Timelink ESS

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

Create or Edit Time Records

1. To view or edit timesheet, click on Time followed by Timecards.
2. Locate the individual you want to view or update (change the search criteria if necessary).
   *You can sort by any of the columns by click on the heading name.
3. Click the corresponding Action button. Select Edit. The time sheets appears.

Add Time Using Quick Add…

1. Select Add followed by Quick Add.
2. Select the correct Date and Time Code.
3. Enter the number of hours in the Duration field.
4. If you want to put a comment on the time record, 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 timecard.
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.
7. Once you done with this employee, you can click on the curved arrow to come back to the list of employees or select the right or left blue arrow to go to the next or previous employee.
   You can also add time by clicking on Add followed by Add or Add Multiple.

Verify and Approve Timecards

1. Once logged in, click on Time followed by Timecards.
2. Use the Search Criteria at the top to bring up the appropriate employees and pay period. To distinguish between Semimonthly and Biweekly, click on the column heading “Dates” to sort by this column.
3. You can review the timecards for errors by clicking on the Action icon followed by View or Edit. The Timecard will appear.
4. Once you confirmed their time as correct, you can click on the curved arrow to come back to the list of employees or select the right or left blue arrow to go to the next or previous employee.
5. Once the timecard is correct and you are on the screen that lists all of the employees, you need to approve the timecards one of the following ways.
6. Select the individuals you want to approve by clicking the box in front of their names.
7. Click on Approve Selected.
Timecard Adjustments for REGULAR EMPLOYEES (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. Create a time record on a day in the pay period (**NOT a Saturday or Sunday**) that does not already have time on it. Select the appropriate time code and enter the number of hours and minutes.

2. In the Comment section, 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.

3. Select **Save**.

   **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.

Part-time Employees

Part-time employees are hired for a set schedule in SAP although it is our understanding that employees do not always work these schedules. If the employee is scheduled to work 20 hours a week, they are set up to work 4 hours a day. If they are scheduled to work 32 hours a week, they are set up to work 6.4 hours a day. When entering time into Timelink, you will need to be aware of the employee’s schedule so you can record their time using the correct increments. Please note: **exception time cannot exceed the employee’s planned working time**.

Reports

To run reports go to **CMU Reporting** followed by **Department Reports**.

Please be advised that student and temporary employee’s task numbers do not appear on the Timecards screen in Timelink-ESS. If your student/temp employees use multiple task numbers, you will need to verify them by reviewing the “All-Timecard with Task” report or the “Time with Unassigned Tasks” report found under CMU Reporting-Department Reports.

<table>
<thead>
<tr>
<th>OPTIONAL CHANGE - Changing the Duration Format – HH:MM to HH.DD</th>
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<tbody>
<tr>
<td>1. Go to <strong>My Account</strong>.</td>
</tr>
<tr>
<td>2. On the <strong>General</strong> tab, locate the Formatting Section and change the Duration Format to <strong>HH.DD – HH.DD.</strong></td>
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<tr>
<td>3. Click on <strong>Save</strong>.</td>
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<tr>
<td><em>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.</em></td>
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