TIM EMPLOYEE MANUAL

SHRA NON-EXEMPT EMPLOYEES SET TO TIME CAPTURE

October, 2016
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- Indicates a new TIM feature or a process that has changed
Introduction to TIM

The Time Information Management system, or TIM for short, is the University’s system for tracking employee hours worked and leave taken.

The accurate tracking of hours ensures that employee pay is calculated correctly. This also allows the University to maintain comprehensive timekeeping information for reporting purposes.

There is a unique set of TIM features and procedures for each employee type.

This manual will cover the TIM features and procedures specific to SHRA Non-Exempt Time Capture Employees.
Logging Into TIM

1. Click the following link or open a web browser and type https://unctim.unc.edu into the address bar.
2. Type your ONYEN in the User Name field.
3. Type your ONYEN password in the Password field.
4. Click the arrow to login.

ADDITIONAL TIP: Users can also log into TIM from the Self-Service tab in ConnectCarolina.

1. Click the following link or open a web browser and type https://connectcarolina.unc.edu in the address bar.
2. Click Login to ConnectCarolina and InfoPorte (Faculty, staff & alumni).

3. Login using your ONYEN and ONYEN password.
4. After logging in, click Self Service on the left side of the screen.

5. Click TIM and follow the TIM login instructions listed at the top of page 3.
Signing Out of TIM

1. To sign out securely, click Sign Out in the top left of your screen.

![KRONOS Sign Out]

2. After you have signed out of TIM successfully, use the X button in the top right corner to close the web browser.

- TIM is set to automatically sign out after 30 minutes of inactivity.
Recording a Timestamp

SHRA Non-Exempt Time Capture Employees must record a timestamp each time that one of the following instances occurs:

- Start and end of each shift worked
- Start and end of each meal break

To Record a Timestamp

1. The My Timestamp screen appears on the right side when a SHRA Non-Exempt Time Capture Employee logs in. Click the Record Timestamp button in the My Timestamp screen to record a time in or out.
2. The recorded time will then appear in the My Timestamp screen.

3. The recorded time will not automatically appear on the timecard in the My Timecard tab. To see it, click Refresh in the My Timecard tab. The recorded time will then appear on the timecard in the main screen.
Viewing My Timecard

The My Timecard tab appears on the main screen when an SHRA Non-Exempt Time Capture Employee logs into TIM.
Maximizing and Minimizing My Timecard View

To expand the My Timecard tab in order to display a larger view, click the Maximize button in the top right.

To restore the My Timecard tab back to the original size click the Restore Down button in the top right.
Viewing Timecard Tabs

Note that you can click the Show Timecard Tabs icon at the bottom of the screen to view Totals and Accruals.

Totals Tab

Accruals Tab

- You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.
- If you have questions about the information that appears in the Totals or Accruals tab, you will need to ask your Manager.

To expand the Totals tab in order to display more information, hover your mouse over the row that contains the Show Timecard Tabs icon until the Show or Hide More Content cursor appears.

Once the cursor appears, click and drag the row that contains the Show Timecard Tabs icon upward to expand the Show Timecard Tabs.
Changing the Pay Period Displayed in the Timecard

Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
Viewing My Timecard: Additional Features on the My Timecard Tab

Below is an example of a SHRA Non-Exempt Time Capture Employee’s timecard.
Manager Timecard Edits

A grey indicator in the top right of an In or Out cell signifies that an edit to the timecard was made by a manager or TIM Administrator.

For example

The employee below forgot to record a Time Stamp Out on Friday 3/25. Upon realizing this the following Monday, he asked his manager to enter the time that he left on 3/25 and the Out cell now has the grey indicator in the top right corner.

Time Off Requests and Holidays

Approved time off requests and university holidays will appear in purple in the My Timecard tab and cannot be edited by employees.
Entering Leave Taken

1. On the My Timecard tab, click the cell for the date leave is taken in the Pay Code column and select the appropriate leave pay code.

   Drop down arrows no longer appear in the pay code column in the new version of TIM. Simply click in the desired cell and select the appropriate leave pay code.

   ![Image of timecard with pay code selection]

   - You can type the first letter of the pay code you would like to use to prompt the pay code to appear. For example, if you type “S”, “Sick” will appear in the cell.

2. Enter the amount of leave taken on that date.

   ![Image of timecard with amount entry]

3. After you have completed the edit to the timecard, click Save.

   ![Image of saving timecard]
Note that you can click the Show Timecard Tabs icon at the bottom of the screen to view Totals and Accruals.

**Totals Tab**

<table>
<thead>
<tr>
<th>Location</th>
<th>Job</th>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Overtime</td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regular</td>
<td></td>
<td>10.0</td>
</tr>
</tbody>
</table>

**Accruals Tab**

- You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.
- If you have questions about the information that appears in the Totals or Accruals tab, you will need to ask your Manager.
Accepting My Timecard

1. At the end of the pay period, expand the My Timecard tab in order to display a larger view by clicking the Maximize button in the top right.

2. Then, click the Show Timecard Tabs icon at the bottom of the timecard to review the total hours worked and leave taken in the pay period.

- Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
3. If you need to see more information in the Timecard tabs, hover your mouse on the row that contains the Show Timecard Tabs icon in order to use the Show or Hide More Content cursor to expand the Timecard tabs to display more information. Once the cursor appears, click and drag the row that contains the Show Timecard Tabs icon upward to expand the Show Timecard Tabs.

![Click and drag upward to expand Show Timecard Tabs](image)

4. If the total hours are correct, click the Approve Timecard icon on the left side of the My Timecard tab and select Approve Timecard. If the total hours are not correct, notify your Manager immediately and approve the timecard as soon as it is correct.

![Click to approve timecard](image)
The timecard changes color after it has been approved.

- Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
- If the total hours worked are not correct, notify your Manager immediately. Approve the timecard as soon as it is correct.
- After employee or manager approval has been applied to the timecard, only a manager can make changes to it. Employee and manager approvals cannot be removed.
Submitting a Time Off Notification Request

1. Click on My Calendar in the Widget Screen on the right side of the screen.

2. My Calendar will open in a new tab to the right of My Information. Click the Request Time Off button.
3. Select the Start date and End date in order to indicate when the time off will occur.

- Select one date or consecutive dates of actual leave taken only. If a start date is Thursday and the end date is the following Monday date for example, hours of leave taken will appear on Saturday and Sunday. Therefore, the employee would need to enter two separate Time Off Notification requests to avoid hours of leave taken appearing on Saturday and Sunday. The first Time Off Notification Request would be for Thursday-Friday and the second Time Off Notification Request would be for the following Monday.
- All dates requested must be in the future.

Select the appropriate Pay code (Ex: Vacation), leave Duration set to Hours, enter the Start time, and enter the amount of hours per day in the Length field. You can also include an optional note to your manager.

Be sure to click Submit. Do not select the Draft button. Draft requests will not be sent to the manager for approval.

- Change the date above the Accruals listed on the right side of the request form to review balances on a future date.
- Do not select the Draft button. Draft requests will not be sent to the manager for approval.
4. Click Submit.
5. You will receive an automated email informing you of the manager’s decision.

**EXAMPLE:**

Below is an automated email sent to an employee who submitted two different Time Off Notification Requests. One was approved and one was denied so he received the following automated email message:

```
Subject: Your time off request 203 has changed status, Your time off request 202 has changed status

Status: Approved
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/05/2016
End date: 4/05/2016

Status: Refused
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/06/2016
End date: 4/06/2016
```
1. In the My Calendar tab, click the Select Dates icon to select a Start Date and End Date to display the range of dates that will include the date(s) you requested time off. Click OK.

- This step is necessary because date columns that occur beyond your selected range will appear in grey and **will not** display Time Off Notification Requests.

2. Next, use the Week Displayed toggle buttons to scroll to the week that you wish to display from within the date range you selected.
3. The Time Off Notification Request appears at the top of the date requested in the My Calendar tab.

4. After your Manager has approved or denied your Time Off Notification Request, the symbol in the green box next to Time Off Notification will change to reflect your Manager’s decision.

If approved: Time Off Notification will change to ✓ Time Off Notification

If denied: Time Off Notification will change to ✗ Time Off Notification
Hover your mouse over the box that reads Time Off Notification. Click the icon that will appear and select Details to display the Time-Off Request Details box.

Approved Time Off Notification Requests will also appear in purple in the My Timecard tab and cannot be edited by employees.

However, they do not always appear in your timecard in the future. The approved leave pay code and hours requested will appear in your timecard when the date requested is in the current pay period.
Viewing My Reports

1. Click My Reports in the Widget Screen on the right side of the screen to view a list of available reports.
2. My Reports will open in a new tab to the right of the My Information tab. SHRA Non-Exempt Manual Time Capture Employees can view the following reports:
   - **Schedule** — shows the employee’s schedule for the time period selected.
   - **Time Detail** — shows the times in and out and leave taken for the time period selected.
   - **My Accrual Balances and Projections** — lists all of the employee’s accrual balances as of the date selected.

3. Select the appropriate report and time period and click the View Report button.

4. Click the Return button on the report to return to the list of reports and run another report or click the X on the My Reports tab to close reports.
Assistance with TIM

- Contact your Manager or TIM Administrator if you have questions about using TIM.
- Contact your Department’s Technical Support Group or call 919-962-HELP (4357) if you need assistance with accessing or logging into TIM.