

# TIMELINK.

## Running the Persons Roster Report

### Purpose

The Person Roster Report can be run at any time to provide a list of the active employees in a work center or org unit.

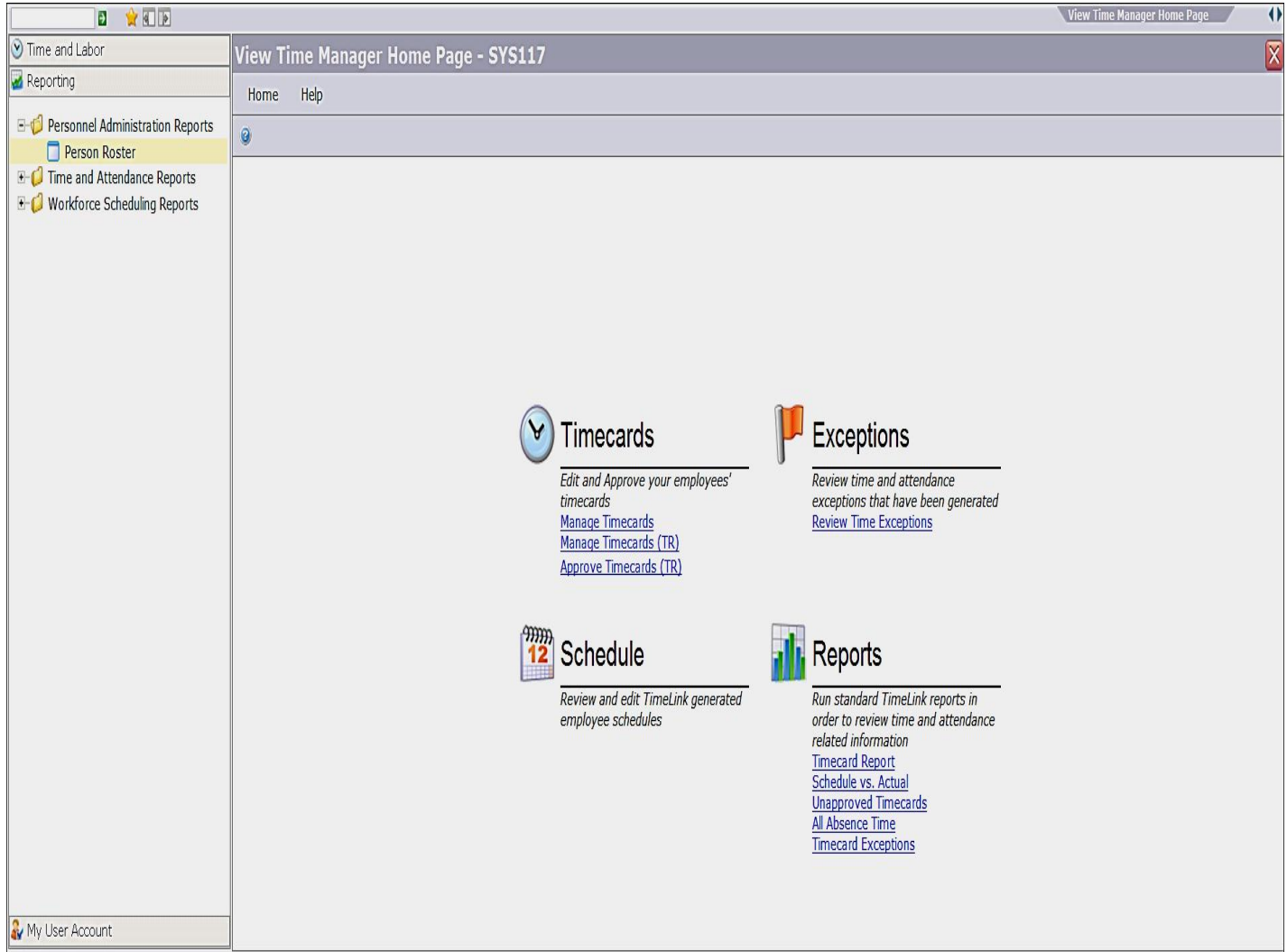
### Login to TimeLink

<b>Web Address</b>	<b><a href="https://timelink.utoronto.ca/timelink/login">https://timelink.utoronto.ca/timelink/login</a></b>
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<b>User Name</b>	Enter User Name
<b>Password</b>	Enter your Password
<b>Language</b>	Defaults to English
	Click on <b>Login</b>

**From the TimeLink Main Menu, select the following menu path:  
Reporting>Personnel Administration Report>Person Roster (RTP107)**



## Person Roster Report

This is an administrative report that shows a list of active employees in TimeLink and their work contract.

## Running the Report

Transaction Field	Enter <b>RPT107</b>
Person(s)	Select <b>Group</b> and the <b>Work Center</b>
	Select Save Search

**Note:** To run the report for one person, in the Person (s) field, select Person ID or Last Name.

## Output of the Person Roster Report

The report will show a list of active employees, their personnel numbers and work contracts.







The screenshot shows the TIMELINK software interface for generating a Person Roster report. The window title is "Person Roster - RPT107". The interface includes a menu bar (File, Actions, Help), a search bar, and filters for "Person(s)" and "Group" (set to "FA - Ofc of Chief Librarian"). There are "Run Now" and "Save Search" buttons. Below the search area is a toolbar with icons for home, refresh, print, and zoom, along with a "Main Report" dropdown and a "100%" zoom level. The main content area displays the "TIMELINK Person Roster" logo and the text "Provided For: BANNIBRE". The "Time Period" is set to "As of 10/08/2013". A table with the following columns is shown: "Person Name - ID", "Schedule Source", "Time Capture", and "Resource Type". The "Person Name - ID" column is redacted with a black box. The "Resource Type" column lists "CAS - Casual" for all entries.

## Output Field Descriptions

Time Period	The day or date used to run the report
Provided For	The ID of the person running the report
Person Name - ID	The employee's name and personnel number
Resource Type	The work contract of the employee – (e.g. casual)

To **logout**, go to **File** and select **Exit**.

Some icons and their functions on the output of the report

Icon Description	Function
<b>Tree icon</b> 	This allows different display styles of the report
<b>Exporting icon</b> 	To export the report into Excel
<b>Print icon</b> 	To print at your convenience
<b>Page icon</b> 	To select the first, previous, next & the last page or choose different pages from the list of pages
<b>Go to Page icon</b> 	To go to a specific page
<b>Search for Text icon</b> 	Searching for Employees <b>other than</b> on those on the first page
<b>Percentage (%)</b>	Increases/decreases the font size of the report