## MEMORANDUM

To:      TIM Administrators

From:   Dennis Press  *Dennis Press*
         University Controller

Re:      Changes in TIM Procedures

Date:    December 12, 2011

## OVERVIEW

A recent University internal audit of the Time Information Management (TIM) System concluded that the controls for the TIM System were working satisfactorily, and the audit also recommended changes to certain procedures to enhance internal control and improve processes.  The purpose of this memorandum is to communicate changes in documentation and procedures to sufficiently address the recommendations.

## DETAIL INFORMATION
### Daily Input

SPA Student, Temporary, and Permanent Non-Exempt Employees (set to capture) should ensure <u>at the start and end of each work period</u> that their times in and out are captured in TIM.  The times in and out for each day should accurately reflect the time the employee started work, the time the employee stopped work, and if taken by the employee, the times out and in for a meal break.

SPA Permanent Non-Exempt Employees (not set to capture) should enter their <u>times in</u> and <u>times out</u> in their timecards in TIM on a <u>daily basis</u> to ensure accuracy and completeness.  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.

If the Time Off Notification process is not required, <u>leave taken</u> by SPA Permanent Non-Exempt Employees should be entered in advance or as soon as possible in their timecards in TIM.

Following this business practice will reduce the risk of inaccuracies in the timecard and late or incorrect payment to employees for hours worked or leave taken.

Transaction Detail

When hours worked or leave taken were not captured or entered in the employee's timecard in TIM before the timecard was signed off, historical edits must be entered in TIM.  Just as entries in the timecard must accurately reflect the hours worked or leave taken on a particular date, historical edits must be entered on a day by day basis and must accurately reflect the amount of hours worked or leave taken on the historical date identified in the historical edit.

A Comment, such as Manual Accrual Adjustment or Manual Time Capture Adjustment, and a Note with detailed supporting information, such as the Manager's name that provided the information and the employee's times in and out worked on that date, should be included in each historical edit.

Approval Process

SPA Employees should approve their timecards in TIM each biweekly pay period.  The biweekly deadline for employee approval in TIM is determined and communicated to employees by the department or division management.

Managers of Student, Temporary, and SPA Non-Exempt employees should review, edit (if needed), and approve their employees' timecards in TIM each biweekly pay period.  The biweekly deadline for manager approval in TIM is determined and communicated to managers by the department or division management.

TIM Administrators are required to Sign Off all SPA timecards in the previous biweekly pay period by 5:00PM on the first Tuesday after the previous pay period ends.

As the Manager Approval and TIM Administrator Sign Off deadlines approach, Managers and TIM Administrators should utilize the 'Pay Period Close' genie under the Timekeeping tab in TIM to identify and then work to obtain missing employee and manager approvals for the previous pay period.

- Managers, who approve timecards that have not been approved by the Employee, should run and print a Time Detail Report of the pay period not approved, have the employee sign the printed report, and place it in the employee's file.

- Managers, who do not approve an employee's timecard before it is signed off by the TIM Administrator, should run and print a Time Detail Report of the pay period not approved, sign the printed report, and place it in the employee's file.

- TIM Administrators may also run and print Time Detail Reports of the pay period not approved.

It is recommended that EPA Permanent Employees approve their timecards for the previous month in TIM on a monthly basis.  The monthly deadline for EPA employee approval in TIM is determined and communicated to EPA employees by the department or division management.  TIM Administrators are required to sign off EPA timecards for the previous month by the 25th of the current month.

## Completeness Check for Leave Reporting

It is recommended that Permanent Exempt Employees process their leave taken and approve their timecards directly in TIM each pay period to indicate completeness.  However, some departments allow the entry of leave taken to be processed by a TIM Administrator.  Typically, this is done for EPA Faculty or Senior Officer Employees who are not managers and therefore, may not log into TIM.

In such instances when a TIM Administrator makes entries in TIM for an Exempt Employee, a leave record approved by the employee shall be maintained on file each pay period (SPA-biweekly, EPA-monthly), even if no leave was used.  The TIM Administrator may use a Time Detail or Accrual Detail report in TIM for the approval and filing process.

## Supporting Documentation

When a TIM Administrator makes entries in TIM for an Exempt Employee, the supporting documentation, such as the employee's email to the TIM Administrator with the leave information, shall be maintained on file in accordance with the record retention policy of three years.

## Adherence to Procedures

It is very important that Managers and TIM Administrators use the correct procedures in TIM.  In particular, before performing complex actions in TIM, the corresponding section in the manual should always be reviewed.

Examples of complex actions include, changing comp time or overtime in the timecard, setting up schedule patterns, processing adverse weather, applied termination actions (TIM Administrators Only), and historical edits (TIM Administrators Only).

TIM Administrators who have questions after reviewing the manual and attempting the action in TIM, should email TIM Support at timsupport@unc.edu with detailed information.

The latest version of the TIM Managers and TIM Administrators Manual is posted online,
http://finance.unc.edu/finance-division/training/training-overview.html#timadmin

## Work Schedule for Student Employees

As a good business practice, campus units are strongly encouraged to make sure that work schedules for students do not conflict with student class schedules.

If you have any questions, please contact timsupport@unc.edu

Thank you for your cooperation in addressing these issues.


cc:  University Business Managers
      Human Resources Facilitators