The upgraded Time Information Management (TIM) system is easier for you to use. It works more smoothly with all browsers. The upgraded version requires fewer clicks and displays the most important information on the main screen.

What's changing?

Recording Timestamps

You will be able to see the Record Time Stamp button and your timecard on the same screen. After recording a timestamp, click the Refresh button on the top of the screen to see the time on your timecard.

Remember: You will need to record a timestamp at the start and end of each shift worked as well as when leaving and returning from a meal break.
You will still approve your timecard at the end of each pay period. After verifying your hours, click Approve Timecard to approve your timecard.

Remember: Once you’ve approved your timecard, you cannot make any changes to that pay period.

Manager Changes

A grey triangle in the top right of a cell shows that a change to your timecard was made by your manager or TIM Administrator. For example, if you’re out sick, your manager can enter the sick time.