Timelink – Electronic Time & Attendance – Quick User Guide

PAYROLL PROCESSOR AND APPROVERS - ENTERING AND APPROVING TIMESHEETS

Questions? Call Payroll and Travel Services - 774-3481

TIMELINK

Go to the following website to launch TimeLink. https://timelink.cmich.edu/timelink/login

Use your CMU Global ID and Central Domain password to login. **PLEASE USE INTERNET EXPLORER.**

Create or Edit Time Records

1. Go to **Time and Labor** following by **Approve Timecards - TA185**.
2. Click on **Actions** and then **Find**.
3. Change your criteria accordingly and hit **Apply**.
4. Double click on the employee you want to update.
5. To create a time record, click on **Actions** then **Create Time Record**. Enter the appropriate information and click **Save**. **Student and temporary employees time should be time based (have a start and stop time) and regular exception reporting employee's time should be duration based.**
    a. If you are entering FL or PA time or you are doing a prior period adjustment (see instructions below), you are required to put a comment.
    b. If you are entering time for a student or a temporary employee, you must include a task number.
6. To edit a time record, double click on the record, make the appropriate change and click on **Save**.
7. 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.

Verify and Approve Timecards

1. Go to **Approve Timecards - TA185**.
2. Click on **Actions** and then **Find**.
3. Change your criteria accordingly. Under Timecard Period, select Custom and enter the appropriate dates. In the Payroll Dropdown select the payroll you need to approve. Hit **Apply**.
    a. If your exception time reporting employees are inputting their own time, the User Submitted field will show "Submitted" when they are done inputting their time.
4. If you haven't already done so, verify the employee's timecard by double clicking on each employee to bring up their individual timecard.
5. Once you confirmed their time as correct and there are no errors, 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.
6. 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.
    - Click on the employee so they are highlighted and select **Actions** followed by **Approve/Unapprove**. Select **Approve** and then **OK**.
    - If you want to approve all employees, click on **Actions** then **Approve All**. **OK**.
    - If you want to pick multiple employees, select and hold Ctrl on your keyboard and select the employees you wish to approve and then click **Actions followed by Approve/Unapprove**. Select **Approve** and then **OK**.

Timecard Adjustments (after payroll has already been processed)

Recording time for a prior pay period

If you have 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 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.

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

1. Go to **My User Account/Maintain Preferences**.
2. Click on **Duration Format**. Click on the magnifying glass in the Value box, choose **HH.DD**.
3. Click on **User Preferences**/**Save**.

*This is a system wide setting. If you also log into the ESS site (to approve timecards), the duration format will be the same as format you choose in Timelink Enterprise.

For detailed instructions, please look at the full Electronic Time and Attendance Guide.

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