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Introduction to TIM

The Time Information Management System (TIM) 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 information for reporting purposes. This manual will cover the TIM features and procedures relevant to TIM Administrators and Managers.

TIM Manager

In order to be a TIM Manager, you must be identified in a Non-Exempt employee’s TIM Approver Field in ConnectCarolina.

- A TIM manager may be identified for employees who are in a different department from their own.
- TIM Managers must be university employees who are SHRA or permanent EHRA employees.
- Exempt employees automatically report to the TIM Administrator of their department and not to the TIM Manager.

If you do not see a Non-Exempt employee in your list, please contact your HR Representative to make sure that you are in the Non-Exempt employee’s TIM Approver Field in ConnectCarolina and that the employee is active.

Note that employees who work in secondary positions will not appear in your list until they have transferred to that position in TIM at least once.

TIM Administrator

In order to be a TIM Administrator, a TIM Administrator Access Request Form must be submitted.

TIM Administrators see all of the employees in the department(s) they have access to. However, TIM Administrators cannot see employees who are in a home department that they do not have access to. For example, if you have access to department 300100 you will not see an employee whose home department is 300200 even if you are identified in that employee’s TIM Approver Field. You must have access to 300200 to see that employee in TIM.
TIM Administrators must be University employees who are SHRA or permanent EHRA employees.

Note that employees who work in secondary positions for your department will not appear in your list until they have transferred to that position in TIM at least once.
Logging in & Signing Out

1. Click the following link or open a web browser and type 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.

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.
Navigating TIM

The Manage My Department tab and Alert Icons are displayed when a TIM Administrator logs in to TIM.

The Manage My Department tab displays targeted information on the employees assigned to you in TIM.

Alert Icons let you know if there are timecards with missed punches, Time Off Notification Requests, or Manager Delegate Authority Requests to respond to.

Workspaces button is used by Managers and TIM Administrators to open their individual timecard.
A Few Tips for Displaying More Information on the Screen:

Maximizing and Minimizing an Open Tab

To expand any tab that you have open in TIM in order to display a larger view, click the Maximize button in the top right.

To restore the tab back to the original size click the Restore Down button in the top right.
Minimizing the Sidebar

You can also minimize the sidebar on the right side of the screen that is not used in order to display a larger view of the main screen by clicking the right pointing arrow in the top right.

Before

![Before Image]

After

![After Image]
Manage My Department Tab

This section of the reference guide will cover the following:

- Using Genies to Display Targeted Information
- Selecting a Time Period
- Utilizing Hyperfinds to Display Specific Employee Types
- Icons in the Manage My Department Tab

Selecting a Genie

Each genie will display targeted information for the employees selected. The following genies will appear in TIM:

**Employee Information:** This is the genie displayed when a TIM Administrator logs in to TIM. The Employee Information Genie displays general information (Pay Rule, Email Address, ONYEN, etc.) about each employee assigned to the TIM Administrator. *Pay rules may still start with SPA or EPA in your list in TIM. These will be updated to SHRA or EHRA in the future.*

**QuickFind:** Allows TIM Administrators to search for individual employees

**Pay Period Close:** Displays information relevant to approving and signing off employee timecards at the end of a pay period.
**Reconcile Timecard**: Displays information that may assist with identifying and reviewing timecard information.

**To Do List**: Displays a list of employee timecards that may need attention due to a missed punch.

**Accrual Reporting Period**: Displays all accruals for the selected reported period for the permanent employees assigned to TIM Administrator.

To return to the Employee Information Genie after visiting any of the other genies, click the return icon to the right of the Manage My Department tab header or click the drop down arrow and select Employee Information.
Selecting a Time Period

The **Pay Period Selector** allows you to select the pay period that you wish to display on the screen.

The **Date Range Selector** allows you to select a specific range of dates to display on the screen.
Utilizing Hyperfinds to Display Specific Employee Types

- Hyperfinds determine which employees are displayed in your list.

The **Hyperfind Selector** allows you to select the Hyperfind that you wish to use in order to display information for a certain group of employees (For Example: All Home and Transferred-in, Sign Off-Biweekly, Sign Off-Monthly, etc.)

![Image of Kronos software interface]

**Most Commonly Used Hyperfinds:**

**All Home & Transferred In:**

- When logged in as a TIM Administrator, this hyperfind displays all SHRA & EHRA employees in your department(s) along with those that have transferred to a secondary position in your department.
- When logged in as a TIM Manager, this hyperfind displays all SHRA Non-Exempt employees that have you in their TIM Approver field or that have transferred to a secondary position that reports to you.

**Sign Off-Biweekly:** Displays SHRA Non-Exempt and Exempt employees only.

**Sign Off-Monthly:** Displays EHRA permanent employees only.

Continued...
Icons in the Manage My Department Tab

**Select All Rows Icon:** Will select all of the rows displayed on the screen. Click the icon a second time to unselect all rows.

![Select All Rows Icon](image)

**Column Selection Icon:** Allows you to decide which columns will be displayed and which will be hidden. To hide a column, click the check box next to the column header in the dropdown menu to uncheck the box.

![Column Selection Icon](image)

Example of Manage My Department tab with columns hidden:
You can also sort columns in ascending or descending order:

**Group By this column**: Allows you to group employees based on the categories provided in the column.

For example, you can group employees by home department number.

To do so, click the dropdown arrow on the right side of the column that you want to group and select **Group By this column**.
Result:

You can click the Collapse all groups icon if you only want to see group headers.
You can click the Expand all groups icon to return to the expanded view:

You can also group by more than one column at a time.

For example, you could group by Home Dept and then by Pay Rule:

In order to stop grouping by a particular column, click the X in the right side of the grouping tab
Result:

Filter Icon: Allows you to filter certain columns to only display information that meets a certain criteria. For example, you could enter “SPA NEX FP MTE OT” in the Pay Rule column to only display employees who fit this employee type. Click the Filter icon a second time to remove the filter and return to viewing your entire list of employees.

Timekeeping Icon: This icon is not active for UNC Chapel Hill employees, please disregard.

Approval Icon: Allows you to approve employee timecards. If you are a TIM Administrator it lets you sign off employee timecards or enable historical corrections. You can perform each action for a single highlighted employee or you can highlight multiple employees to perform each action for more than one employee at a time.

Continued...
IMPORTANT: You **must** be in the Pay Period Close Genie to use the Approval Icon.

**Refresh Icon:** Allows you to refresh the information on the screen after performing a task.

**Share Icon:** Allows you to either a) print the information on the screen, b) export the information on the screen to Excel, or c) export the information on the screen in Microsoft Excel Comma Separated Values format.

**Go To Icon:** This is a very important icon that you will use regularly. It allows you to utilize a variety of widgets for the employees that you have highlighted on the screen. You must have at least one employee selected in order for the Go To Icon to be available for use. You can select multiple employees at a time if necessary.
After you have highlighted an employee, click Go To Icon to display the drop down menu. Then, select the widget that you want to utilize for the employees selected.

See “Using the Go To Icon” section on page 20 for more information.
Using the Go To Icon

The Go To Icon will light up after at least one employee has been selected and will allow you to utilize a widget to display specific types of information related to only the employee(s) selected.

You may want to minimize the sidebar when you are not using it in order to display a larger view of the tab that you have open in the main screen. To minimize, click the right pointing arrow in the top right corner of the sidebar.
Audits Widget: Opens the audits tab that will display all of the audits made for the selected employee(s) in the time period selected including historical corrections, comments, time off notification requests, signoffs, and approvals.

You can view the various types of audits that have been made in the time period selected by clicking the arrow on the right side of the Category field to display the dropdown menu and selecting the type of audits that you want to view.

For example, the Corrections category shows all of the Historical Corrections that were made in the time period selected.

Timecards Widget: Opens the employees’ timecards for the time period selected. Use the left and right arrows in the top left of the tab to scroll through employee timecards.
**Schedules Widget** Opens the schedules for the selected employee(s).

- Be advised that it will typically take a significant amount of time for TIM to display the schedules for all of your employees after you have clicked the Schedules Widget. For this reason, it is better to select one or just a few employees at a time.

**Reports Widget**: Allows you to run a wide variety of reports for the selected employee(s).

Select the report that you want to run from the menu displayed and click Run Report.
Exceptions Widget: Shows missed punches for the selected employee(s) during the time period selected.

- It is recommended that you use the Exceptions Alert Icon at the top of the screen instead. If there is a small orange circle with a number in the top right corner of the Exceptions Alert icon, it means that there are missed punches that require your attention.

Requests Widget: Shows you Time Off Notification Requests submitted for the employees selected within the time period selected.

- It is recommended that you use the Request Alert Icon at the top of the screen. If there is a small orange circle with a number in the top right corner of the Request Alert Icon, it means that there are Time Off Notification Requests that require your attention.
Alerts in TIM

This section will cover the Exceptions Alert, the Request Alert, and the Refresh Alerts Icon. A general overview is provided below and is followed by a more detailed explanation of each.

A. Exceptions Alert: Notifies you if employees have missed punches on their timecards. If there is a small orange circle with a number, it indicates that there is a timecard with a missed punch that requires your attention.

B. Request Alert: Notifies you when an employee assigned to you in TIM submits a Time Off Notification Request. A TIM Manager’s delegation requests will also appear. The number inside of the circle on the icon represents the number of Time Off Notifications or Manager Delegation Requests that require your attention.

C. Refresh Alerts Icon: After addressing alerts, click the Refresh Alerts Icon to refresh the alerts icons. If either icon still has a number beside it, further action is required. If no number appears, all alerts have been successfully resolved.
Exceptions Alert

1. If you have an employee with a missed punch, you will notice that the Exceptions Alert Icon has a small orange circle in the top right corner that contains a number. The number represents how many timecards have missed punches that require your attention.

2. The Exceptions Alert Icon will open and display the name of each employee who has a missed punch along with the number of exceptions requiring attention for each employee. Click the individual employee name for the timecard you wish to view or click View All to view all timecards that contain a missed punch.
3. When the employee’s timecard appears, the cell where the missed punch took place will be highlighted in red. Click the cell.
   - If you clicked View All on the previous dropdown menu to view more than one timecard at a time, click the right pointing arrow to scroll through the timecards.

4. Enter the time for the missed punch and click Save.

5. After you have successfully resolved all missed punches, click the Refresh Alerts icon. The orange circle in the top right of the Exceptions Alert icon should disappear.

   Before clicking Refresh Alerts icon:
After clicking Refresh Alerts icon:
Request Alert

1. When an employee assigned to you in TIM submits a Time Off Notification Request, a small orange circle will appear in the top right of the Request Alert Icon. The number inside of the circle represents the number of Time Off Notifications that require your attention.

2. Click the Request Alert Icon and then click View All to view all of the Time Off Notification Requests that require your attention.

3. Click the section on the screen that reads Time-Off.
4. Click an employee on the list and then click Details to view the Time-Off Request Details that he or she submitted.

5. After reviewing the time off request details, you can choose from the following options at the top of the screen:
   a. Approve: Approves the Time Off Notification Request
   b. Refuse: Refuses the Time Off Notification Request
   c. Pending: Awaiting your review and processing
   d. Retract: Employee requested removal of request
   e. Request Time Off: Allows you to submit a new Time Off Notification Request on behalf of one of your employees. However, it is easier to just enter the hours of leave taken directly into their timecards.

6. The employee will receive an email notifying him or her of your decision.
Workspaces Button

As a TIM Manager or TIM Administrator you will have a Workspaces Button in the top right of the screen in TIM.

The Workspaces Button allows you to access the following:

1. Your Timecard
2. Widget Buttons: We recommend that you do **not** use these widget buttons. Instead access Widgets by using the **Go To Icon** because the Widget Buttons automatically include **all** of your employees when opening a Widget can often takes a great deal of time.
   - This is particularly important when opening the Schedules Widget and the Reports Widget as both can take a great deal of time to open for **all** of your employees.
Navigating Timecards

Opening Timecards

To access Timecards:

1. Double click on the employee in your list to open their timecard. You also have the option of selecting more than one employee at a time if you wish to view timecards for multiple employees.

2. To select more than one employee, hold down the Ctrl key and click each of the employees you wish to select.

3. Next, click the Go To Icon and select Timecards.

4. Timecards will appear individually for each of the employees that you selected. The name of the employee whose timecard is displayed will appear in the top left of the Timecard Tab.
5. You can click the dropdown arrow to the right of the employee’s name to select an employee by name or you can scroll to the next employee’s timecard by clicking the arrow pointing to the right.
Timecards Features

**Approve Timecard Icon:** Allows you to approve the timecard displayed on the screen. Timecard approvals cannot be removed but TIM Managers and TIM Administrators can edit timecards after they have been approved up until they are signed off.

**Sign Off Icon:** Allows you to sign off on the timecard displayed on the screen. Sign Off removal requests must be emailed to timsupport@unc.edu by 4pm on the Tuesday after the Pay Period has ended. This feature is for TIM Administrators only.

**Print Timecard Icon:** Allows you to print the timecard displayed on the screen.

**Refresh Icon:** If you make edits that you want to remove from the timecard, click the Refresh Icon and select Yes. Also, click the Refresh Icon if you change the time period and it does not automatically appear in the timecard.

**Save Icon:** After you make an edit to a timecard, the Save Icon will turn orange. Click the Save Icon to save your changes.

**Go To Icon:** Allows you to utilize a variety of widgets for the employee(s) that you have highlighted on the screen. You can select multiple employees at a time if necessary. Once you have highlighted the employee(s), click Go To Icon to display the drop down menu. Then, select the widget that you want to utilize for the employee(s) selected. See the “Using the Go To Icon” section on page 20 for more information.
Show Timecard Tabs

At the end of each timecard, you can click the Show Timecard Tabs icon at the bottom of the screen to view Totals and Accruals for the employee displayed. All employees have access to this icon on their timecards as well.

After you click the Show Timecard Tabs icon, you can view the Totals Tab and the Accruals Tab. 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.

Totals Tab

The Totals Tab shows you all of the hours to be processed and sent to payroll within the Current Pay Period.
While the Totals Tab defaults to the All view that shows all of the hours to be sent to payroll, you can also select a date in the “Period to Date” in the dropdown.

Period to Date shows the cumulative hours as of the date selected in the timecard.

For example, if we selected Wednesday, 9/21 the Totals Tab shows that the employee worked a total of 24 hours Regular from Monday, 9/19 through Wednesday, 9/21

Change the view back to “All” again to see all of the hours that will be sent to payroll for that pay period.

**Eye Icon in the Totals Tab**

The Eye icon will **ONLY** appear in a pay period that has not been signed off and **ONLY** after a historical correction that will be effective in the open pay period has been entered.

The Totals Tab defaults to the **All Totals** view. The sum of Historical Corrections effective in the pay period appear and the entries made directly in the timecard appear in the All Totals view.
If you click the Eye icon and select **Corrections**, only the hours that were entered as Historical Corrections and are effective in the open pay period will appear in the Totals tab.

If you click the Eye icon and select **No Corrections**, only the hours that were entered directly in the timecard will appear in the Totals tab.

**Accruals Tab**

Accrual balances are shown as of the date selected in the timecard.

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.
Employee Timecard Features

Adding or Deleting a Row

1. To add a row in an employee timecard in order to enter leave or enter time worked in a secondary position on the same day click the + icon on the left side of the row for the date that you want to modify.

Before:

![Before Image]

After:

![After Image]
2. To delete a row, click the X icon in the row that you want to delete.

![Image of Timecard with X icons]

**Save Icon**

The Save Icon in the top right of the screen will turn orange after you make an edit to the timecard.

Click the Save Icon to save your work and the icon will return to its original grey color. It is a good idea to click the Save Icon after each edit that you make in an employee’s timecard.

![Image of Timecard with Save Icon highlighted]
Manager Edit Indicator

If a TIM Manager or TIM Administrator has edited a timecard, a grey indicator will appear in the top right corner of the cell in which the edit was made.
**Historical Corrections Indicator**

Historical Corrections are corrections made in a timecard in a signed off pay period by an authorized TIM Administrator.

If you see a small diamond in the top right corner of a cell in a signed off timecard it means that a Historical Correction was made.

![Cell with diamond indicating Historical Correction]

**Comment Indicator**

A comment and note may be added to any amount or time in/out cell in the timecard. Comments must be added to each row that has a historical correction.

If you see a blue bubble in a cell, it means that the Manager or TIM Administrator included a comment on the cell. To view the comment selected and note entered, simply hover your mouse over the blue bubble in the cell.

![Cell with bubble indicating comment]

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Manual Annual Adjustment [Employee took four hours of vacation leave time but it was not entered.]

---
**Reviewing Historical Corrections**

If you are viewing an employee's timecard and you want to know if any of the hours in the Totals tab in the Current Pay Period to be sent to payroll are from Historical Corrections, click the Show Timecard Tabs icon to display the Totals tab.

All Totals is the default display in the Totals tab. All Totals displays the sum of any hours from Historical Corrections to be sent to payroll along with the hours entered directly into the timecard for the pay period selected.

So, for the current example, the Amount is 88, which is the sum of the 8 hours from the Historical Corrections that were made and the 80 hours that were entered directly into the timecard for the pay period selected.

**Eye Icon in the Totals Tab**

The Eye icon will ONLY appear in a pay period that has not been signed off and ONLY after a historical correction that will be effective in the open pay period has been entered.
Corrections: Displays only the hours from a Historical Correction

No Corrections: Displays on the hours directly entered into the timecard the pay period selected

There may also be times when you need to acquire more information about Historical Corrections that have been performed.

The Audits Widget that can be accessed using the Go To icon allows you to view detailed information about Historical Corrections that have been performed on employee timecards.
To Run an Audit to View Historical Corrections:

1. In the Manage My Department tab, click to highlight the employee that you want to run an audit for.

2. Click the Go To icon and select Audits.
3. The Audits Widget defaults to the Corrections Category that shows all of the Historical Corrections that occurred within the time period selected. The default pay period is Current Pay Period.

On this page, you can view important tracking information, such as Historical Date (the date in the signed off pay period), the onyen of the authorized TIM Administrator who entered the correction, the pay code, and the amount.
4. You can also use the Date Range Selector to view Historical Corrections that have Effective Dates that occur before the Current Pay Period.

For more information on entering Historical Corrections, review the following documents on the TIM Training Website:
- Entering Historical Corrections-Manual
- Historical Corrections-CBT
Editing Timecards

Resolve a Missed Punch

SHRA Non-Exempt Employees set to Manual Time Entry are able to enter time to address missed punches in their timecards. Typically, these employees will notice that they have a missed punch and can enter the time themselves. If not, the TIM Manager or TIM Administrator will need to do this for them.

However, SHRA Non Exempt Employees set to Time Capture, Student Employees, and Temporary Employees are unable to enter time to address a missed punch. Therefore, the TIM Manager or TIM Administrator will need to do this for them.

Steps Required to Resolve a Missed Punch

1. If you have an employee with a missed punch, you will notice that the Exceptions Alert Icon has a small orange circle in the top right corner that contains a number. The number represents the number of missed punches that require your attention.

2. The Exceptions Alert Icon will open and display the name of each employee who has a missed punch along with the number of exceptions requiring attention for each employee.
Click the name assigned to the individual timecard that you want to view or click View All to view all of the timecards for employees who have missed punches.

3. When the employee’s timecard appears, the cell where the missed punch took place will be highlighted in red. Click the cell.

4. Enter the time for the missed punch and click Save.
5. After you have successfully resolved all missed punches, click the Refresh Alerts icon. The orange circle in the top right of the Exceptions Alert icon should disappear.

Before clicking Refresh Alerts icon:

![Image 1](image1)

After clicking Refresh Alerts icon:

![Image 2](image2)

To Enter Hours Worked by an Employee

SHRA and EHRA Non-Exempt Employees set to Manual Time Entry are able to enter time that they may have forgotten to enter earlier in the pay period prior to approving their timecards. Typically, these employees will notice that they have forgotten to enter time worked and can enter the time themselves. If not, the TIM Manager or TIM Administrator will need to enter it for them.

However, SHRA Non Exempt Employees set to Time Capture, Student Employees, and Temporary Employees are unable to enter hours worked if they forget to record a timestamp in or out. Therefore, the TIM Manager or TIM Administrator will need to do this for them.

Steps Required to Enter Hours Worked in an Employee Timecard

1. Click the appropriate cells to enter the time for the employee.
For example, let’s say that the employee below forgot to record a timestamp in upon returning from lunch at 1:00pm on Monday, 7/25 as well as a timestamp out upon leaving work at 5:01pm that day.

2. Enter the times in and out in the appropriate cells and click Save.

Transfer a Shift Worked to a Secondary Position

Sometimes SHRA Students and Temporary employees with multiple positions forget to transfer to their secondary position when performing a timestamp in.

If this occurs, you will need to transfer the shift in the employee’s timecards.
To Transfer a Shift Worked to a Secondary Position

1. In the employee’s timecard, locate the date that the transfer should have occurred on.

   Click the cell in the Transfer column and click Search.

2. Click the plus sign to the left of UNC-CH
3. Click the plus sign beside the department name that the position is assigned to.
4. Click the plus sign beside the manager’s name that the position reports to.

5. Click the button beside the employee’s position number.

   IMPORTANT: As the Manager or TIM Administrator, you have access to all of the positions in your department or that report to you. Please make sure you select only the position that is assigned to that employee in ConnectCarolina.
6. Click Apply.

7. The position will then be displayed in the Transfer column. Click Save.

If you need to view the position description in its entirety, click the vertical line in between the Transfer column and the Out column and drag to the right to expand the column.
Enter Leave Taken on a Day that Hours were Worked

If a SHRA or EHRA permanent employee forgets to enter leave taken on a day that he or she also worked, you will need to add an additional row in order to enter the leave taken.

Steps Required to Enter Leave Taken on a Day that Hours were Worked

1. Find the row for the date on which leave was taken and click the + icon on the left side of the screen to add another row.

2. After the row has been added, click the cell in the Pay Code column for that day in the new row and select the appropriate Pay Code for the leave taken.
3. Enter the amount of leave taken in the cell in the Amount column in the new row. Then click Save.

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.

**SHRA and EHRA Exempt Employee Timecards**

Exempt employees do not enter hours worked into their timecards, only leave taken.

The timecards for SHRA Exempt Employees and EHRA Exempt Employees will have the exact same functionality. The only difference is that the timecard for SHRA Exempt Employees will display two weeks because their pay period is two weeks long. The timecard for EHRA Exempt Employees will display four or five weeks because their pay period consists of the entire month.

**SHRA Exempt Employee Timecard:**
EHRA Exempt Employee Timecard:
Entering Leave Taken for Exempt Employees

1. To enter leave taken for an SHRA or EHRA Exempt Employee, identify the week that the leave was taken and click <Enter Pay Code> to select the appropriate pay code.

2. Enter the amount of leave taken on the same row under the column for the date that leave was taken. Click Save.

3. In order to view the impact of the leave taken on the employee’s accrual balance, you must first click in the Daily Total cell for the day after the leave was taken.

Transferring Hours Worked to a Special Account

When an employee works a special athletic event or needs their Overtime hours charged to a different source account because the grant account will not allow overtime hours, the shift worked my need to be transferred to an account code in TIM.
To Complete an Account Transfer

1. In the employee’s timecard, locate the date that requires an account transfer.
   - Click the Transfer cell located between the In and Out columns for the hours worked that need to be transferred.
   - Then, click Search.

2. Click Labor Account and enter the new account number in the Account Number field. Be sure to select the account number when it appears in the search results. Then, click Apply.
3. Click Save.

After you click Save, the new account number will be displayed in the Transfer column.

The change will also appear in the Account column in the Totals Tab. To view, Click the Show Timecard Tabs icon and click the space between the Account column and the Pay Code column and drag to widen the Account column.

There will be a new row for the hours assigned to the new account number. The new account number is the next to last number in each sequence of numbers in the Account column.

IMPORTANT: Although TIM Managers and TIM Administrators used to be able to right click the Totals Tab to move hours worked to different accounts, the process just described above must be completed in the Transfer column for each shift worked that needs to be transferred.
Accessing Your Timecard

As a TIM Administrator, you will need to view, edit, and approve your own timecard.

Opening Your Timecard

1. Log in to TIM and click Workspaces in the top right of the screen.
   As a TIM Manager or TIM Administrator, you are not able to open your timecard in the Employee Information list.

2. Click My Information.
3. Your timecard will be displayed on the screen.

- All Managers and TIM Administrators are **required** to review the employee CBT that corresponds with their employee type and to follow the instructions in their employee CBT or manual when editing their timecards in TIM.
Processing Pay Period Close

Pay Period Close Process

1. Employee Approves Timecard: Ensures correct hours worked and leave taken hours have been recorded. After an employee has approved his/her timecard, it is no longer available for further edits by the employee. The TIM Manager or TIM Administrator will need to make edits for the approved time period.

2. TIM Manager Reviews, Edits, and Approves Timecards: TIM Manager approval at the end of the pay period lets the TIM Administrator know the timecards are ready for processing. A TIM Manager can edit data after approving a timecard.

3. TIM Administrator Signs Off Timecards: Locks the timecard for payroll processing. After the TIM Administrator signs off, the timecard can no longer be edited in the signed off pay period.

- All employee timecards must be signed off by the deadline even if the employee has worked 0 hours or employee or manager approvals have not been applied to the timecard.
- The employee’s home department is responsible for performing sign off. If an employee works for multiple departments, the TIM Administrator should try to wait until as close as possible to 5:00pm on the scheduled sign off day. This will allow other departments time to review, edit, and approve the employee’s hours worked.
- If employee or manager approvals have not been applied before the signoff deadline, a time detail report for that pay period should be printed, signed by the employee and/or manager, and placed in the employee’s file.
Applying TIM Manager Approval

- SHRA Non-Exempt employees must approve their timecards each biweekly pay period. Deadline for employee approval is set by your department.
- After the TIM Manager has reviewed and edited employee timecards so they are ready for payroll and employee approval has been applied, he or she approves the timecard. Employees cannot edit or approve their timecards after TIM Manager approval has been applied.
- TIM Manager approval at the end of the pay period lets the TIM Administrator know the timecards are ready for processing.
- A TIM Manager can edit data even after approving a timecard.
- The TIM Manager approval deadline is set by your department.

Steps for Approving Timecards: Managers

1. Log in to TIM and select Pay Period Close on the Genie Selector.
2. Check to see if there are any employees who have not approved their timecard. A check mark in the Employee Approval column means the employee has approved.

A TIM Manager can approve an employee's timecard even if the employee has not. If you approve a timecard that the employee has not approved, print a time detail report for that pay period, have the employee sign it, and place it in his or her file.

3. Check to see if there are any employees who have a missed punch. A check mark in the Missed Punch column indicates that an employee has a missed punch. This is also indicated if a number appears in an orange circle in the top right of the Exceptions Alert in TIM.
4. If there are missed punches, double click the row assigned to the employee with a missed punch to display his or her timecard.

5. If needed, contact the employee to find out the time out that is missing. Enter the time of the missed punch in each of the cells that appear red on the screen. Then click Save.
6. Click the X in the top right of the employee’s timecards tab header to return to the Pay Period Close genie.

7. Click the refresh icon in the top right of the Manage My Department tab header.

The missed punch check mark and the orange circle in the top right corner of the Exceptions Alert should disappear if the employee timecard was edited successfully.

*Before Clicking Refresh*
After Clicking Refresh

8. After you have reviewed and updated the timecard if needed, approve those employee timecards by selecting them in the list and clicking Approval then Approve Timecard.

- Before your department’s manager approval deadline, be sure to review and approve timecards.
Applying TIM Administrator Sign Off

After the employee and the TIM Manager have approved the timecard, it is ready to be signed off by the TIM Administrator and processed for payment.

- TIM Administrators must sign off timecards for SHRA Exempt, Non-Exempt, and Student and Temporary employees by 5:00 pm on the Tuesday after the pay period has ended.
- TIM Administrators must sign off timecards for EHRA Exempt employees by 5:00 pm on the 25th of the month.
- TIM Administrators must sign off timecards for EHRA Non-Exempt employees by 5:00 pm on the 10th of the month. (Employees must approve by the 4th and Managers must approve by the 7th each month. These deadlines will not be moved if they fall on a weekend. This should be done in advance if needed).

1. Log in to TIM and select Pay Period Close on the Genie Selector.
2. Check to see if there are any employees who have not approved their timecard. A check mark in the Employee Approval column means the employee has approved.

- Also check to see if there are any managers who have not approved the employee’s timecard. A number in the Manager Approval column indicates that TIM Managers have signed off on the employee’s timecard.
- If there are any timecards that have not been approved, notify the TIM Manager.
- After timecards have been approved by both employee and TIM Manager, the TIM Administrator can sign off. However, TIM Administrators must sign off by the deadline even if employee or manager approval has not been applied.
3. Check to see if there are any employees who have a missed punch. A check mark in the Missed Punch column indicates that an employee has a missed punch. This is also indicated if a number appears in an orange circle in the top right of the Exceptions Alert in TIM.

4. If there are missed punches, double click the row assigned to the employee with a missed punch to access his or her timecard.
5. If needed, contact the employee to find out the time out that is missing. Enter the time of the missed punch in each of the cells that appear red on the screen. Then click Save.

6. Click the X in the top right of the employee’s Timecards tab header to return to the Pay Period Close genie.
7. Click the refresh icon in the top right of the Manage My Department tab header. The missed punch check mark and the orange circle in the top right corner of the Exceptions Alert should disappear if the employee timecard was edited successfully.

Before Clicking Refresh

![Image of Kronos interface before refresh]

After Clicking Refresh

![Image of Kronos interface after refresh]
8. After all missed punches have been addressed and employee and manager approvals have been applied, sign off employee timecards by selecting them in the list and clicking Approval then Sign Off.

9. Before the TIM Administrator sign off deadline, be sure to sign off all timecards and sign off. Select all rows and click Approval then Sign Off.
Using the Audits Widget at Pay Period Close

If you are signing off employee timecards and wish to view additional details related to an employee's timecard you can access the Audits Widget.

The Audits Widget opens the audits tab that will display all of the audits made for the selected employee(s) in the time period selected including historical corrections, comments, time off notification requests, signoffs, and approvals.

To access the Audits Widget:

1. Select the Pay Period or date range that you wish to view information for.
2. Click Select All Rows to display information for all of your employees or click to highlight only the employees that you wish to view information for.
3. Click the GoTo Icon and select Audits.
You can view the various types of audits that have been made in the time period selected by clicking the arrow on the right side of the Category field to display the dropdown menu and selecting the type of audits that you want to view.

For example, the Corrections category shows all of the Historical Corrections that were made in the time period selected.
Employee Schedules in TIM

Scheduling is a tool used by TIM Managers and TIM Administrators to plan employees’ work and leave hours to ensure departmental coverage is met.

Scheduling is an optional feature in TIM and each individual department can decide whether or not to use it.

When a department chooses to utilize the scheduling feature in TIM, it is up to the TIM Manager or TIM Administrator to create and maintain employee schedules.

Scheduling is used to:

- Track exceptions (i.e. late, early-in, missed time in or out, unexcused absences, etc.).
- Allow non-worked time to be scheduled in advance, such as vacation.

For employees who work a standard schedule or a repeating shift, you can apply a Schedule Pattern. Applying a pattern allows you to enter the permanent pattern once and then override changes in the Schedule Editor when they occur.

Creating a Schedule Using Pre-set Patterns

1. In the Manage My Department tab, select the employee(s) you would like to create a schedule pattern for.
   
   Click Go To and select Schedules.
2. Double-click the employee’s name.

If you are creating a schedule for more than one employee at a time, click Select All, right click anywhere in the blue highlighted employee name rows, and select Schedule Pattern.
3. Enter the Anchor Date (the first day of the week to start or set the pattern), the desired Start Date (date the employee starts working this pattern) and End Date (only enter End Date if pattern is temporary).

If pattern is permanent, instead of entering an End Date, proceed with the default setting of Forever as shown below:
4. Next, you have the option of selecting Shift Template to add daily shift templates to each day of the week individually or selecting Pattern Template to apply the same schedule pattern to multiple days in the week.

In the example below, Pattern Template is selected to add the same schedule to multiple days in the week (8a-5p applied to Monday-Friday).

If the shift hours worked by the employee is not one of the pre-set patterns available in the Shift Template or Pattern Template functions, you also have the option of manually typing in the desired hours for each day of the week.

If you do so, be sure to include a “p” for pm and “a” for am as seen below. You do not need a colon.
5. You will then see the schedule in purple under the associated days. Click Apply.

6. When the confirmation screen appears, make sure that the information is correct and click Ok.

7. Click Save.
8. In the Schedules tab, it will say “Applying pattern” in red under the employee’s name. This message will eventually disappear once the pattern has been applied to all of the dates in the time range included.

Click the X in the Schedules tab to return to the Manage My Department tab.

Editing Existing Schedules

Making a Temporary Change to an Employee’s Schedule

If you need to make a change to an employee’s schedule pattern for one day, you can enter the change without affecting the rest of the pattern.

A temporary change can only be made for one employee at a time.

Steps

1. In the Manage My Department tab, click to highlight the employee. Then, click Go To and select Schedules.
2. Locate the date that requires the change or use the Date Range Selector to display a range of dates if the date you want to edit does not appear on the opening screen. Double-click the cell located under the date that you wish to edit and enter the new start and end time.

3. Click into the cells under Start Time and End Time and enter the new start and end times for the date in the schedule that you are editing. Then click Apply.
4. Make sure that the change is reflected in the cell under the edited date and then click Save.

![Image of Schedules tab highlighting employee's schedule]

5. Click the X in the Schedules tab close the tab and return to the Manage My Department tab.

![Image of Manage My Department tab with Go To and Schedules highlighted]

Making a Permanent Change to an Employee’s Schedule

Steps

1. In the Manage My Department tab, click to highlight all of the employees that you wish to make a permanent schedule change for. Then, click Go To and select Schedules.

![Image of Manage My Department tab with Employees highlighted]
2. Right click on the employee’s name and select “Schedule Pattern.”
   *If you are making changes for more than one employee, first click Select all. Then, right click anywhere in the Name column and select Schedule Pattern.*

3. Click the Edit icon on the left side of the Schedule Pattern screen.
4. Edit the Anchor Date (the first day of the week to start or set the pattern) and the desired Start Date (date the employee starts working this pattern).

For permanent changes, you will need to make sure the Forever radio button is selected instead of entering an End Date.

In the weekly calendar, there are multiple ways you can permanently edit the schedule:

- You can apply a Shift Template to one day at a time by double-clicking the cell in purple, clicking Shift Template, and selecting one from the list.
- You can change the schedule for all of the days at once by selecting clicking Pattern Template and selecting one from the list.
- If a Shift Template does not exist for the times that you want to enter, you can double-click the purple cell and entering the start and end time.

5. After you have made the edits, click Apply.

6. Make sure that the change is correctly reflected in the Schedule Pattern screen and click Ok.
7. Click Save.

You can then click the X in the Schedules tab to close the tab and return to the Manage My Department tab.

Deleting an Employee’s Schedule Pattern

This transaction can only be performed for one employee at a time.

Steps

1. In the Manage My Department tab, click to highlight the employee that you wish to make a permanent schedule change for. Then, click Go To and select Schedules.
2. Right click on the employee’s name and select “Schedule Pattern.”
3. Click the X icon on the left side of the Schedule Pattern screen.

4. Click Yes.

5. Click Ok.
6. Click Save.

You can then click the X in the Schedules tab to close the tab and return to the Manage My Department tab.
Recurring Schedule Patterns

There are many different types of events that will affect an employee’s regular work schedule. This steps below will demonstrate how to add a permanent or one-time pattern to an employee’s schedule.

Steps Required to Enter a Recurring Schedule Pattern

1. In the Manage My Department tab, click to highlight the employee that you wish to make a permanent schedule change for. Then, click Go To and select Schedules.

2. Right click on the employee’s name and select Schedule Pattern.
3. Click Add Pattern.

4. Complete the following fields on the Schedule Pattern screen:

   - **Anchor Date**: The first day of the week to start or set the pattern.
   - **Start Date**: Date the Employee starts working this pattern.
   - **End Date**: Leave this blank for permanent special events and make sure the Forever radio button is selected instead.
   - Make sure that the Override Other Patterns box remains unchecked.

Then, click Pattern Template.
5. Select the appropriate Pattern Template from the list.
6. Click Apply.

7. Click Ok.
8. Click Save. Then click the X in the Schedules tab to close the tab and return to the Manage My Department tab.
Converting Overtime to Comp Time

When permanent non-exempt employees have worked over 40 hours in one week, they either earn overtime or comp time. The default setting of either overtime or comp time is determined by the employee’s department. All employees in a department have the same default.

- Overtime is time worked over forty hours in one week.
- Weeks run from Monday through Sunday.
- Holiday and leave time are not included.
- Overtime is paid to the employee at the time and a half rate.

Departments that default to overtime occasionally need to convert that overtime to comp time. This is done by adding one new line in the affected timecard to show the comp time, and another new line to negate the existing overtime.

Requirements:

- Department must approve conversion.
- Conversions must be performed at the end of each week that overtime is earned.
- Conversions must be performed in the current open pay period before the TIM Administrator signs off on the timecard.
- The employee’s department must follow the employee’s pay rule. To verify, check the Timecard Pay Rule column for either an OT or a CT. Pay rules may still start with SPA or EPA in your list in TIM. These will be updated to SHRA or EHRA in the future.
Steps:

1. Locate the employee’s timecard. (See “Manage My Department Tab” on page 31.)
2. Confirm that the employee has earned overtime in the time period.
3. Click the cell for the Sunday in the week that needs to be modified.
4. Click the Show Timecard Tabs icon to display the totals for the week selected.
5. To show the overtime vs. regular time breakdown for the specific week, go to the Totals tab and select Period to Date.

![Timetable Example](image)

**NOTE:** If the week being modified is the first week of the pay period, the amount listed under Period to Date is the amount available for conversion for the selected week. If the week being modified is the second week of the pay period, the amount available for the week can be calculated by subtracting the first week total from the total amount for the pay period.

6. In the row for the appropriate Sunday, click the cell in the Pay Code column and select Comp Time Earned from the dropdown.

![Example of Pay Code Selection](image)

7. Click the cell in the Amount column on the same row and type in the number of hours to be converted, then click Save.
8. Click the plus sign the left side of the row to add another row to Sunday.
9. In the new row, select Overtime from the Pay Code dropdown.
10. In order to subtract the overtime amount, type in the number of hours as a negative number (e.g., for 6 hours comp time added, type in -6 hours of overtime), then save again.
11. The Totals tab will now show Comp Time Earned as the amount entered, and the Overtime will have changed to show the original amount minus the amount converted to Comp Time.
12. With the appropriate date selected, click the Accruals tab and scroll down to show the Comp Time Current row.

The system automatically calculates the time and a half rate, so the Accrual Available Balance will show 1.5 times the number of hours entered.

If you are viewing the second week of a Pay Period, remember that the amounts listed will include the totals from the first week.
Converting Comp Time to Overtime

When permanent non-exempt employees have worked over 40 hours in one week, they either earn overtime or comp time. The default setting of either overtime or comp time is determined by the employee’s department. All employees in a department have the same default.

- Comp time is time worked over forty hours in one week.
- Weeks run from Monday through Sunday.
- Holiday and leave time are not included.
- Comp time accrues at the time and a half rate. For example, an employee who works 45 hours in a week has 5 hours of comp time. Multiplied by one and a half, this means the employee accrues 7.5 hours of comp time.

Departments that default to comp time occasionally need to convert that comp time to overtime. This is done by adding one new line in the affected timecard to show the overtime, and another new line to negate the existing comp time.

Requirements:

- Department must approve conversion.
- Conversions must be performed at the end of each week that comp time is earned.
- Conversions must be performed in the current open pay period before the TIM Administrator signs off on the timecard.
- The employee’s department must follow the employee’s pay rule. To verify, check the Timecard Pay Rule column for either an OT or a CT.

Pay rules may still start with SPA or EPA in your list in TIM. These will be updated to SHRA or EHRA in the future.
Steps:

Locate the comp time that needs to be adjusted.

1. Locate the employee’s timecard. (See “Manage My Department Tab” on page 31.)
2. Confirm that the employee has earned comp time in the time period.
3. Click the cell for the Sunday in the week that needs to be modified.
4. Click the Show Timecard Tabs icon to display the totals for the week selected.

![Image of Kronos Timecard Management Interface]

- Click the cell for the Sunday in the week that needs to be modified.
- Click the Show Timecard Tabs icon to display the totals for the week selected.
Add the Overtime and Remove the Accrued Comp Time

1. To view the comp time vs. regular time breakdown for the specific week, go to the Totals tab and select Period to Date.

2. Click the Sunday date in the Date column for the week that is being modified, and view the totals tab to verify the amount of comp time earned.
   - If the week being modified is the first week of the pay period, the amount listed under Period to Date is the amount available for conversion in the selected week.
   - If the week being modified is the second week of the pay period, the amount available for the week can be calculated by subtracting the first week total from the total amount for the pay period.
3. Click the cell in the Pay Code column and select CT Used as Pay Out from the dropdown.

**About the CT Used as Pay Out code**
- This code removes comp time that has accrued.
- When entering CT Used as Pay Out amounts, you always enter the Comp Time **accrued** (1.5 times the amount earned), not the Comp Time earned.
- Unlike the process described on page 95 in which overtime is converted to comp time by entering a negative amount, CT Used as Pay Out should be entered as a positive amount.
4. Click the cell in the Amount column and enter the number of comp time hours accrued, making sure to multiply the number of comp time hours earned by 1.5.
5. Click Save.
6. Click the plus sign to the left of the date to add a line for Sunday.
7. Select CT to Paid OT from the Pay Code dropdown. This indicates the number of comp time hours that are to be converted to overtime hours.

8. Enter the amount of Comp Time Earned in the Amount column.
9. Click Save.
Check the Totals

1. Make sure you have the correct date selected.
2. Review the amounts listed on the Totals tab.
   - CT to Paid OT should reflect the number of hours converted to overtime, which must be less than or equal to the amount of Comp Time Earned.
   - The CT Used as Pay Out should be equal to 1.5 times the CT to Paid OT amount.
   - If you are viewing the second week of a Pay Period, remember that the amounts listed will include the totals from the first week.
Termination: Paying Out/Docking Leave

Add Accrued Vacation and Sick Hours

When a permanent employee who qualifies for Vacation and Sick time terminates on the last day of the month, the system will automatically apply any Vacation or Sick time accrued for the month.

If, however, they terminate before the last day of the month, these steps will need to be entered manually into TIM.

- If you do not have access to enter historical corrections, you will need to pass on this information to the TIM Administrator who processes historical corrections.
- If you have questions about how to enter historical corrections, see the Entering Historical Corrections manual for more detail.

Verify Eligibility

1. Verify whether the employee qualifies for Vacation and Sick accruals. If you are not sure, check with your HR representative.
2. Verify whether the employee is eligible for payouts and how much they are eligible for. See the HR policies for payout guidelines.

Enter Historical Vacation and Sick Accruals

1. Find out how many Vacation and Sick hours the employee will have earned in the final Pay Period as of their termination date.
   - Run an Accrual Detail report to find how many hours of vacation and sick were earned in the previous month. For help see “Running Reports” on page 152.
   - Prorate the results to reflect the portion of the final month worked.

- It is also useful to check the total Vacation and Sick time available so that you can check your week at the end of this process.
2. On the Manage My Department tab, click on the terminated employee’s row.

3. Go to the approval dropdown and select Enable Edits.

4. Click Yes to confirm Enabling Edits.

5. Double click the employee’s row to open the timecard.
Historical accruals can only be applied to a signed off pay period.

6. If the current pay period has not yet been signed off, go to the previous period or select the most recent range of days that has been signed off. (See "Selecting a Time Period" on page 9.)

7. On the last day of the signed off pay period, click in the Pay Code cell and select Vacation from the drop-down list.
About the Vacation and Sick Pay Codes

- The Vacation and Sick Pay Codes are used for two different kinds of tracking: hours used (+) and hours accrued (-).
- When an employee enters vacation or sick time **used**, it is entered as a positive number (hours for which the employee will be paid), and is included in the payroll total.
- When the system adds vacation or sick time **accrued** (on the last day of the month) or when it is added manually (in the case of a terminated employee) the time is added as a negative number (hours “credited” that are available to be used), and is not added to the payroll total.

8. Click in the Amount cell and enter the number of vacation hours calculated in step one as a **negative number**.
9. Click Save
10. On the Save Details under “Do you want to include your edits in the totals?” select **No**. Selecting Yes would send the negative hours to payroll and the employee would be docked these hours in his or her last paycheck.

11. Add a new row by clicking the + sign and enter the Sick time accrued, also as a negative number.

12. Click Save again, and remember to select **No** in the Save Details box.

The timecard will now display the final Sick and Vacation time accrued as negative numbers.
Double Check Your Work

1. In the employee's final pay period, click on the last day worked.
2. Then click the Show Timecard Totals tab.

![Timecard Image]

3. Go to the Accruals tab.

4. Scroll down within the Accruals list to check the Sick and Vacation balances.

![Accruals Table Image]

5. Check to be sure that the Accrual Available Balances are equal to the original amounts identified on page 105, plus the amount accrued in the final pay period.

- Despite the fact that you entered the final Vacation and Sick time accrued as negative numbers, the Accruals tab displays them as positive numbers.
- For example, if the starting balance for Vacation was 241 and for Sick was 166, then you inserted -11 vacations hours and -8 sick hours, the final balances should be Vacation 254 (241 + 11) and Sick 174 (166 + 8).
Payout Vacation and Other Hours

If an employee is eligible for a leave or other payout on termination, the number of hours to be paid out must be added to the final day worked. See the HR policies for payout guidelines.

Vacation Hours

- For most employees the maximum amount of Vacation that can be paid out is 240 hours (30 days). Payout maximum is decreased for part-time employees and employees who have worked less than 24 months.
- Using the steps described on page 105, identify the number of Vacation hours the employee has accrued. If the vacation accrual shows a negative balance, jump ahead to “Dock Overdrawn Vacation and Sick Hours” on page 113.
1. Add a new line to the last day worked.
2. In the Pay Code cell, select Applied Termination Vacation from the drop-down.
3. In the Amount cell, type in the number of hours accrued, up to maximum (240 hours or less depending on length of service and hours worked per week).
4. Click Save

Other Types of Accrued Hours

1. Repeat the steps above to payout any Bonus, Comp time, Holiday ETO, and Travel ETO balances.
2. Be sure to select the appropriate Pay Code for each, e.g. Applied Termination Bonus etc.
There is no limit on the number of hours that can be paid out for Bonus, Comp time, Holiday ETO, and Travel ETO.

Accrued sick time cannot be paid out. However, the following options are available for Sick Leave balances:

- If moving to another state position, Sick hours will transfer with you.
- If you return to state employment after termination, your sick hours will be restored after five years of continuous employment.
- You can transfer the hours to an approved employee or to the Voluntary Shared Leave program.

Dock Overdrawn Vacation and Sick Hours

If an employee has used more Sick or Vacation hours than they have accrued, their final pay will need to be docked to make up for the negative balance. The process for Docking Accruals is the same as for Accrual Payouts, except that amounts are entered as negative numbers.

1. Identify the overdrawn Sick or Vacation hours to be docked.
2. Add a new line to the last day worked.
3. In the Pay Code cell enter Applied Termination Sick or Applied Termination Vacation.
4. In the Amount cell enter the number of hours overdrawn as a negative number.
5. Click Save.
Termination: Removing Accrual Balances

When an employee is terminated, all accrual balances (positive or negative) must either be paid out, docked, transferred, or removed before submitting the final pay period to payroll.

- If you need to pay out or dock accruals, you must do this before zeroing out or transferring the accrual balances.

Identify Remaining Accrual Balances

1. Open the employee’s timecard and click on the last day worked.
2. Click the Show Timecard Totals tab, then go to the Accruals tab.
3. Scroll through the list of Accruals to see if there are any remaining balances.
   - There may be a remaining Vacation balance if the employee’s original Vacation balance exceeded the number of hours that could be paid out. In the example below, the employee had an original balance of 254 Vacation hours. The 240 hour maximum was paid out, leaving a balance of 14 hours to be removed.
- There is often a Sick balance that needs to be removed in TIM at termination.

4. Make a note of all of the remaining balances in the list.

5. If you have already enabled edits, skip ahead to bullet 4 on page 118.
Remove the Remaining Accrual Balance

1. On the Manage My Department tab, click the Approval icon and select Enable Edits.

2. Click Yes to confirm Enabling Edits
3. Double click the employee’s row to open the timecard.

4. If the current pay period has not yet been signed off, go to the previous period or select the most recent range that has been signed off. (See “Selecting a Time Period” on page 11.)
   
   ❖ Historical accruals can only be applied to a signed off pay period.

5. Select the last day in the pay period and insert a new row if necessary.
6. In the Pay Code cell select appropriate Pay Code. The following Pay Codes can be used for to zero out an employee’s accrual balances:
   - Applied Termination Bonus
   - Applied Termination Comp Time
   - Applied Termination Holiday ETO
   - Applied Termination OCTO (On Call Time Off)
   - Applied Termination Sick
   - Applied Termination Travel ETO
   - Applied Termination Vacation

   In this example, we will use both Applied Termination Vacation and Applied Termination Sick.

7. In the Amount cell enter the remaining Vacation balance as a **positive number**. (You are adding to the number of vacation hours used or unavailable.)

8. In this example, there is also Sick Leave remaining, so it must be removed by repeating the steps above using the Pay Code Applied Termination Sick, and again entering the balance as a **positive number**.
9. Click Save.

10. The Applied Termination time should not be sent to Payroll, so select No on the Save Details dialogue.
Historical Corrections

There are times when a timecard has been signed off and it is later discovered the employee made a mistake or forgot to make an entry.

For example, leave hours were entered on a certain date and paid, but the employee ended up working on that date. Or, leave hours were taken but weren't entered in the timecard.

Authorized TIM Administrators enter Historical Corrections in TIM to adjust a timecard from a signed-off pay period, to make sure all timecards are as accurate as possible.

Historical Edits in the previous version of TIM were used for the same reasons you make Historical Corrections in the upgraded version of TIM. However, the actions you take in the upgraded version of TIM are a little different.

In the previous version, you have the option to select one or both of the options "Include in Totals for Effective Date" and "Impact Accruals." As a reminder, this is how it appeared in previous version of TIM:

In the upgraded version of TIM, every Historical Correction with an accrual pay code such as sick, vacation, and bonus leave taken automatically impacts the accrual balance, so you no
longer have to decide whether or not to click the “Impact Accruals” box. The upgraded version of TIM automatically makes this happen for you.

However, not every correction should affect an employee’s pay so you have to determine if the correction you are making should be sent to payroll.

This means you have one decision point instead of two. Here’s what it looks like in the upgraded version of TIM.

We call it the Include in Totals prompt. Mark YES if the correction should be included in Totals and sent to payroll or NO if it should not.

All Historical Corrections that you determined will impact totals (which means they'll get sent to payroll) will appear in the Totals tab in the Current Pay Period.
The following diagram shows you some of the Historical Corrections that require you to click “Yes” when asked “Do you want to include your edits in the Totals?”

- If leave hours were taken but weren’t entered in a signed off timecard, then the correction would need to be sent to payroll and would be included in Totals.
- If hours worked were not entered in a signed off timecard, then the correction would need to be sent to payroll and would be included in Totals.
- If a new employee comes in with a “previous state service” accrual balance that needs to be updated, then the correction should not be sent to payroll, which means it should not be included in Totals.
This diagram points out differences between Historical Edits in the previous version of TIM and Historical Corrections in the Upgraded Version of TIM.

In the previous version of TIM, you enter an adjustment, whether it's a positive or a negative amount, in the current pay period.

For example, if an employee left work at 5:01 PM but accidentally entered 6:01 PM in the timecard, and was paid for that extra hour, you would enter a historical edit in the current pay period with negative one hour of reg adjust to dock the employee for that hour.

However, in the upgraded version of TIM, you need to enter the most accurate Time In and Time Out in the signed off pay period, to reflect the time an employee really worked.

In the previous version, the accrual balance was impacted as of the effective date, which is typically in the current pay period.
However, in the upgraded version of TIM, the accrual balance is impacted as of the historical date. This could be, for instance, the date an employee’s vacation was actually taken.

**How to Enter Historical Corrections**

When you make Historical Corrections in TIM, the first thing you'll need to do is enable edits. This means you turn on the ability to make corrections in the system. You can enable edits for one employee or a batch of employees at the same time.

We recommend enabling edits for all of your employees at the following times during every biweekly pay period:

- At the start of a new pay period on Monday morning
- After the Tuesday 5 PM signoff deadline, which usually means first thing Wednesday morning

Also, if you applied signoff and had it removed, you may need to enable edits again to make a Historical Correction.

**How to Enable Edits for All Employees (Preferred)**

1. Click Select All Rows to highlight all of your employees.
2. Click Approval, then click Enable Edits.

3. Click Yes.

Note: Enable Edits is turned off once timecards are signed off.
How to Enable Edits for a Single Employee

While it is typically easier to go ahead and enable edits for all of your employees at once, you do have the option of only enabling edits for individual employees as well.

1. To enable edits for an individual employee select the employee, click Approval, and then click Enable Edits.

2. Click Yes.
After Historical Corrections are Entered

Once a Historical Correction is entered, a small diamond will be displayed in the top right corner of the cell in a signed off timecard that was edited.

![Timecard Example]

It is important to point out that Historical Corrections are cumulative and cannot be deleted. Adding a new Historical Correction does not delete the previous ones. Instead, adjustments simply get stacked and the system automatically calculates the totals.

For example, in the scenario below 4.9 total hours of overtime is the sum of four Historical Corrections which the system automatically applied to overtime.

![Overtime Example]

Historical Correction Examples

Example #1: Leave Hours Not Entered & Not Paid

Leave hours were taken but were not entered in the timecard in a signed off pay period. Hours were not paid to employee.
1. Enable Edits for all employees if you have not already done so (see “How to Enable Edits for All Employees” on page 125.

2. In the Manage My Department tab, double click the row for the employee that requires a Historical Correction in order to open his or her timecard.

3. You will need to enter leave hours on the date that they should have originally been entered on. To do so, display the Previous Pay Period or a range of dates if it took place prior to the Previous Pay Period.

4. Next, click into the Pay Code field and select the appropriate Pay Code. For this particular example, you would select Vacation. Then enter the hours into the Amount field and click Save.
5. Click Yes on the Include in Totals Prompt. This will include the leave hours entered in the totals that are processed for payroll.

6. Note: A small diamond will appear in the top right corner of the cell indicating that an Historical Correction has been made.

7. Right click on the cell that contains the diamond to add a Comment and a Note, then click Comments.
8. Select the most appropriate option from the dropdown list. For this example you can select Manual Accrual Adjustment.

9. Next, enter a detailed note explaining why the Historical Correction is being made and click OK.
10. Click Save.

In addition to the diamond in the upper right corner, the cell now has a blue text bubble. You can hover over this bubble to read the Comments and Notes.

The Historical Correction is now complete. However, it is typically a good idea to use steps 10-13 to check your work.

11. To view the employee’s accrual balance after making the Historical Correction, select the date in the timecard the correction was made and click the Show Timecard Tabs icon.

Next, click the Accruals Tab and scroll down to Vacation.
12. To view how the Historical Correction impacted the totals that will be sent to payroll in the Current Pay Period, select Current Pay Period.

13. Click the Totals Tab. The Amount column displays all of the totals for the selected employee.

14. You can also click the Eye icon to learn more about the totals. The Eye icon will only appear in a pay period that has not been signed off.
15. The Totals tab defaults to showing you All Totals, however, you can also select the following:

**Corrections:** Displays only the hours from a Historical Correction.

**No Corrections:** Displays only the hours directly entered into the timecard the pay period selected.
Example #2: Hours Worked Not Entered and Not Paid

For this particular example, we will say that an employee had hours worked on two different days in a previous pay period that were not entered into the timecard and, therefore, not paid.

1. Enable Edits for all employees if you have not already done so (see “How to Enable Edits for All Employees” on page 125).

2. In the Manage My Department tab, double click the row for the employee that requires a Historical Correction in order to open his or her timecard.

3. You will need to enter the hours worked on the original day that they were worked in the Signed Off Pay Period. To do so, display the Previous Pay Period or a range of dates if it took place prior to the Previous Pay Period.
4. Enter the exact times in and out for the hours worked on the first date on which they should have originally been entered.

**Before**

![Before Timesheet Image]

**After**

![After Timesheet Image]

5. Click Save.
6. Select Yes on the Include in Totals Prompt. This will include the leave hours entered in the Totals that are processed for payroll.

Note: A small diamond will appear in the top right corner of the corrected cells indicating that a Historical Correction has been made.

7. Next, you must add a Comment and Note. You only need to right click the last cell in the row.
8. Click Comments.

9. Select the most appropriate option from the dropdown list. For this scenario you can select Manual Time Capture Adjustment.

10. Then, enter a detailed note explaining why the Historical Correction is being made and click OK.
11. A blue bubble appears in the cell letting you know that the comment was entered.
12. Click Save.

13. Next, enter the exact times in and out for the hours worked on the second date on which they should have originally been entered.

**Before**

![Before image]

**After**

![After image]
14. Click Save.

15. Select Yes on the Include in Totals Prompt. This will include the leave hours entered in the Totals that are processed for payroll.
16. Next, you must add another Comment and Note. You only need to right click the last cell in the row.
17. Click Comments.

18. Select the most appropriate option from the dropdown list. For this scenario you can select Manual Time Capture Adjustment.
19. Then, enter a detailed note explaining why the Historical Correction is being made and click OK.
20. A blue bubble appears in the cell letting you know that the comment was entered.
21. Click Save.

22. The Historical Correction is now complete. However, it is typically a good idea to use steps 23–28 to check your work.

23. Select Current Pay Period to see how the system automatically calculated the hours.

24. Click the Show Timecard Tabs icon to display the Totals Tab.
25. All Totals is the default display in the Totals Tab. All Totals displays the sum of any hours from Historical Corrections to be sent to payroll, along with the hours entered directly into the timecard for the pay period selected.

26. So, for the current example, the Amount is 88, which is the sum of the 8 hours from the Historical Corrections that were made and the 80 hours that were entered directly into the timecard for the pay period selected.

27. You can also click the Eye icon to learn more about the totals. The Eye icon will only appear in a pay period that has not been signed off.

28. The Totals tab defaults to showing you All Totals, however, you can also select the following:

   **Corrections**: Displays only the hours from a Historical Correction

   **No Corrections**: Displays on the hours directly entered into the timecard the pay period selected
Example #3: Previous State Service Accrual Balance Adjustment

For this particular example, we will say that a TIM Administrator receives a memo from HR letting her know that a new hire has vacation leave and sick leave accrual balances from previous state service that need to be added to his accruals in TIM.

Note: This is similar to the process that you would follow to manually enter accruals that an employee who is terminating prior to the end of the month would have actually qualified for so that they are paid out. For more information, see the TIM Terminations CBT.

1. Enable Edits for all employees if you have not already done so (see “How to Enable Edits for All Employees” on page 125).

2. In the Manage My Department tab, double click the row for the employee that requires a Historical Correction in order to open his or her timecard.

3. Use the Date Range Selector to display a range of dates in a signed off pay period in the Timecards tab. For example, we will select a range of dates that was signed off three months prior to the date on which we are making the Historical Correction.
4. After displaying the appropriate pay period in the timecard, select a date in the signed off time period. Select the Pay Code that you need to add an accrual balance for. In this example, the employee has both vacation leave and sick leave accrual balances that need to be entered so we will start with vacation leave.

   Click a cell in the Pay Code column and select Vacation.

   ![Timecard Interface with Pay Code Selection]

5. In the Amount column on the same row, enter the amount of vacation leave that needs to be entered. This will always be entered as a negative number. In this example, we will enter -125 as the employee has 125 hours of vacation leave from previous state service.

   ![Timecard Interface with Amount Entry]

6. Click the + icon to add another row for the same date and select Sick in the Pay Code column on the new row.

7. In the Amount column on the same row, enter the amount of sick leave that needs to be entered. This will always be entered as a negative number. In this example, we will enter -200, as the employee has 200 hours of sick leave from previous state service.

8. Click Save.
9. Click No because you do not want the hours to be included in Totals and sent to payroll.

10. Both cells will contain diamonds in the top right corners indicating that a Historical Correction has been made.

   Right click in the first cell with a diamond and click Comments.
11. Select Worked for another State Agency and type a brief note explaining the reason for the Historical Correction. Then click OK.

![Comment window with entries](image)

12. The cell will now contain a blue bubble indicating that a comment and note have been entered.

   Click Save.

![Timecard screenshot](image)

13. Repeat steps 10–12, using the same comment and note, for each cell in which accrual adjustments were entered.

   In this example, you would need to repeat steps 10–12 for the cell that contains -125.0 for the vacation accrual adjustment.
After you have done so, the Historical Correction is complete. However, it is typically a good idea to use steps 10–12 to check your work.


15. In the Current Pay Period, click the Show Timecard Tabs icon and click the Accruals tab to see how the Accrual Available Balance has changed for both Vacation and Sick leave based on the hours that were entered.

The image below shows how the hours were added to the employee’s existing vacation leave balance.

The image below shows how the hours were added to the employee’s existing sick leave balance.
Running an Audit to View Historical Corrections

There may be times when you need to acquire more information about Historical Corrections that have been performed.

The Audits Widget that can be accessed using the Go To icon allows you to view detailed information about Historical Corrections that have been performed on employee timecards.

How to Run an Audit to View Historical Corrections

1. In the Manage My Department tab, click to highlight the employee that you want to run an audit for.

2. Click the Go To icon and select Audits.
3. The Audits Widget defaults to the Corrections Category that shows all of the Historical Corrections that occurred within the time period selected. The default pay period is Current Pay Period.

4. You can also use the Date Range Selector to view Historical Corrections that have Effective Dates that occur before the Current Pay Period.
Running Reports

As a TIM Manager or TIM Administrator you have access in TIM to run detailed reports.

This section will cover the following:

- How to run a report
- How to view reports that you ran earlier in the day

Most Common Types of Reports:

The **Accrual Detail Report** is used to review accrual earnings, takings, and balances over a range of dates.

The Accrual Detail Report should be used if you or the employee has a question regarding their accrual balance, earnings, or usage.

When running an Accrual Detail Report you should always select a range of dates. This will ensure that previous accruals for the employee are shown and can be taken into account.

The **Time Detail Report** should be used when an employee's timecard was not approved by either the employee or the manager.

If the employee's timecard was not approved prior to the sign off deadline for payroll processing, either by the manager or the employee, the TIM Manager or TIM Administrator must run and print the “time detail report” for that pay period.

As per Audit standards, the printed report must be signed by the employee and/or the manager, and placed in the employee’s file in the department.
Running a Report

1. You must first select the employees that you want included in the report. In the Manage My Department tab, click to highlight a single employee or hold the Ctrl key to select multiple employees.

2. Then click the Go To icon and select Reports.
3. The Reports tab will open. Click the plus sign to the left of All to view a list of available reports.

4. For this example, we will show how to run an Accrual Detail Report. To run an Accrual Detail Report, click Accrual Detail.
5. When the Accrual Detail Options Screen opens, select a Time Period for the report. TIM provides multiple time periods to choose from including Previous Pay Period, Current Pay Period, Next Pay Period, and Range of Dates.

- If you select Range of Dates, it is generally a good idea to go back one year from the current date. For example, 7/1/2015 to 7/1/2016.

6. Click Run Report.

7. The Check Report Status tab will automatically appear. Click Refresh Status to complete the report.
8. To open the report, double click on it or click to highlight it and then click View Report.

9. The report will open in a new tab in your internet browser. Reports are PDF files and can be printed or saved.

10. To close the report, click the x on the Open Report tab.

   ❖ Be sure to avoid clicking the red x in the top right of your screen, this will close all windows including TIM.

11. To go back to the TIM application, click the Kronos Workforce Central tab.
12. To close Reports, click the X in the Reports tab header.