TIMELINK.

Running the Timecard Report

Purpose

The Timecard Report can be run at any time to show a summary of the Daily hours worked, the Accounts charged, and Pay Period totals for employees in a particular work center or org unit.

Login to TimeLink

| Web Address | https://timelink.utoronto.ca/timelink/login | | | | | |
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| Version 6.10.1.0.2 © 2003 - 2012 Time Link International Corp. All Rights Reserved. | | | | | | |
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| User Name | ame 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> Reported Time Reports>Timecard Report (RTP100)



Timecard Report

This is an administrative report which shows a summary of the Daily hours worked, Start and End times, the Time codes (e.g. Reg., OT, stat holiday.), the Labor Accounts charged and Period totals of each employee's hours of Timecard for the Pay period selected. The report allows one to search for pay information for specific employees.

Running the Report

| Transaction Field | Enter RPT100 | | | |
|-------------------|--|--|--|--|
| 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 Report

The report will show a summary of pay totals and the accounts charged for employees in a specific work center or org unit

| Timecard | d Report - | RPT100 |) | | | | | | | |
|-------------------|----------------------|-----------|-----------------|-----|---------------|-------------------------|---------------------|-----------------------------|----------------|---------------------------------------|
| File | Actions | Help | | | | | | | | |
| ۹ | 9 | | | | | | | | | |
| Searc | h | | | | | _ | | | | |
| Person(Period | (s) | | Group Custor | | From | FA - Ofc o 09/29/201 | | ovost, Studer To | | ✓/12/2013 |
| Run No | w Se | ave Searc | h | | | | | | | |
| Day | eriod: 09/29 Date | /2013 To | End | | 8 / 67 V | nt | | Productive Time -0:30 | Nonpro Time | 100% • |
| Wed, | 10/02/2013 | 04:00pm | 10:15pm | REG | H8600//10623 | 6//LAPH8600 | | 6:15 | | |
| | | | | | | Perio | Total: od Total: | 5:45 5:45 | | 0:00 0:00 |
| Tue, | 10/01/2013 | 06:00pm | 08:30pm | REG | H6200//106224 | 4//LAPH6200 | | 2:30 | | |
| Wed, | 10/02/2013 | 06:00pm | 08:30pm | REG | H6200//106224 | 1//LAPH6200 | Total: Total: | 2:30 2:30 2:30 | | 0:00 |
| Thu, | 10/03/2013 | 06:30am | 09:00am | REG | H6200//106224 | 4//LAPH6200 | | 2:30 | | |
| | | | | | | | Total: | 2:30 | | 0:00 |

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 | | | | | |
| Day and Date | The day and date that the employee worked' | | | | | |
| Start | Start time of the shift worked | | | | | |
| End | End time of the shift worked | | | | | |
| Time Code | Pay category (e.g. reg., stat hours. overtime) | | | | | |
| Labor Account | The department, cost center and Labor account that will be | | | | | |
| | charged for the hours worked | | | | | |
| Productive Time | The total hours worked less breaks (e.g. lunch) | | | | | |
| The employee's name and personnel number | | | | | | |

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 |