



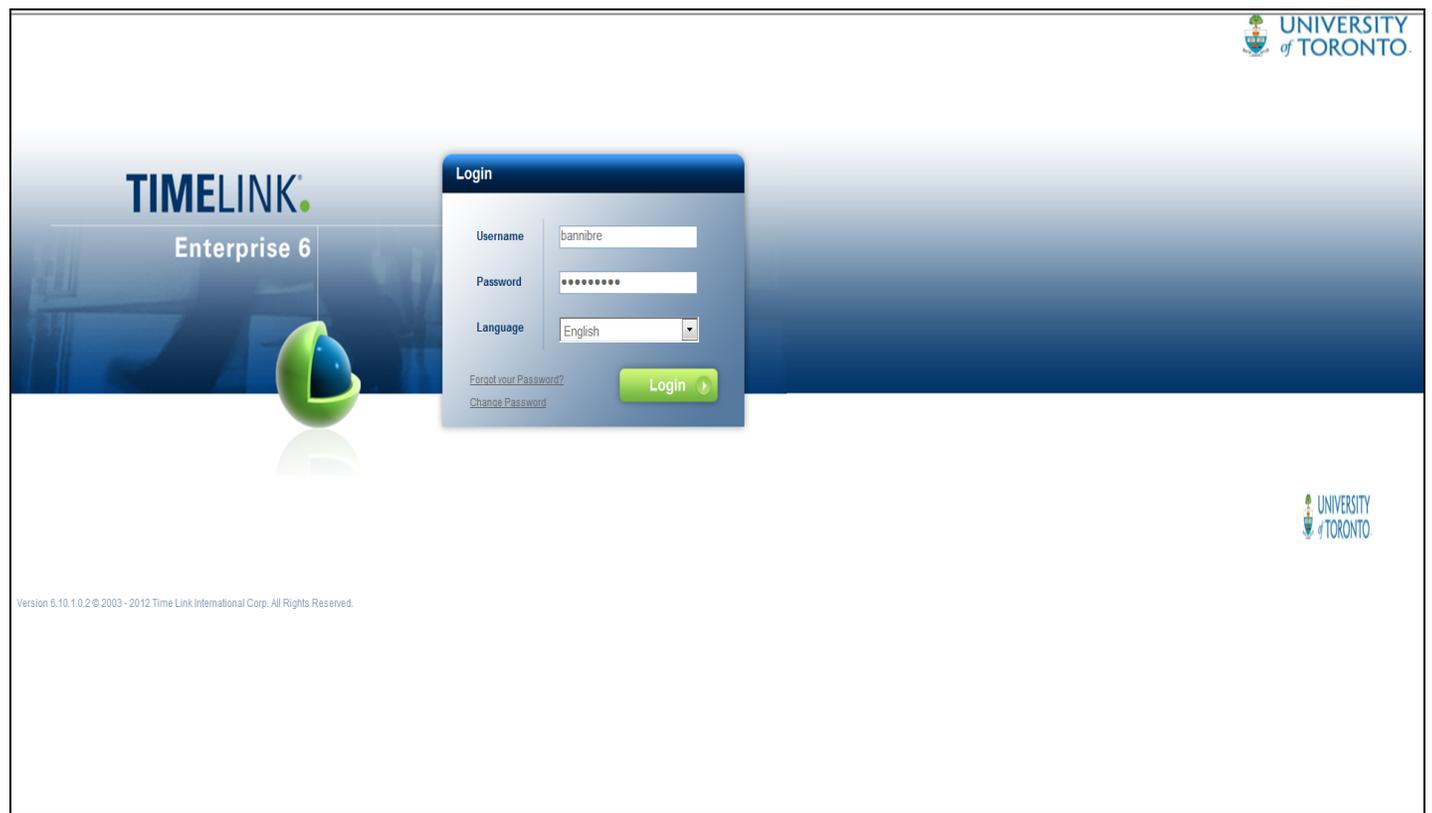
Running the Timecard Exceptions Report

Purpose

The Timecard Exceptions Report can be run at any time to shows the exceptions in TimeLink during a particular time frame for employees of a specific work center or org unit.

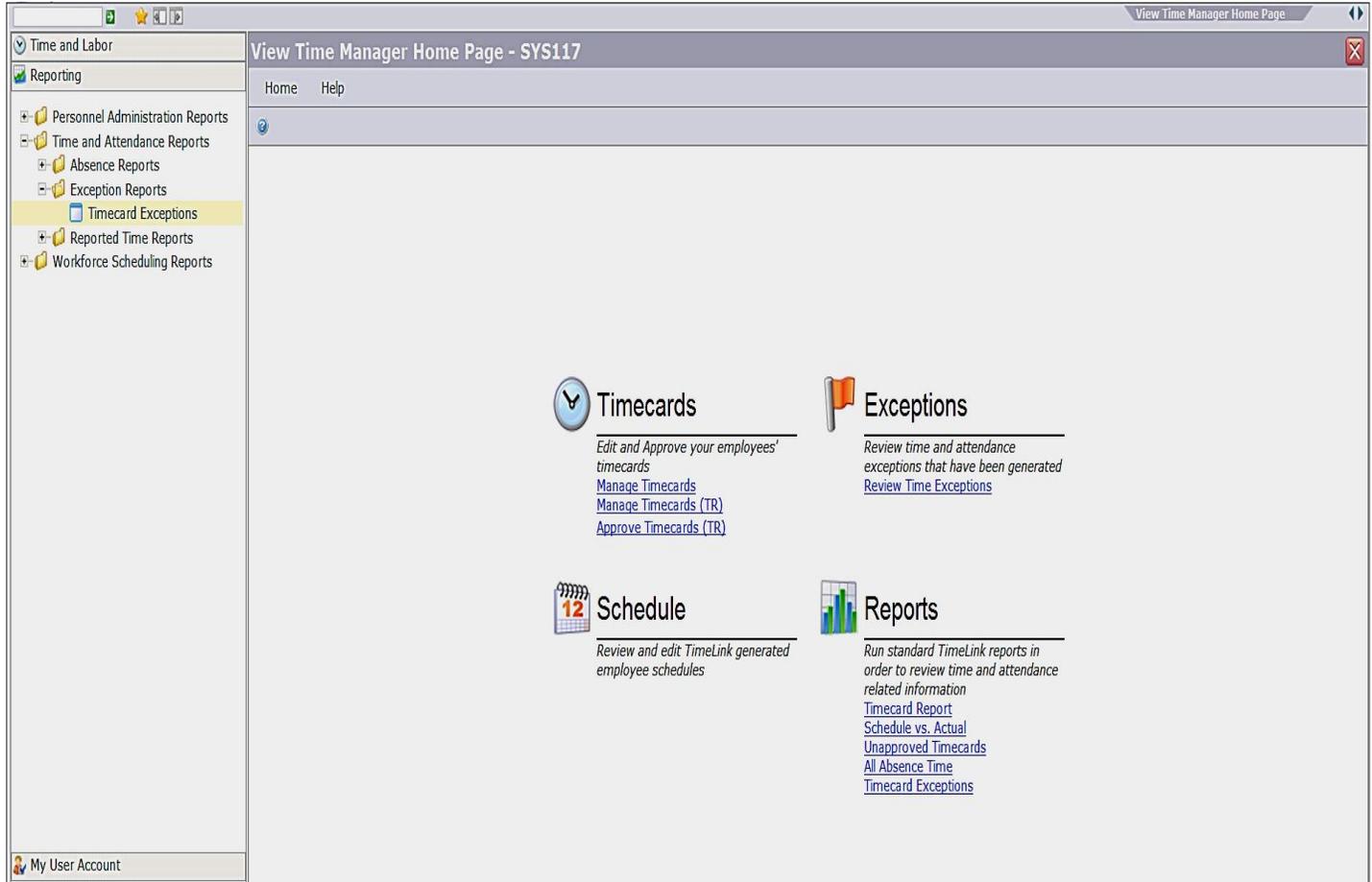
Login to TimeLink

Web Address	https://timelink.utoronto.ca/timelink/login
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User Name	Enter User Name
Password	Enter your Password
Language	Defaults to English
	Click on Login

**From the TimeLink Main Menu, select the following menu path:
Reporting>Time and Attendance Report>Exception Reports>Timecard Exceptions (RTP111)**



Timecard Exceptions Report

This is an administrative report which shows timecards with errors. It includes missed punches (e.g. the start punch or end punch missed). It is useful for supervisors to check the status of their employees' login.

Running the Report

Transaction Field	Enter RPT111
Person(s)	Select Group and the Work Center
Period	Select Custom (start and end of the pay period) Optional: Literals (a special period) OR Periods (monthly)
	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 Timecard Exceptions Report

The report shows a list of exceptions for a specific work center or org unit.

Timecard Exceptions - RPT111

File Actions Help

Search

Person(s) Group FA - Ofc of Vice-Provost, Students

Period Custom From 09/29/2013 To 10/12/2013

Run Now Save Search

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TIMELINK.
Timecard Exceptions

Provided For: BANNIBRE

Time Period: 09/29/2013 To 10/12/2013

Date	Exception - Exception Type
Group: [743] Hart House - Hart House	
09/29/2013	MP - Missing Punch
[Exception Note]	Missing Punch
10/07/2013	MP - Missing Punch
[Exception Note]	Missing Punch
10/07/2013	MP - Missing Punch
[Exception Note]	Missing Punch

Output Field Descriptions

Time Period	The day or date range used to run the report
Provided For	The ID of the person running the report
Group	The work center or org unit
	Employee's name and personnel number
	The list of the type of errors (e.g. missed punch)

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

Some icons and their functions on the output of the report

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