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.
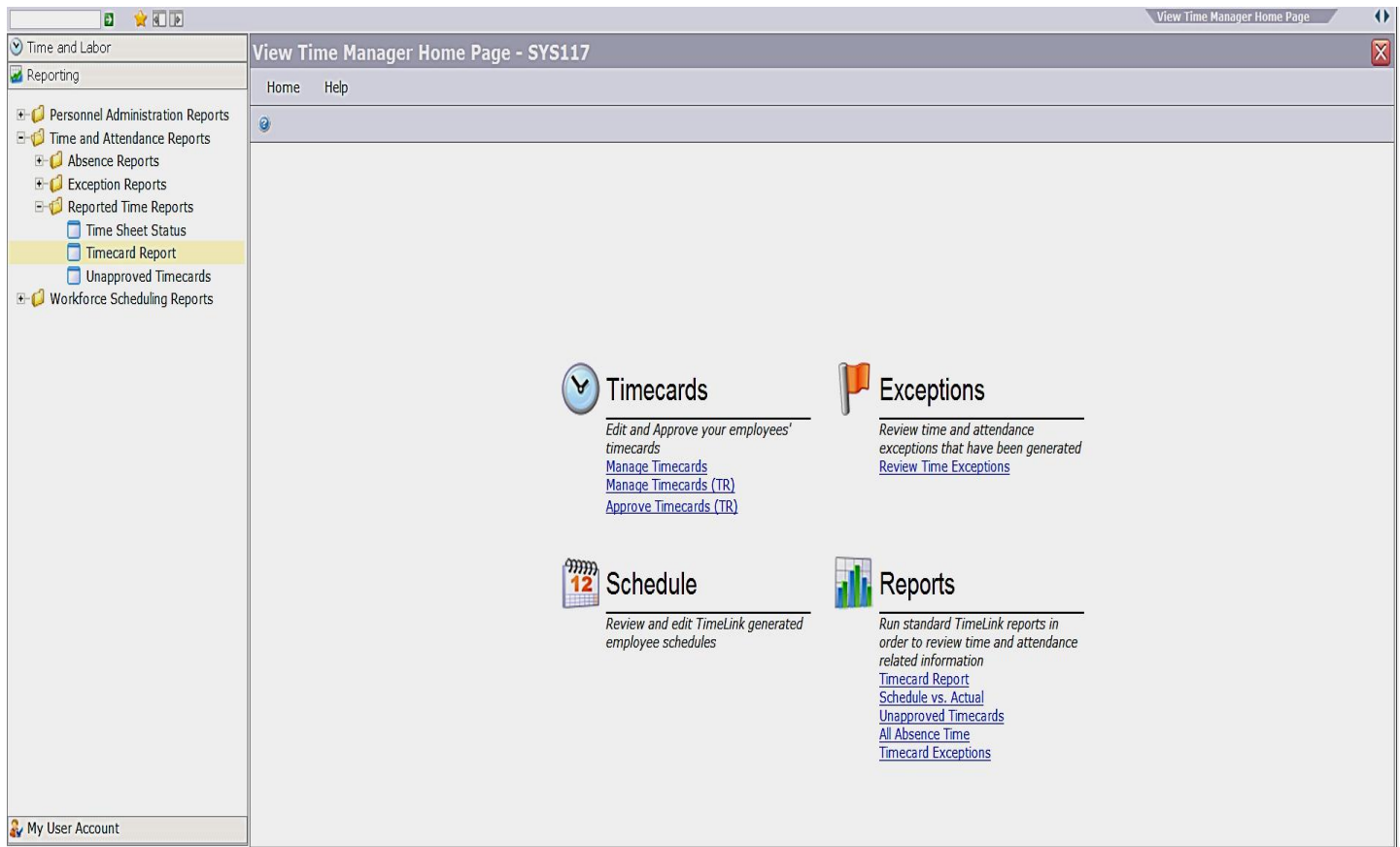
Login to TimeLink

Web Address	**https://timelink.utoronto.ca/timelink/login**

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> 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

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