



## Starting and Ending Work

Use the following web address to login:

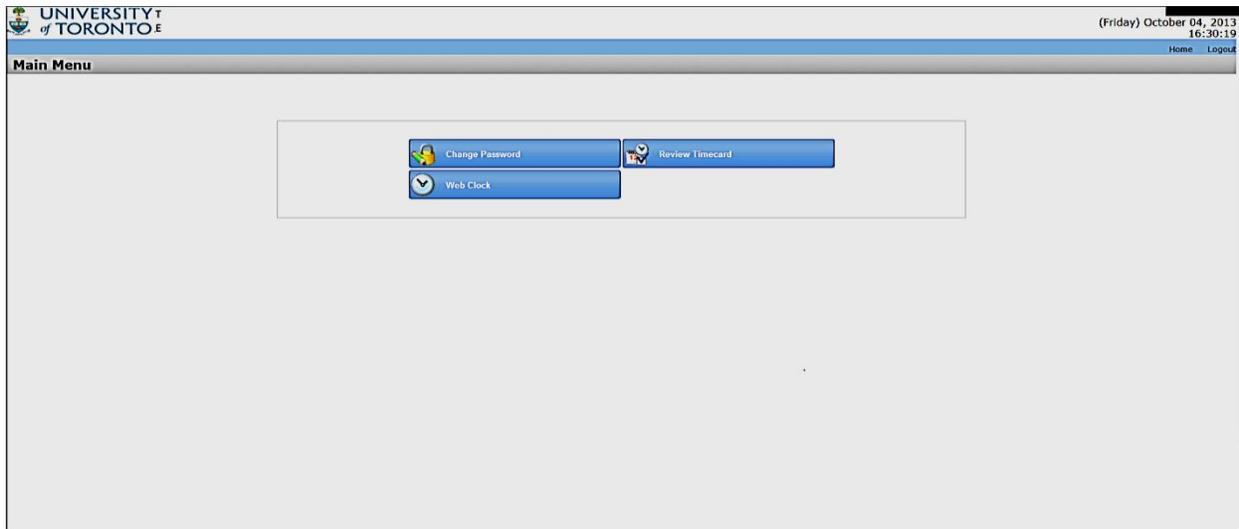
|                             |  |
|-----------------------------|--|
| <b>Employee Web Address</b> | <b><a href="https://ess.timelink.utoronto.ca/timelink/tl6ess/ess">https://ess.timelink.utoronto.ca/timelink/tl6ess/ess</a></b> |
|-----------------------------|--|



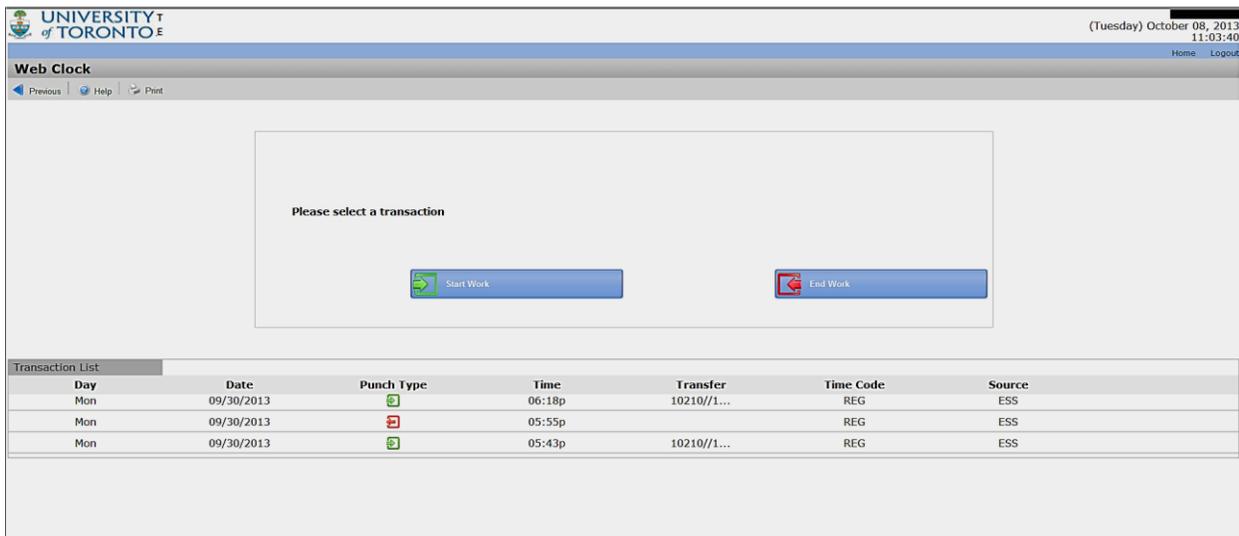
|                  |   |
|------------------|---|
| <b>User Name</b> | Enter your Personnel Number (if less than 8 digits, then add zeroes in front of the personnel number to total 8 digits) |
| <b>Password</b>  | Enter your Password   |
| <b>Language</b>  | Defaults to English   |
|                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

## Employee's Main Menu

From the Main Menu, select Web Clock



## Start Work



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:

**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

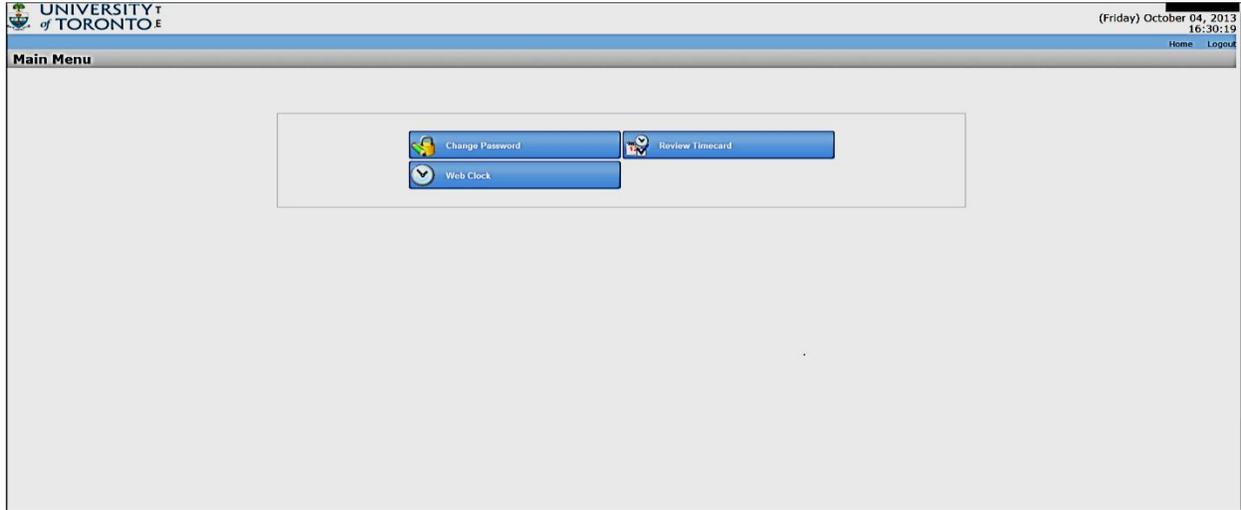
| Day | Date       | Punch Type | Time   | Transfer    | Time Code | Source |
|-----|------------|------------|--------|-------------|-----------|--------|
| Tue | 10/08/2013 |            | 11:13a | 10210//1... | REG       | ESS    |
| Mon | 09/30/2013 |            | 06:18p | 10210//1... | REG       | ESS    |
| Mon | 09/30/2013 |            | 05:55p |             | REG       | ESS    |
| Mon | 09/30/2013 |            | 05:43p | 10210//1... | REG       | ESS    |

## End Work

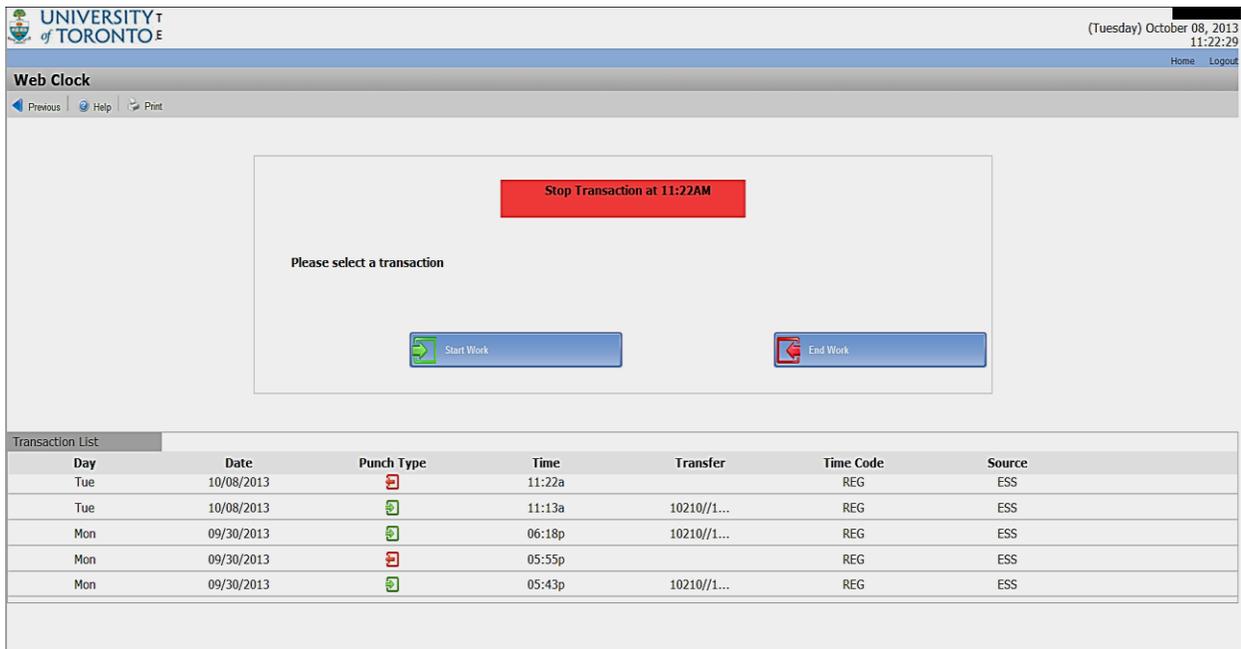
At the end on of one's shift or when finishing lunch login to TimeLink.

## Employee's Main Menu

From the Main Menu, select Web Clock:



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



| Day | Date       | Punch Type  | Time   | Transfer    | Time Code | Source |
|-----|------------|---|--------|-------------|-----------|--------|
| Tue | 10/08/2013 |  | 11:22a |             | REG       | ESS    |
| Tue | 10/08/2013 |  | 11:13a | 10210//1... | REG       | ESS    |
| Mon | 09/30/2013 |  | 06:18p | 10210//1... | REG       | ESS    |
| Mon | 09/30/2013 |  | 05:55p |             | REG       | ESS    |
| Mon | 09/30/2013 |  | 05:43p | 10210//1... | REG       | ESS    |