TIMELINK.

Starting and Ending Work

Use the following web address to login:

Employee Web Address	https://ess.timelink.utoronto.ca/timelink/tl6ess/ess



User Name	Enter your Personnel Number (if less than 8 digits, then add zeroes in front of the personnel number to total 8 digits)				
Password	Enter your Password				
Language	Defaults to English				
	Click on Login				

Employee's Main Menu

From the Main Menu, select Web Clock

UNIVERSITY TORONTO		(Friday) October 04, 2013 16:30:19
Main Menu		Home Logout
	Change Password Review Timecard	

Start Work

							(Tuesday) October 08, 2013 11:03:40
							Home Logout
Web Clock							
┥ Previous 🛛 🥝 Help 🛛 🛸 Print							
	Plea	use select a transaction	lork]	Find Work		
Transaction List							
Day	Date	Punch Type	Time	Transfer	Time Code	Source	
Mon	09/30/2013	•	06:18p	10210//1	REG	ESS	
Mon	09/30/2013	E	05:55p		REG	ESS	
Mon	09/30/2013	Ð	05:43p	10210//1	REG	ESS	

At the start on of one's shift or lunch, select the 'Start Work' punch (green arrow)

This screen also shows the a summary of information about recent shifts:

- Date & time the employee starts (green punch) and ends work (red punch)
- Time Code (e.g. regular or overtime hours)
- Source of your login (ESS Employee Self Service)

Transfer Screen

A Transfer Screen will be proposed as shown below:

🔮 UNIVERSI I TORONT	TYT TO E				(Tuesday) October 08, 2013 11:09:32
-					Home Logout
Transfer					
┥ Previous 🕴 🎯 Help 🕴	Print				
Please compose a tr	ansfer type.				
Labor Account Profil	e Code LAP10210 -			e Find	
Cort Center	10210	UTM Library Operations	No Match Found Cost Center		
© Cost Center	10210	OTH EIDIARY Operations	Code	Description	
© Order					
© DEPARTMENT	101814	UTM:Library Operations			
© LOCA					
© LAP	LAP10210	UTM Library Operations			
Transfer 10210//10	1814//LAP10210				
Work Information			Job		
			Code	Description	
ø Job			9906	Casual Library Ast	
Position					E
© Task					
© Work Center					

If in Primary Job, just select OK

If in a different job or work center, select the following:

- Labor Account change to Labor Account for work center.
- ✤ Job change if job is other than primary.
- Work Center double click on the correct work center to select.
- Select OK

The following screen will be proposed, select Logout

TORONTO E							(Tuesday) October 08, 2013 11:16:37
							Home Logout
Web Clock							
< Previous 🥝 Help 🍃 Print							
			Transfer : 10210/	/101814//LAP10210			
			at 11	:13AM			
	Plea	ase select a transaction					
				_			
		Start W			End Work		
				,			
T							
Day	Date	Punch Type	Time	Transfer	Time Code	Source	
Tue	10/08/2013	a	11:13a	10210//1	REG	ESS	
Mon	09/30/2013	Ð	06:18p	10210//1	REG	ESS	
Mon	09/30/2013	Ð	05:55p		REG	ESS	
Mon	09/30/2013		05:43p	10210//1	REG	ESS	

End Work

At the end on of one's shift or when finishing lunch login to TimeLink.

Employee's Main Menu

From the Main Menu, select Web Clock:

UNIVERSITY™		(Friday) October 04, 2013 16:30:19
Main Menu		Home Logout
		i i i i i i i i i i i i i i i i i i i
	Change Password Review Timecard	
	Web Clock	

Select the 'End Work' punch (red arrow) and then Logout

UNIVERSITY TORONTO							(Tuesday) October 08, 2013 11:22:29
Web Cleak							Home Logout
Web Clock							
Previous @ Help @ Print							
			Stop Transac	tion at 11:22AM			
	Plea	se select a transaction					
				1			
		Start V	Vork		End Work		
Transaction List							
Day	Date	Punch Type	Time	Transfer	Time Code	Source	
Tue	10/08/2013	Ð	11:22a		REG	ESS	
Tue	10/08/2013	1	11:13a	10210//1	REG	ESS	
Mon	09/30/2013	Ð	06:18p	10210//1	REG	ESS	
Mon	09/30/2013	Ð	05:55p		REG	ESS	
Mon	09/30/2013	2	05:43p	10210//1	REG	ESS	