

UNC TIM Quick Reference Guide for Employees (not TIM Administrators or Managers)

How do I access TIM? Which version of TIM should I use?

Why does TIM lock me out?

What is the approval and signoff process for timecards?

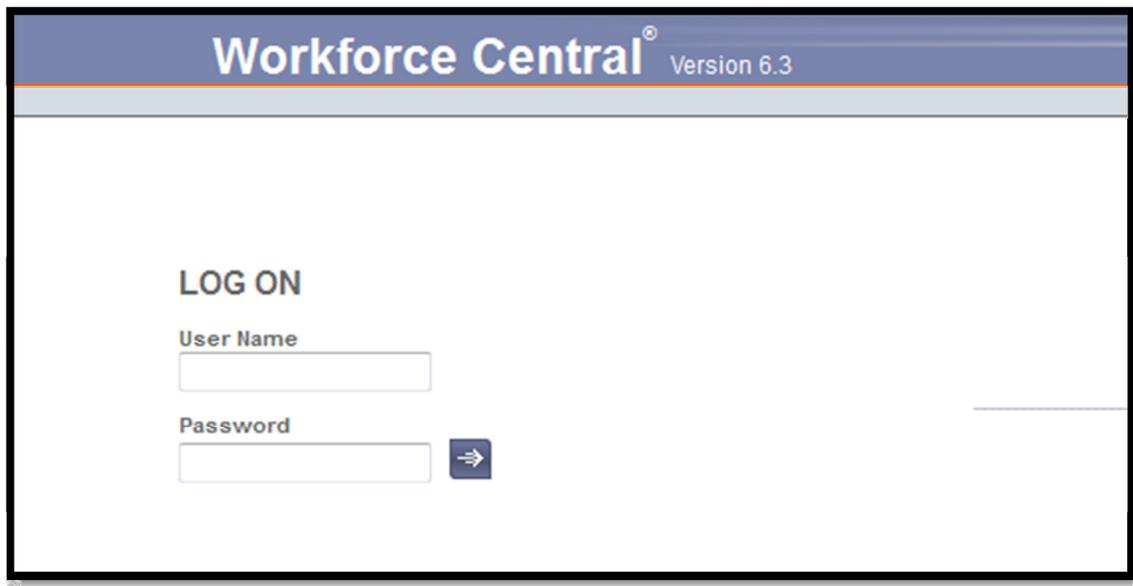
Where can I get help with TIM?

How do I access TIM? Which version of TIM should I use?

For all employees (not TIM Administrators or Managers), an HTML (non-Java) version should be used.

To log in, open a supported web browser (Internet Explorer (IE) versions 7, 8 or 9 or Mozilla Firefox version 4 or higher) and type <http://unctim.unc.edu/employee> in the address bar. A log in page will appear. Take the following steps:

1. Type your ONYEN in the User Name field.
2. Type your ONYEN password in the Password field.



3. Click on the arrow,



For detailed instructions, please refer to the HTML (non-Java) TIM User's Manuals, located here:

http://finance.unc.edu/training/#tim_non_java.

For employees using other devices to access TIM, such as Badge Terminals or TeleTime, please refer to those manuals, located here:

http://finance.unc.edu/training/#tim_emp_other.

Please Note-

- New hires will not be able to log into TIM until 24-48 hours after the new hire action has been successfully completed in the HR System.
- Times in and out must be captured in TIM at the start and end of each shift worked by Student, Temporary, and SHRA (SPA) Permanent Non-Exempt (set to capture) Employees.
- SHRA (SPA) Permanent Non-Exempt Employees (not set to capture) should enter their times in and times out in their timecards in TIM on a daily basis to ensure accuracy and completeness, under UNC audit standards. The times for each day should reflect the actual time the employee started work and the actual time when the employee stopped work. Actual times out and in for meal breaks should be recorded daily as well. Please refer to the December 12, 2011, TIM Internal Audit memo located on the [TIM announcements webpage](http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/webpage) [\[http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/page/4/\]](http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/page/4/).

Why does TIM lock me out?

TIM will lock you out after 20 minutes of no activity. You must LOG OFF when you are not actively working in the system. Do not stay logged into the system when you are away from your desk. TIM will lock you out of the system and will not be able to log back into the system for some time.

This is where the Log Off tab is located on the main screens.



What is the approval and sign off process for timecards?

Here is the approval and sign-off structure for TIM.

Employee - reviews and *approves* their timecard

- Ensures times in and out and leave taken hours have been captured or entered

TIM Quick Reference Guide for Employees

Finance Division

- Notifies Manager of any missing times in or out

Manager - reviews, updates, and *approves* timecards

TIM Administrator - *signs off* timecards

- The sign off deadline for SHRA (SPA) biweekly employees is 5:00PM on the first Tuesday of the pay period. The sign off deadline for EHRA (EPA) Permanent monthly employees is the 25th of each month.
- Sign offs removal requests must be received by 4:00PM on the sign off deadline.

Missed Approvals

If an approval is missed by either the employee and/or the manager, a Time Detail report for that pay period must be printed after the pay period has been signed off. The report is signed by the person(s) who did not approve the timecard in TIM and is placed in the employee's file in the department. Please refer to the December 12, 2011, TIM Internal Audit memo located on the [TIM announcements webpage](http://finance.unc.edu/news/tim-fall-semester-and-internal-audit-information/) <http://finance.unc.edu/news/tim-fall-semester-and-internal-audit-information/>.

Where can I get help with TIM?

Please visit the TIM webpage, <http://finance.unc.edu/controller/payroll-services/tim/> for links to training, FAQs, and TIM announcements.

Accessing or Logging in to TIM

Contact your Department's Technical Support Group or call 962-HELP (4357) if you need assistance with *accessing or logging in to* TIM.

Using TIM

Contact your Manager or TIM Administrator if you have questions about *using* TIM. If they cannot answer your question, they have several options for how to get an answer.

[Note: A Quick Reference Guide for TIM Administrators and Managers is available at: <http://finance.unc.edu/training/#tim>]