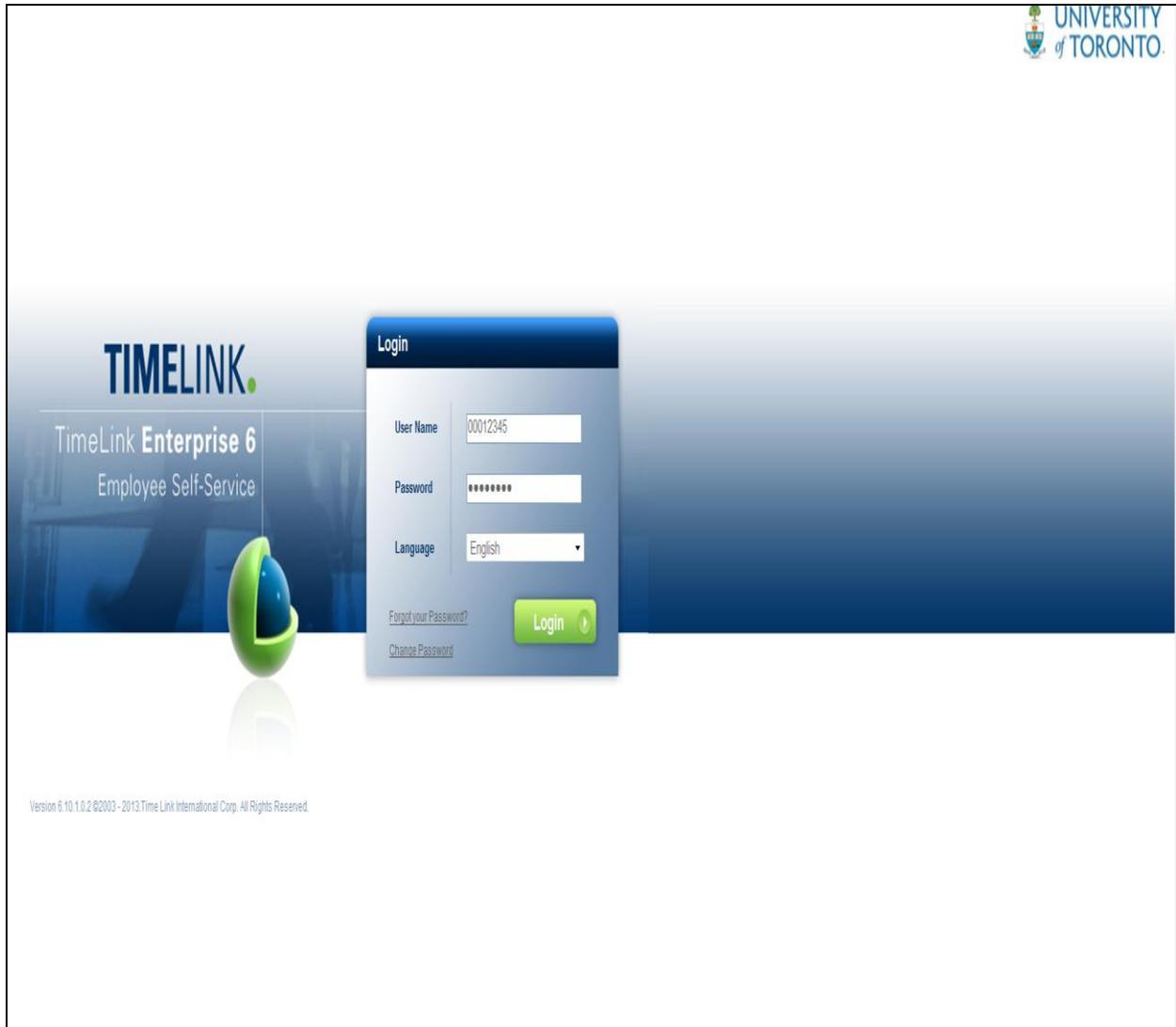




## Reviewing Your Timecards

Use the following web address to login:

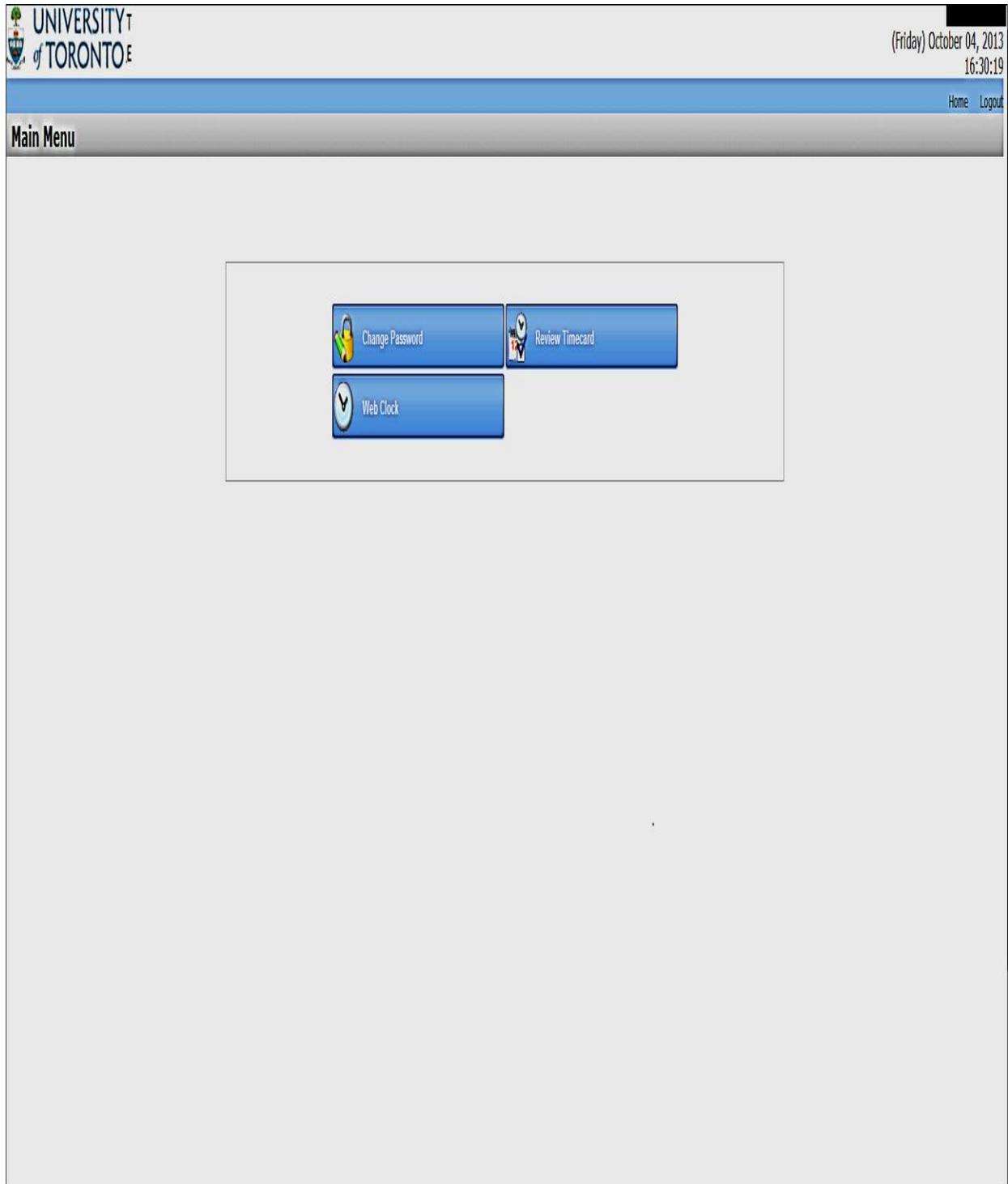
<b>Employee Web Address</b>	<b><a href="https://ess.timelink.utoronto.ca/timelink/tl6ess/ess">https://ess.timelink.utoronto.ca/timelink/tl6ess/ess</a></b>
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<b>User Name</b>	Enter your Personnel Number (if less than 8 digits, then add zeroes in front of the personnel number to total 8 digits)
<b>Password</b>	Enter your Password
<b>Language</b>	Defaults to English
	Click on <b>Login</b>

## Employee's Main Menu

From the Main Menu, select Review Timecard



## Review Your Timecard

You can review your timecards at any time. You can view a specific day or pay period and if your timecards have been approved or not.

Home Logout

### Review Timecard

[Previous](#) | [Help](#) | [Print](#)

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#### Timecard Information

◀ July 21 - August 3, 2013 ▶
Select MONTH here
Select DAY here
Select YEAR here
Find

	Schedule	Actual
07/21/2013 Sunday	Non-Work Day	Not Available
07/22/2013 Monday	Non-Work Day	5:00p - 10:15p Region -00:30 Region
07/23/2013 Tuesday	Non-Work Day	1:00p - 5:00p Region
07/24/2013 Wednesday	Non-Work Day	5:00p - 10:00p Region -00:30 Region
07/25/2013 Thursday	Non-Work Day	5:00p - 10:15p Region -00:30 Region
07/26/2013 Friday	Non-Work Day	Not Available

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#### Paid and Accrued

Pay Totals			
Pay Category	Transfer	Value	Total
REG	10210/1...	00:00	31:15
REG	10210/1...	00:00	36:00

Accruals		
Accrual Code	Balance	Unit Of Measure
No Data	No Data	No Data

Status **Approved**

Note: Actual - The times shown are the hours that will be reviewed for approval.

After reviewing your Timecards, you can logout or select Home and return to the main page.