Go to the following website to launch TimeLink. https://timelink-ess.cmich.edu
Use your CMU Global ID and Central Domain password to login.

Once you are logged in you will have the following options.

<table>
<thead>
<tr>
<th>Enter Time (View, Edit and Submit Timesheet)</th>
<th>Allows you to view your timesheet details, add exception time to your timesheet and submit your timesheet to your departments designated approver for approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Balances</td>
<td>Review balances shows the remaining accrued time you have for benefits such as vacation, personal days, sick time, etc.</td>
</tr>
</tbody>
</table>

**Enter Time - View, Edit and Submit Timesheet**

1. To view, edit or submit your timesheet, click on **Enter Time** located in the Workforce Center menu.

2. Locate the appropriate timesheet using the dates search.

3. Click the corresponding Action button. Select **Edit**. The timesheets appears.

**Add Time Using Quick Add…**

1. Select **Add** followed by **Quick Add**. If the time record is showing s: (start time) and e: (end time), scroll to the right and click on Enter duration times.

2. Select the Time Code that you need from the drop down list.

3. Locate the day that you need to charge hours to and enter the hours and minutes. For example, if you are recording 2.5 hours, you would input it as 2.5 or 02:30.

4. If you want to put a comment on the time record, scroll to the right and click on More (comments are required when using FL, PA or a prior period adjustment). If you want to Cancel the entry, click Cancel. Otherwise, click **Save**.

5. A “Time record (s) added successfully” message will appear. If there are any errors on your timesheet, they will be listed under the Exception Section. Errors need to be corrected prior to submitting your timesheet.

6. If you need to enter another Line/Time Code, follow steps 1-5 listed above.

* If you need to delete a line, check the box next to the corresponding entry and click on Delete.

**Submitting your Time Sheet**

Once you are done updating your timesheet, you need to submit it so that it can be approved by your department’s designated approver. By hitting Submit, you are informing your departments designated approver that you are done entering time. Prior to submitting, you will want to make sure there are no errors by looking at the Exception section. If there are errors, they need to be corrected prior to submitting your timesheet.

1. Once you have verified your records and checked to make sure there are not any Exceptions (errors), click on **Submit**.

2. A confirmation popup appears, if you agree. Click **OK** to submit the timesheet.

**Note**

You can continue to make changes until your timesheet is approved by your department’s designated approver. If you need to make changes after that, you will need to contact your department’s designated approver and have them unapprove your timesheet.
Timecard Adjustments (after payroll has already been processed)

Recording time for a prior pay period

If you have exception time that needs to be recorded for a prior pay period and the payroll has already been processed, you will need to record it in the current pay period.

1. Once you have the current pay period pulled up, Select Add and then Add.
2. Select the Time Code that you need using the magnifying glass.
3. Select a day in the pay period (not a Saturday or Sunday) that does not already have time on it and enter the number of hours and minutes.
4. In the Comment field, enter the following statement while filling in the blanks…
   "[number of hours] hours entered on [date] were actually taken on [date]."  Example. "8 hours entered on 10/17/2016 were actually taken on 10/11/2016".

If you are recording Overtime (OT) or Compensatory Time Accrued (CT) enter the following statement while filling in the blanks…
   "Week of [month/day], S-[# of hours] hours, M-[# of hours] hours, T-[# of hours] hours, W-[# of hours] hours, T-[# of hours] hours, F-[# of hours] hours, S-[# of hours] hours.
   For example "Week of 12/11, S-0 hours, M-8 hours, T-9 hours, W-8 hours, T-9 hours, F-8 hours, S-0 hours."  This would be the comment for a 2 hour OT or CT record.

5. Select Save.
6. A “Time record (s) added successfully” message will appear.  If there are any errors on your timesheet, they will be listed under the Exception Section.

Important - FMLA must be recorded on the actual day. If you need to record FMLA on a prior pay period, you will need to send an email to the Payroll Office to have the time recorded on the actual date. The email needs to come from the supervisor/designated approver or if it comes from the employee, the supervisor/designated approver must be made aware by copying them in on the email.

Removing time recorded in a prior pay period

If you incorrectly recorded exception time for a prior pay period and the payroll has already been processed, an email needs to be sent to the Payroll Office to have the time record corrected. The email needs to come from the supervisor/designated approver or if it comes from the employee, the supervisor/designated approver must be made aware by copying them in on the email.

ONE TIME CHANGE - Changing Default Record Type

1. Go to My Account and click on the Application tab.
2. In the Time and Attendance section, click on the Default Record Type dropdown and select D – Duration.
   • A Duration type signifies time records are tracked in a set period of time, but there are no start or stop time tied to the period (i.e. 8 hours). An Event type signifies records are tracked using specific start/stop times (i.e. 7am-5pm).
3. Click on Save.

OPTIONAL CHANGE - Changing the Duration Format – HH:MM to HH.DD

1. Go to My Account.
2. On the General tab, locate the Formatting Section and change the Duration Format to HH.DD – HH.DD.
3. Click on Save.
   *This is a system wide setting. If you also log into the Enterprise site (to approve timecards), the duration format will be the same as format you choose in ESS.

For detailed instructions, please look at the Employee Exception Time Reporting User Guide.
Questions?  Call Payroll and Travel Services - 774-3481
Updated 11/11/16