

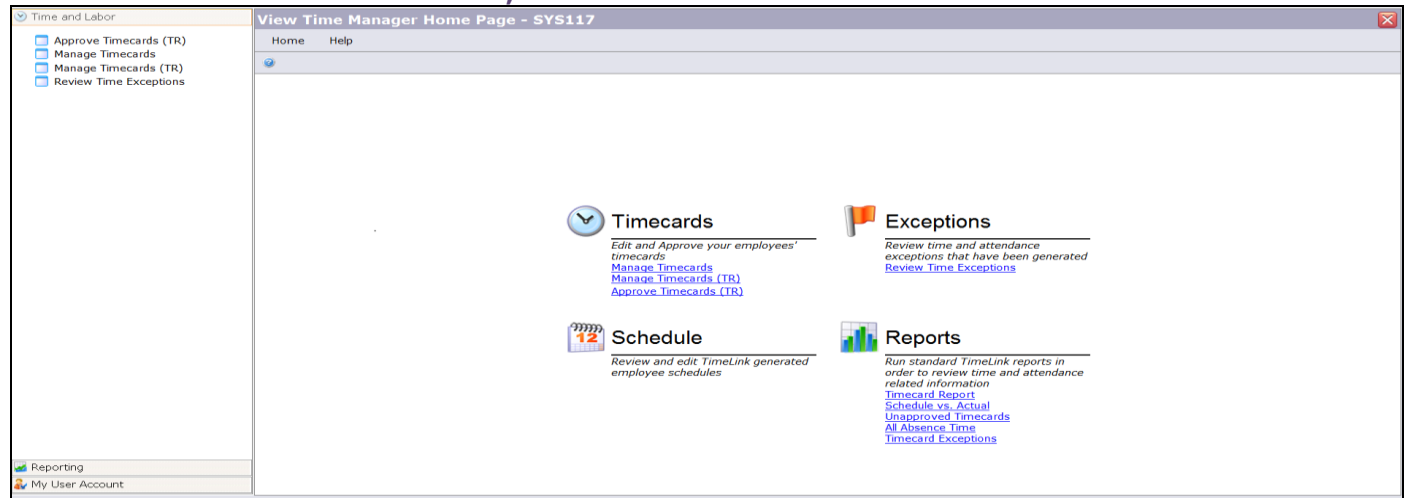
## Creating and Approving Time Records

**When to use:** When the employee Missed Punching In and Out

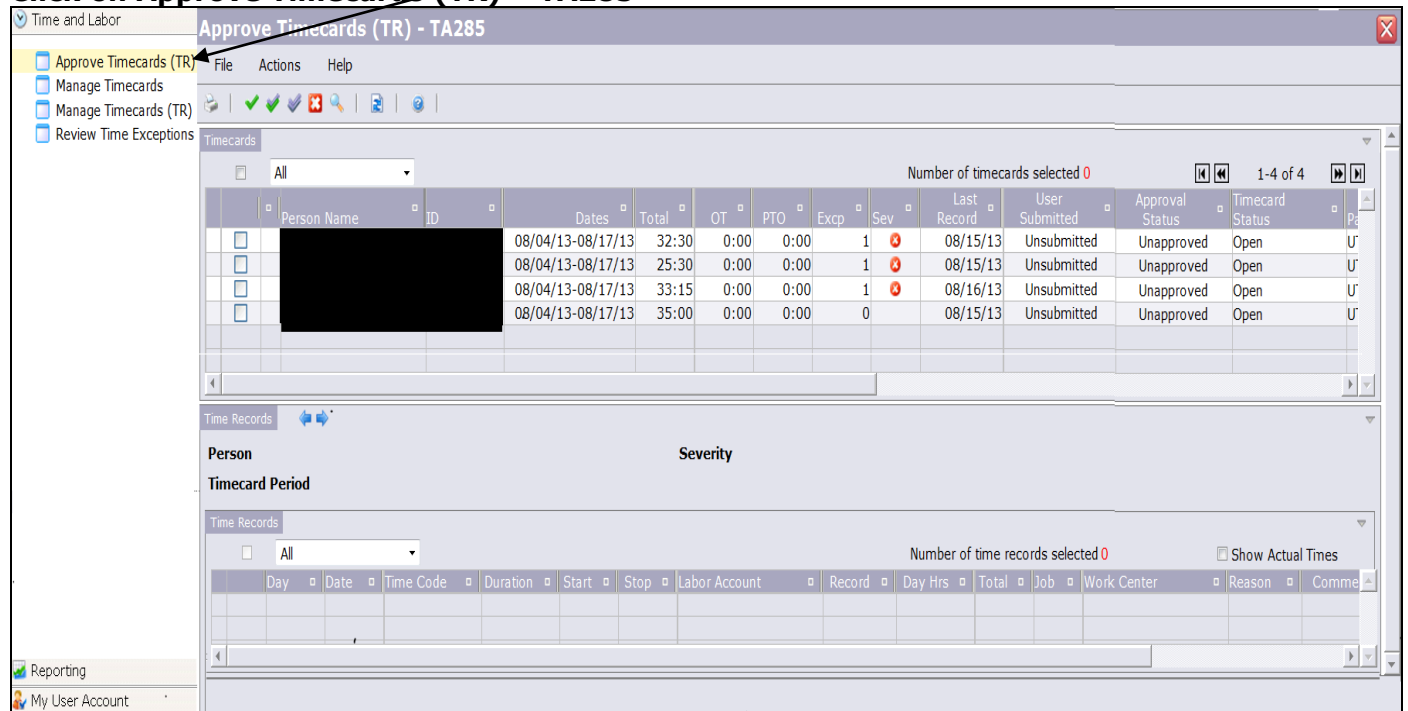
<b>Web Address</b>	<a href="https://timelink.utoronto.ca/timelink/login">https://timelink.utoronto.ca/timelink/login</a>
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### Login to the TimeLink Home Page

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



### Click on Approve Timecards (TR) – TA285



**A list of your employees will be proposed:**

**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	0	08/15/13	Unsubmitted	Unapproved	Open	U
<input checked="" type="checkbox"/>			08/04/13-08/17/13	35:00	0:00	0:00	0	0	08/15/13	Unsubmitted	Unapproved	Open	U
<input type="checkbox"/>			08/04/13-08/17/13	33:15	0:00	0:00	1	0	08/16/13	Unsubmitted	Unapproved	Open	U
<input type="checkbox"/>			08/04/13-08/17/13	25:30	0:00	0:00	1	0	08/15/13	Unsubmitted	Unapproved	Open	U

Time Records

Person [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

## 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 

**Create Time Record**

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

Time Code\*: REG - Regular Pay

Shift Name: (none)

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Start Time: 08/16/2013 08:00 US/Eastern -240 Time Based

**Adjusted**

End Time: 08/16/2013 14:00 US/Eastern -240

**Adjusted**

**Apply Punch Rules**  
 **Override Lunch Rules**

Save Cancel Less...

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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 Allocation: 10210//101814//LAP10210  
100/100/100/100/100

## Complete and confirm the following fields on the Time Record:

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

## Approve the Timecard

The Time Record just created needs to be approved.

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:

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

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.