



TIMELINK.

TimeLink Employee Self Service (TLESS)





Greenville School District - District Web Portal v3.0 - Windows Internet Explorer
https://portal.greenville.k12.sc.us/

File Edit View Favorites Tools Help

Greenville School District ... x Employee Self-Service

GREENVILLE COUNTY SCHOOLS
Where enlightening strikes

District Web Portal v3.0
Today is Wednesday, February 9, 2011

General Business School Student All Sites

Listed below are links to a list of all applications available on the District Portal.

- Timelink Edit/Approve Timecards**
Timelink Edit/Approve Timecards
- Timelink Employee Self Service**
Timelink Employee Self Service
- GRETIL (Lawson) Live/Production**
GRETIL (LAWSON) Live/Production System
- Change Email Password**
Change your email password here
- CLM (Course List Manager)**
Course List Manager (replaces SRS)
- CPO Tracker**
Crisis Management Software
- Curriculum**
Go to Curriculum
- Departmental Website**
Access Departmental Websites
- Employee Info (Lawson Self-Service)**
Access your employee information via Lawson Self-Service
- ePAS**
Go to ePAS
- Professional Development**
Application for Registration & Recertification
- Safety Training**
Go to Safety Training
- SchoolMessenger**
General Announcement & Attendance Calling System
- Select Schools**
Go to the Select Schools (Live/Production) Site.
- Simple Track**
Go to Simple Track
- Staff Home Directory**
Teacher/Staff access to personal home directory
- Student Email**
Student access to email
- Student Home Directory**
Teacher access to Student Home Directories
- Trip Request Manager**
Request a bus for your school
- Change In Assignment Manager**
for Planning & Demographics

Start Greenville School Dist... 3:43 PM

Click on TimeLink Employee Self Service (TLESS) from the District Portal

Employee Self-Service - Windows Internet Explorer

http://gcstlapp01:8080/timelink/tl6ess/ess

File Edit View Favorites Tools Help

Employee Self-Service Employee Self-Service

GREENVILLE COUNTY SCHOOLS
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TIMELINK.

TimeLink Enterprise 6
Employee Self-Service

Login

User Name

Password

Language English

Login

Version 6.8.1.5 ©2003 - 2011, Time Link International Corp. All Rights Reserved.

Sign on using your GCSD user name and password. If you receive an invalid name/password, please contact the ETS Help Desk.

Start Employee Self-Serv... 3:52 PM

TLESS Menu

The screenshot shows a web browser window titled "Employee Self-Service - Windows Internet Explorer". The address bar displays "http://gcstlapp01:6060/timelink/tl6ess/ess". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains navigation buttons (back, forward, stop, refresh) and a search box with "Bing". The page content features the "GREENVILLE COUNTY SCHOOLS" logo with the tagline "Where enlightening strikes" on the left. On the right, the date and time are shown as "(Wednesday) February 09, 2011 15:54:58", with "Home" and "Logout" links below. A "Main Menu" section is centered on the page, containing three blue buttons: "Review Timecard" (with a clock icon), "Review Balances" (with a balance scale icon), and "Request Leave" (with a calendar icon). The Windows taskbar at the bottom shows the Start button, an open "Employee Self-Servic..." window, and the system tray with the time "3:54 PM".

Review Timecard

Click on **Review Timecard** to see time worked (timecard), pay totals and leave accruals for a chosen time period.

Employee Self-Service - Windows Internet Explorer

http://timelink.greenville.k12.sc.us:8080/timelink/tl6ess/ess

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | TimeLink | Web Slice Gallery

Page Safety Tools

GREENVILLE COUNTY SCHOOLS
Where enlightening strikes

Marc Dominick
(Thursday) February 10, 2011
14:51:47

Home Logout

Review Timecard

Previous Help Print

Timecard Information

February 7 - 13, 2011

Select MONTH here | Select DAY here | Select YEAR here | Find

	Schedule	Actual
02/07/2011 Monday	12:00a - 12:00a RegPay	7:45a - 4:45p RegPay
02/08/2011 Tuesday	12:00a - 12:00a RegPay	7:45a - 4:30p RegPay
02/09/2011 Wednesday	12:00a - 12:00a RegPay	7:45a - 4:45p RegPay
02/10/2011 Thursday	12:00a - 12:00a RegPay	8:00a - 4:30p RegPay
02/11/2011 Friday	12:00a - 12:00a RegPay	7:30a - 4:15p RegPay
02/12/2011 Saturday	Not Scheduled	Not Available
02/13/2011 Sunday	Not Scheduled	Not Available

Paid and Accrued

Pay Totals			
Pay Category	Transfer	Value	Total
Pay Category Name	Transfer	Value	Total

Accruals		
Accrual Code	Balance	Unit Of Measure
ILLNESS	1399:31	HOURS
PERSONAL	-07:30	HOURS
VAC	80:43	HOURS

Local intranet | 75% | Search Desktop | 2:51 PM

Review Balances

Click on **Review Balances** for leave calculated by the Lawson Payroll System. Current leave requests submitted and approved through TLESS will adjust your balances. Balances are displayed in hours/minutes format. Personal leave equals total hours taken and displays as a negative number.

Employee Self-Service - Windows Internet Explorer

http://timelink.greenville.k12.sc.us:8080/timelink/tl6ess/ess

File Edit View Favorites Tools Help

Greenville County Schools
Where enlightening strikes

Review Time Balances

Change Date: 02/10/2011

Balance(s) as of 02/10/2011
*Balances do not reflect planned absence(s) after today's date.

	Balance	Unit Of Measure
Illness Accrual Account	1399:31	HOURS
Personal Accrual Account	-07:30	HOURS
Vacation Accrual Account	80:43	HOURS

Request Leave

Click on **New Request** to submit a leave request or view leave request history.

The screenshot shows a web browser window titled "Employee Self-Service - Windows Internet Explorer". The address bar shows the URL: `http://timelink.greenville.k12.sc.us:8080/timelink/tl6ess/ess`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features the Greenville County Schools logo and a "Request Leave" section. Below the logo, there are navigation links: Previous, New Request, Delete Request, Help, and Print. A "Request List" section includes a "Status" dropdown menu set to "All" and a table with the following data:

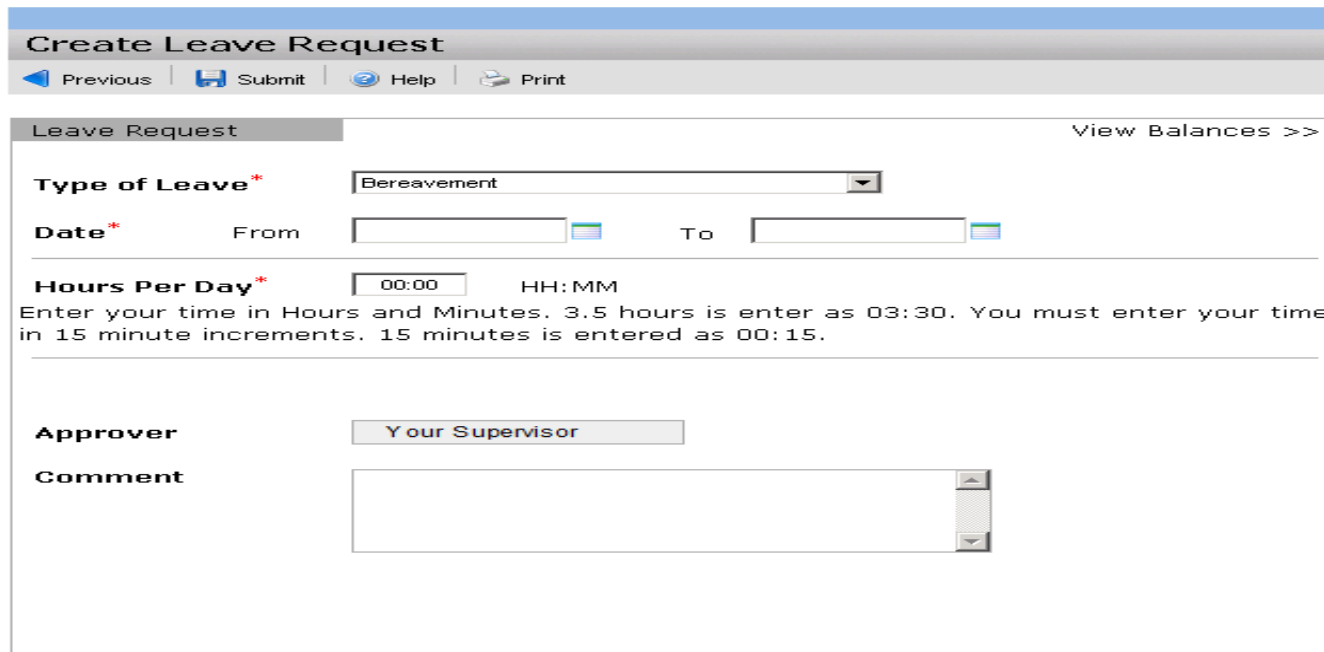
	Confirmation Number	Leave Type	From - To	Submitted Date	Status	Approver Status
<input type="checkbox"/>	91	Personal Leave	01/28/2011 - 01/28/2011	01/25/2011 3:49p	Submitted	Approved

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, Microsoft PowerPoint), a search bar, and system tray icons including the clock showing 2:58 PM.

Leave Request

Entering a Leave Request from the TimeLink Employee Self Service Menu

1. From the Employee Portal, click on **TimeLink Employee Self Service (TLESS)**.
2. Click on **Request Leave**.
3. To select a **Type of Leave**, click on the drop down menu to pick a leave reason.
4. For **Date**, enter a **From** and **To** date. For a date range, do not include Saturday and Sunday. For a single day off, enter the same date in both boxes.
5. For **Hours Per Day**, enter in HH:MM format in 15 minute increments - Example: for a seven hour and 30 minute regular work day, you would enter **07:30**.
6. If the leave request needs explanation, enter a description in the **Comment** box - comments are not required.
7. Click **Submit** at the top of the "Create Leave Request" page.



The screenshot shows the 'Create Leave Request' form. At the top, there is a navigation bar with 'Previous', 'Submit', 'Help', and 'Print' buttons. Below this is a header for 'Leave Request' with a 'View Balances >>' link. The form contains several fields: 'Type of Leave' with a dropdown menu set to 'Bereavement'; 'Date' with 'From' and 'To' date pickers; 'Hours Per Day' with a time input field set to '00:00' and a label 'HH:MM'. Below the time input is a note: 'Enter your time in Hours and Minutes. 3.5 hours is enter as 03:30. You must enter your time in 15 minute increments. 15 minutes is entered as 00:15.' There is also an 'Approver' dropdown menu set to 'Your Supervisor' and a 'Comment' text area.

8. To check the **status of your leave request** (approved or rejected), click on **Request Leave** from the TLESS Main Menu. All leave request activity will be displayed. If your request is rejected, click on the confirmation number to view the rejection explanation. After a supervisor approves leave time, the leave will not display on your timecard until the night before the leave date(s).
9. You cannot use TimeLink to request leave for past dates. If the date has passed, you must complete the District's Leave Request form and submit the completed form to your supervisor.

Leave Request - Supervisor

Approving a Leave Request

1. Go to the Manage Leave Request Screen by typing in TA212 in the menu box and clicking on the green arrow.
2. You will see a list of pending requests for your approval. If helpful, you may sort by name or group in the requestor drop down.
3. To approve a pending request, double click on the pending request.

The screenshot displays the 'Manage Leave Requests - TA212' interface. At the top, there are search filters for 'Requestor' (Last Name: Reid), 'Period', and 'Time Code'. Below these are 'Apply' and 'Save Search' buttons. The main section is titled 'Request List' and contains a table with the following data:

Confirmation #	Requestor ID	Name	Time Code	Start Date	End Date	Requested Date	Approval	Status	Reason Code	Start Date
1220		Vacation		08/15/2011	08/19/2011	02/07/2011 02:36 PM	Pending	Submitted	NR	08/15/2011
1218		MILLeave		04/04/2011	04/08/2011	02/07/2011 02:24 PM	Pending	Submitted	NR	04/04/2011
1216		PersIll		02/04/2011	02/04/2011	02/07/2011 02:22 PM	Pending	Submitted	NR	02/04/2011
1214		FamIllns		03/07/2011	03/11/2011	02/07/2011 02:21 PM	Pending	Submitted	NR	03/07/2011
1212		Bereavmt		02/08/2011	02/10/2011	02/07/2011 02:20 PM	Pending	Submitted	NR	02/08/2011
1200		BusLve		11/05/2010	11/05/2010	11/04/2010 05:14 PM	Pending	Submitted	Comment	11/05/2010
1198		BusLve		11/05/2010	11/05/2010	11/04/2010 05:14 PM	Pending	Submitted	Comment	11/05/2010
1196		BusLve		11/05/2010	11/05/2010	11/04/2010 05:14 PM	Pending	Submitted	Comment	11/05/2010

Below the table is a 'Comments' section with a table for Date, User, and Comment. The status bar at the bottom indicates '1 - 35 of 475'.

Leave Request - Supervisor

Approving a Leave Request - Continued

4. Once you double click, you will see the request details screen.
5. You have the options below in the menu bar: Green Check – Approve, Red X – Reject
6. You may also view the employee's balance by clicking the magnifier (will show in area with red mark) before approving. Future requests can be approved even if the employee does not have enough leave in his/her current balance. You are approving the leave request based on the expectation that the employee will accrue enough time prior to the actual scheduled day.

The screenshot displays the 'Manage Leave Requests - TA212' interface in Internet Explorer. The page features a menu bar with 'File', 'Actions', and 'Help'. Below this, the 'Request Details' section contains the following information:

- Requested By:** Reid, Judy 124740
- Time Code:** Vacation
- Date:** From 08/15/2011 To 08/19/2011
- Time:** 07:30
- Reason Code:** NR
- Submitted:** 02/07/2011
- Schedule Status:** [empty field]

The 'Approval Details' section contains a table with the following data:

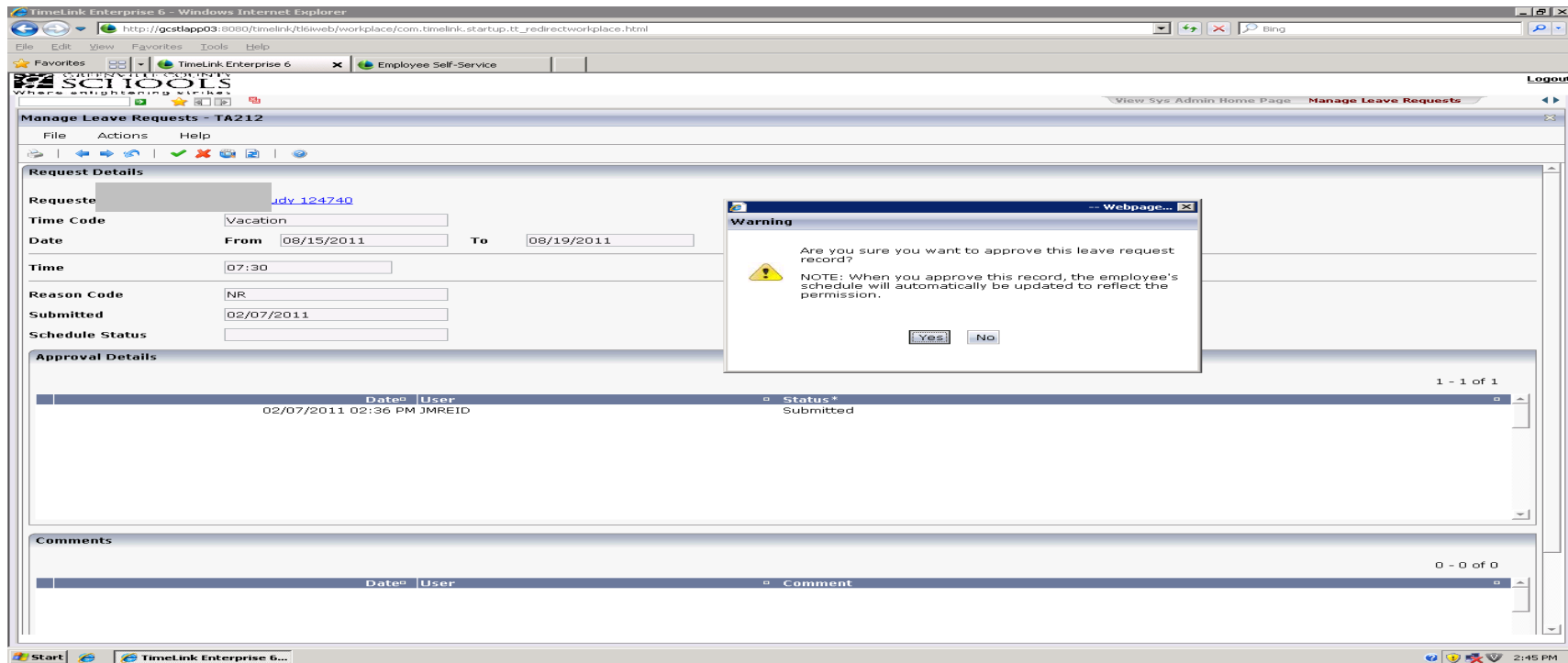
Date	User	Status*
02/07/2011 02:36 PM	JMREID	Submitted

The 'Comments' section is currently empty, showing a table header with columns for Date, User, and Comment.

Leave Request - Supervisor

Approving a Leave Request - Continued

7. Once you click approve, you will see the below warning box. Remember, it will not populate on your employee's timecard until the night before the scheduled day off.
8. Click yes to the warning screen below and go to next step.



Leave Request - Supervisor

Approving a Leave Request - Continued

9. The approve leave comment box will display. You can click **OK** without adding a comment - comments are optional.
10. Information box displays – “The leave request has been approved” – Click **OK**.
11. Request Details screen will display – click on the “back arrow” to return to the Main List.

The screenshot displays the 'Manage Leave Requests - TA212' interface in a web browser. The left sidebar contains a navigation menu with categories like 'Person Management' and 'Organization Management'. The main content area shows the details of a leave request. A modal dialog box titled 'Approve Leave' is currently open, with a text input field containing 'Approval comments are optional!!!!' and 'OK' and 'Cancel' buttons. Below the dialog, the 'Approval Details' section shows a table with one entry: Date: 02/07/2011, User: JMREID. The 'Comments' section below it is currently empty.