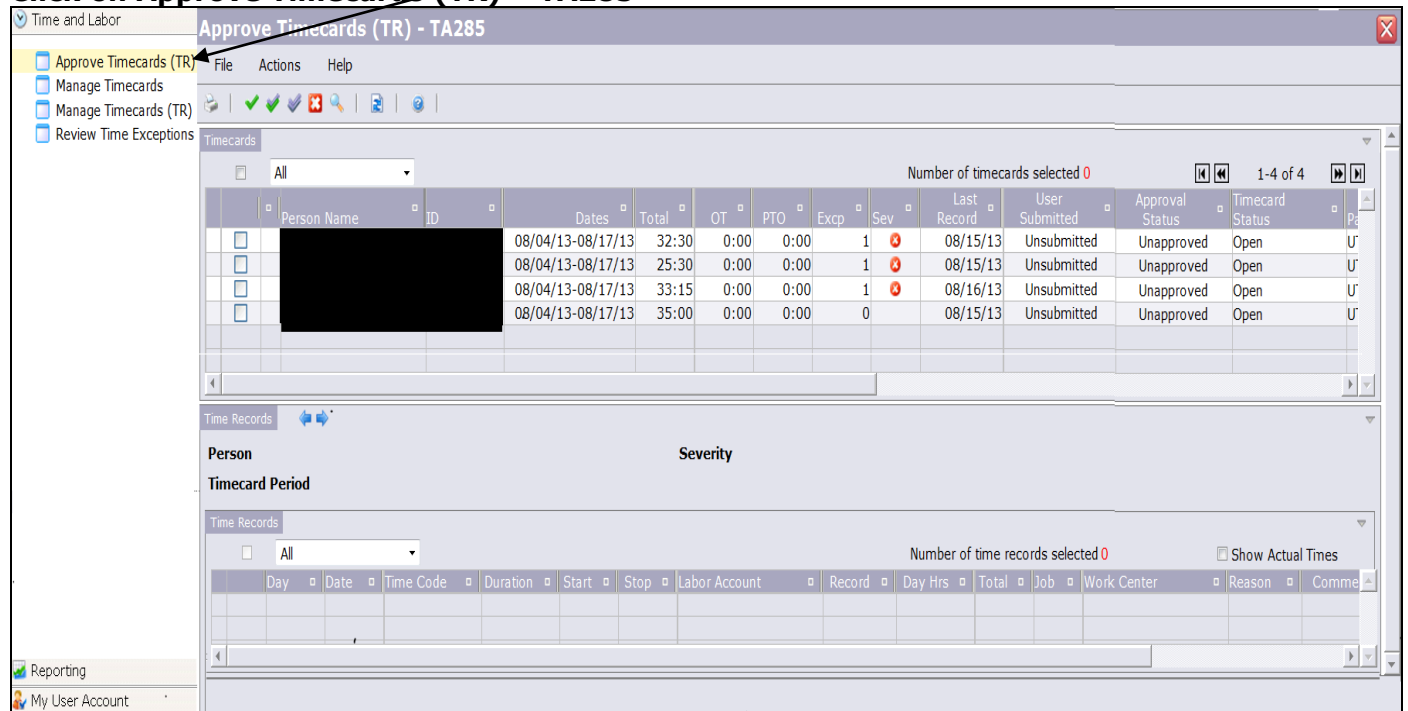
Web Address	https://timelink.utoronto.ca/timelink/login

Login to the TimeLink Home Page

From the TimeLink Main Menu, select Time and Labor:

Click on Approve Timecards (TR) – TA285

A list of your employees will be proposed:

Find the Employee

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

- Click on the Toggle Find Section icon [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

Create 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 create - 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 create icon_____.

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.**

Approve the Timecard

The Time Record just created needs to be approved.

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.