TIM EMPLOYEE MANUAL

TIM EHRA Non-Exempt Faculty and Non-Faculty

August, 2018

Contents

new - Indicates a new TIM feature or a process that has changed

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 timekeeping information for reporting purposes.

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

This manual will cover the TIM features and procedures specific to EHRA Non-Exempt Faculty and Non-Faculty.

New in 2016

In late 2016, the Department of Labor adjusted the salary threshold for overtime eligibility. This change means that certain EHRA Faculty and Non-Faculty employees who were formerly exempt from overtime are now non-exempt, thus are eligible to receive overtime pay or comp time when they work more than 40 hours in a week, Monday - Sunday.

To accommodate this change, the affected EHRA faculty and non-faculty employees will need to enter their hours worked in TIM. Permanent employees will also need to enter their vacation, sick and other types of leave taken.

Changes for Affected EHRA Faculty and Staff

- To enter your hours worked, you will enter a duration amount. For example, if you work from 8:30am to 5:00pm and you take a half hour lunch break, then you'll enter eight hours worked for the day.
- Your timecard will still be monthly. You will receive a paycheck during the current month for your regular hours, based on your record in ConnectCarolina. Any additional time owed beyond your regular schedule will be paid in the next month's paycheck.

Introduction to Overtime and Comp Time

- **All EHRA non-exempt faculty and EHRA non-exempt temporary employees** who work over forty hours in a week, Monday – Sunday, earn overtime hours.
- **EHRA non-exempt non-faculty permanent employees** who work over forty hours in a week earn either overtime or comp time, depending on their department's default setting in TIM. If needed, employees should ask their manager or TIM Administrator to find out whether their department defaults to overtime or comp time.
- **Overtime** hours are paid to the employee at the time and a half rate. The overtime is paid in the next month's paycheck.
- **Comp time** hours are earned at the time and a half rate. The earned comp time hours are listed on the accruals tab in the Comp Time Current balance.
- Hours worked are tracked from Monday through Sunday and do not include holiday or leave time — only the hours actually worked.

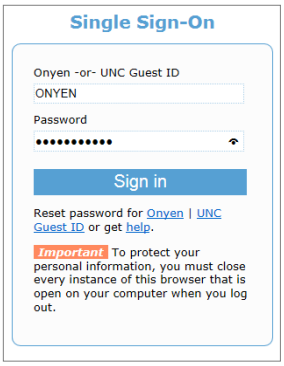
Logging in & Signing Out

You can log in to TIM either by going directly to the TIM URL or via ConnectCarolina.

To use the TIM URL

1. Go to https://unctim.unc.edu in your browser.

The standard UNC Single Sign On screen will appear.



2. Type your Onyen in the User Name field.
3. Type your Onyen password in the Password field.
4. Click Sign in.

This will take you directly in to TIM.

To access via ConnectCarolina

1. Go to https://connectcarolina.unc.edu/.
2. If the UNC Single Sign On screen appears, sign in as described above.
3. Select SelfService from the top of the left menu.
4. Select TIM.

The TIM application will open.

Signing Out of TIM

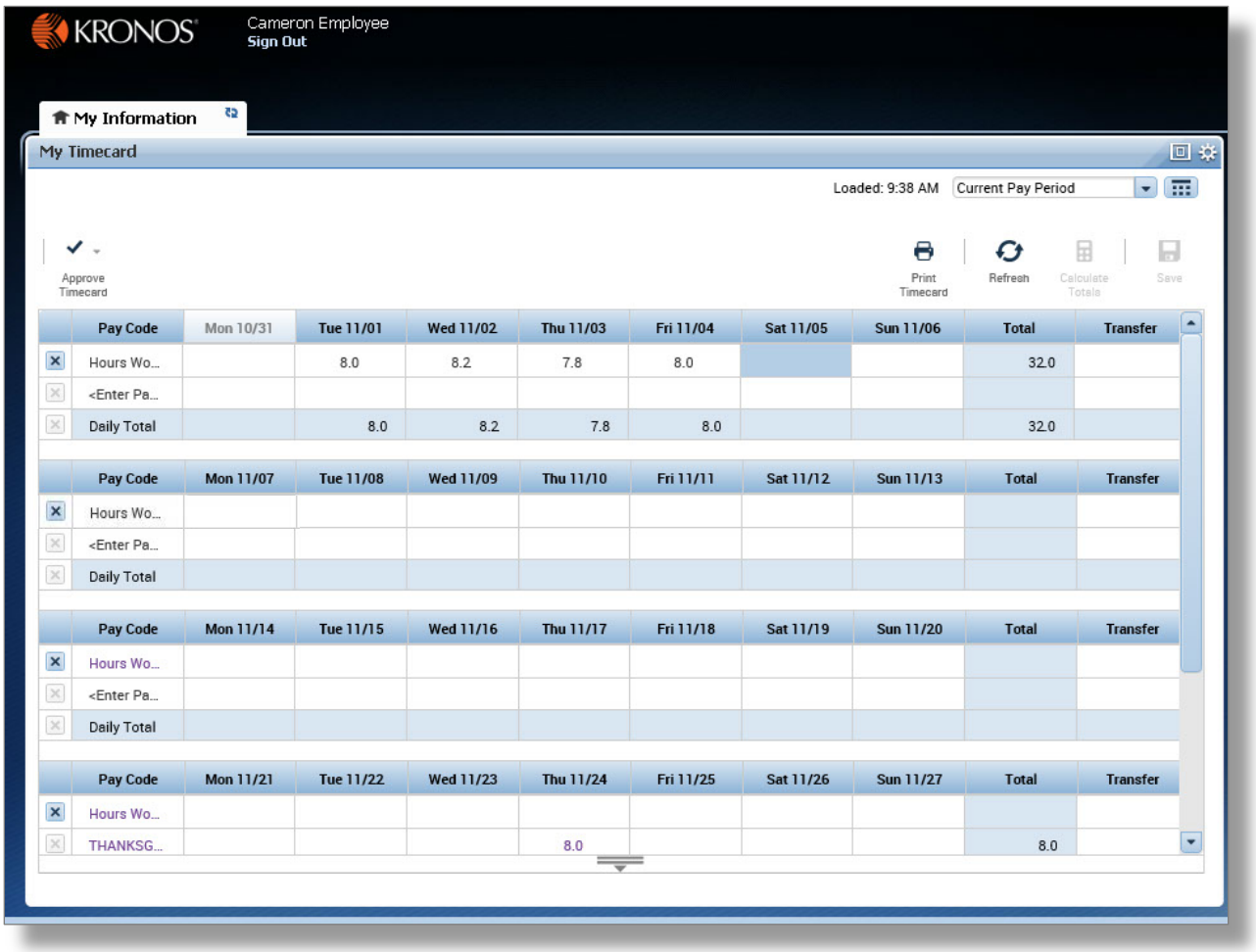
1. To sign out securely, click Sign Out in the top left of your screen.

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.

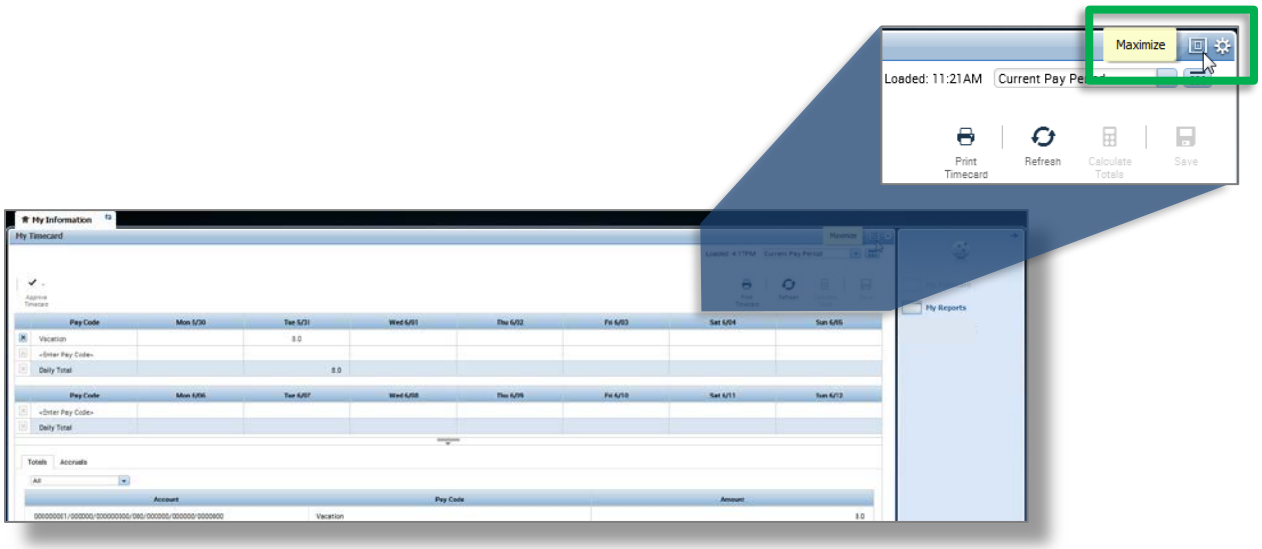
Viewing Your Timecard

After you log in, you will see your timecard. This is where you will enter your hours worked and leave taken hours, if you are permanent employee.

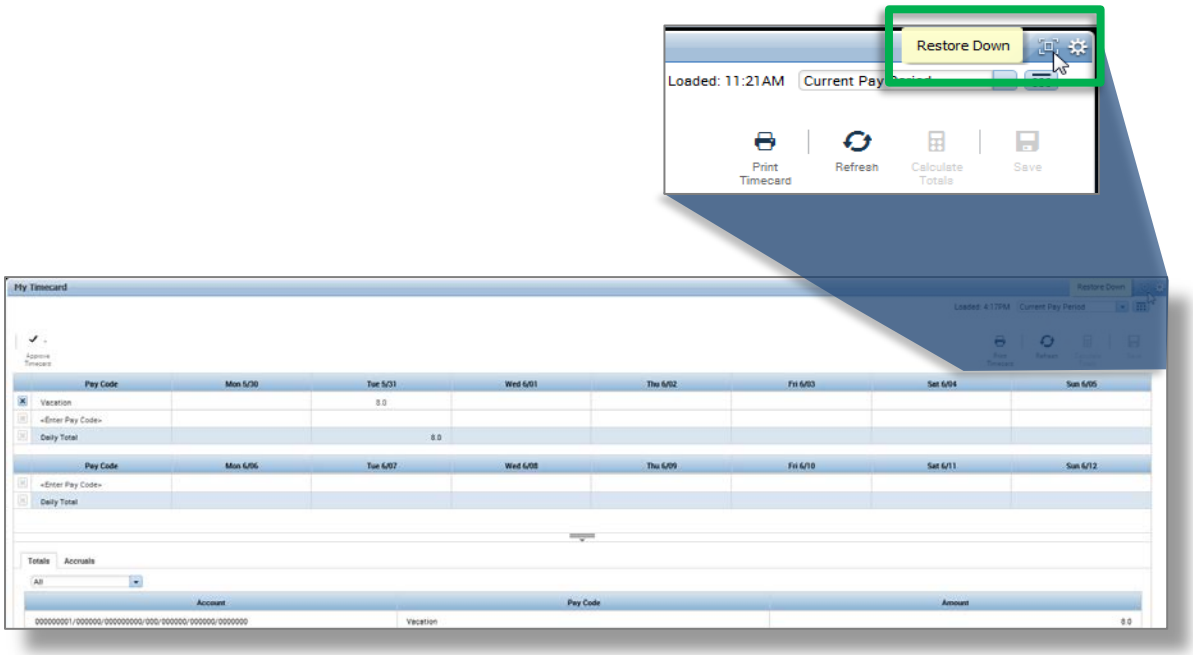


Maximizing and Minimizing the My Timecard View

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



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



Changing the Pay Period Displayed in the Timecard

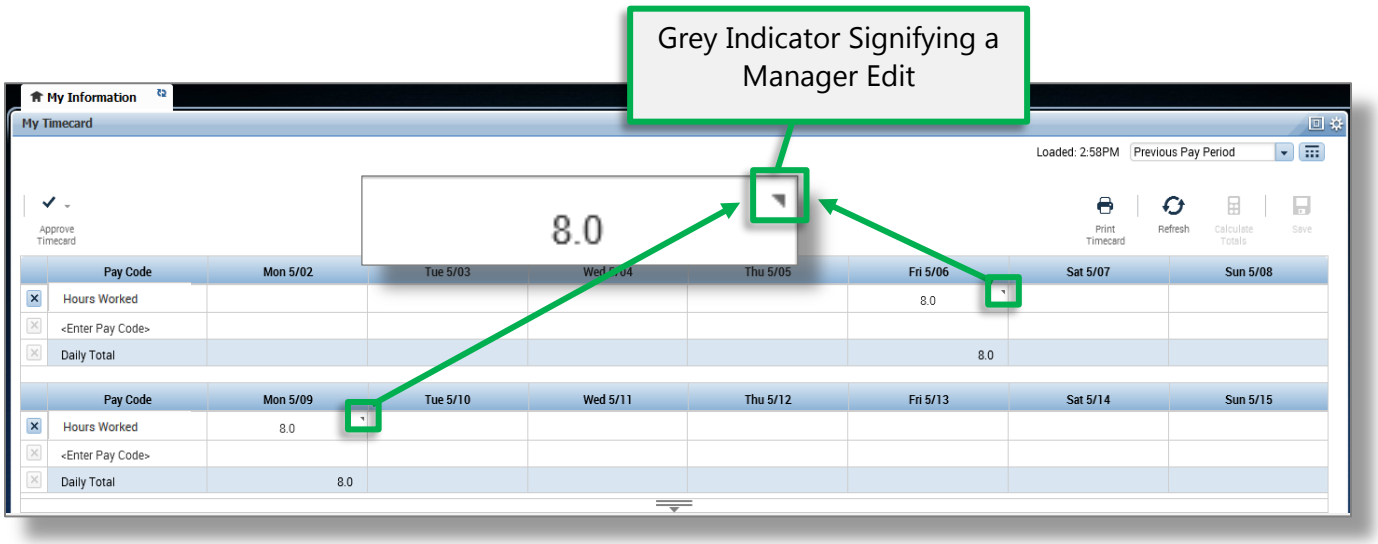
You can change the time period displayed in the timecard from the Current Pay Period to the Previous or Next Pay Period. For example, make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.

Manager Timecard Edits

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

For example:

The employee below was out sick on the final day of the week as well as the following Monday and his manager entered sick leave for him. The time entered by the manager appears in the My Timecard tab in the cells for the appropriate dates. Both cells now have a grey arrow in the top right corner.



Entering Hours Worked

1. The hours worked pay code automatically appears in the top row for each week.
2. To enter time, click in the Hours Worked row on today's date.
3. Enter the total number of hours worked.

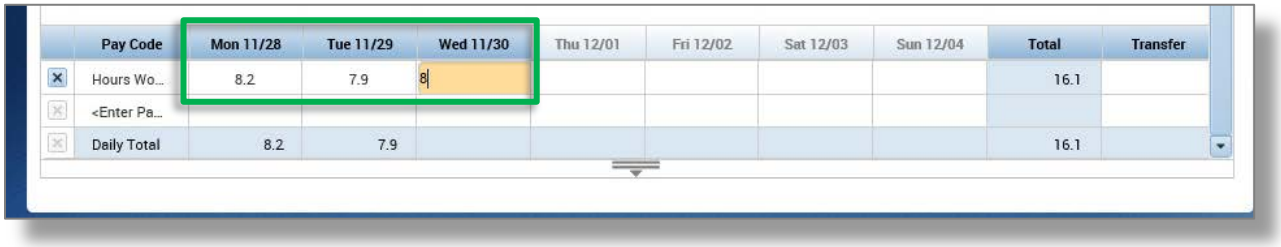
4. Click Save.

After saving, the Daily and Weekly Totals will update.

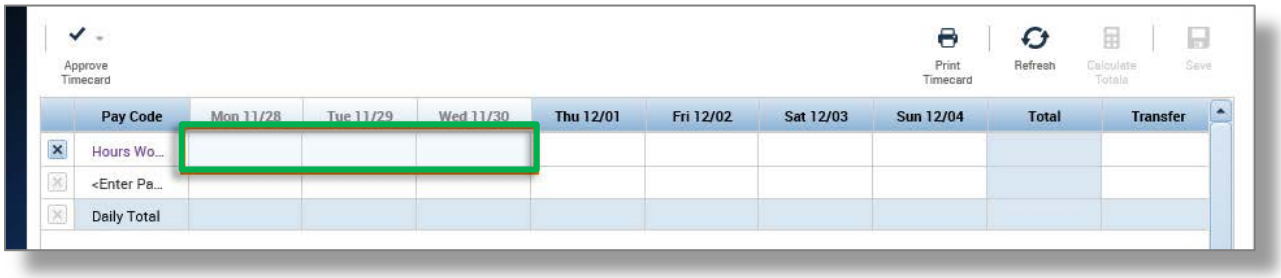
Weeks that End in One Month and Start in Another

EHRA non-exempt employees have a monthly timecard. When viewing a timecard in the Current Pay Period view, hours entered on dates in the previous month will not appear in the view.

November View

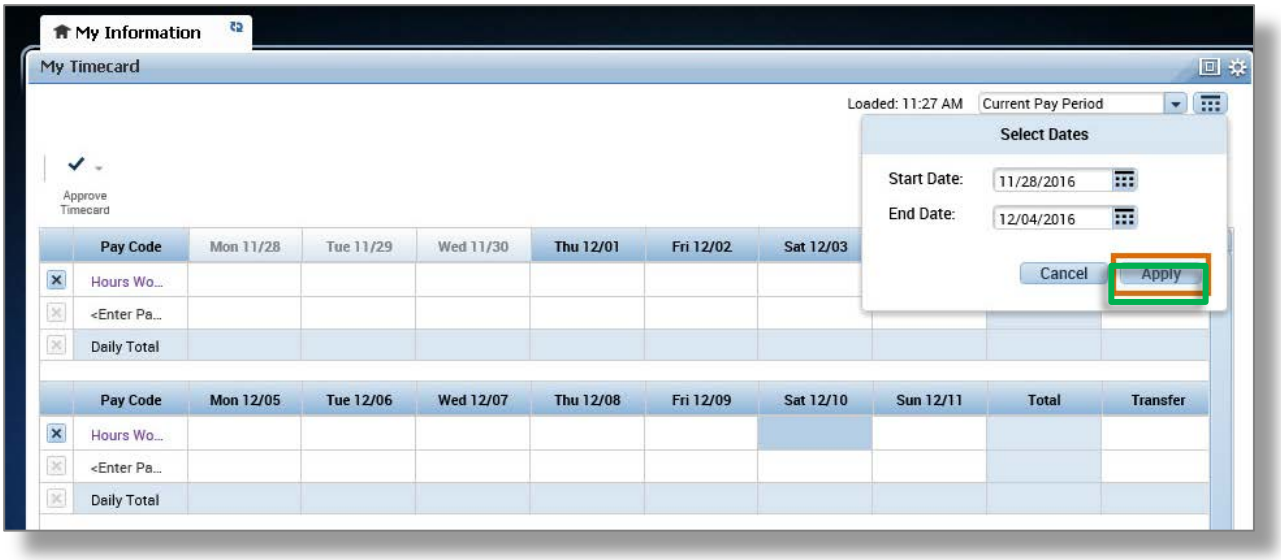


December View



In order to view all of the hours in a week that spans two months, you must change your view to a Range of Dates.

1. Click the Range of Dates icon. Then, select the Monday in the previous month for the Start Date and the Sunday in the current month for the End Date. Click Apply.



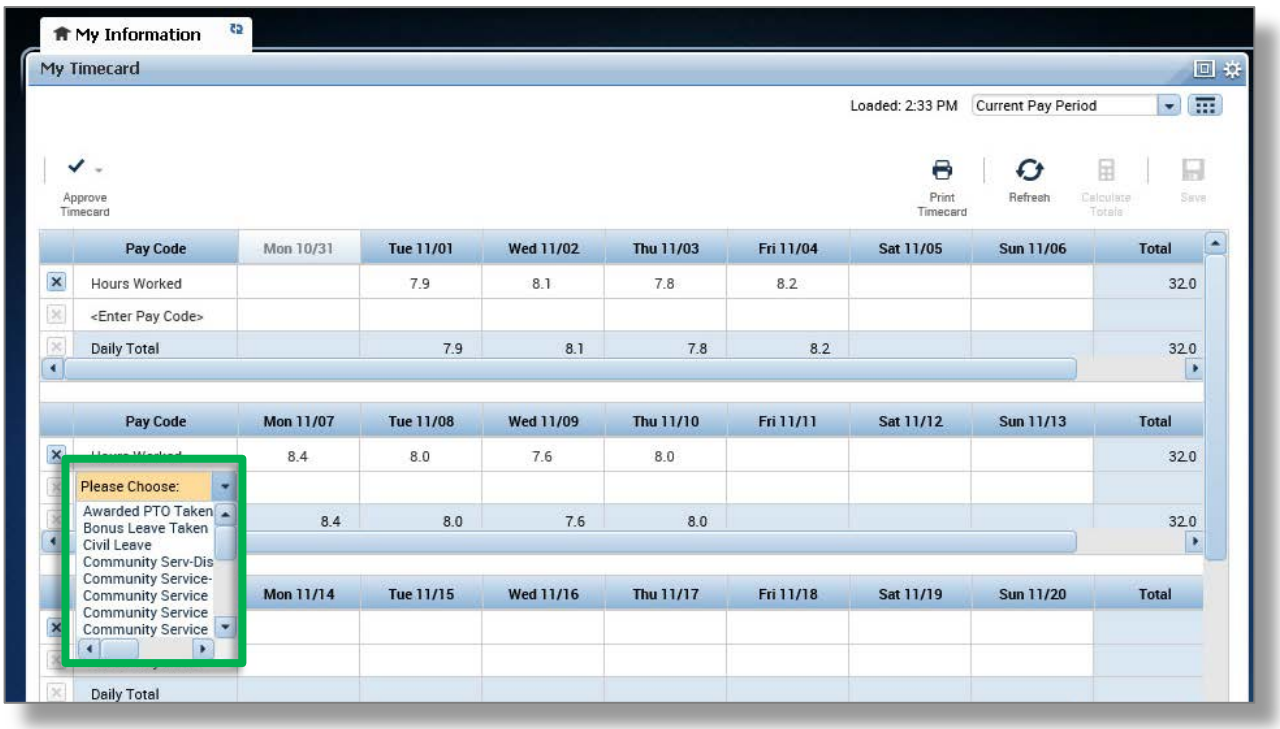
All of the hours worked and leave hours taken in the week that spans two months now appears.

❖ You can follow these steps to see only the hours worked and leave taken in a particular week. The Totals tab automatically shows all of the hours for the month selected.

Entering Leave Taken

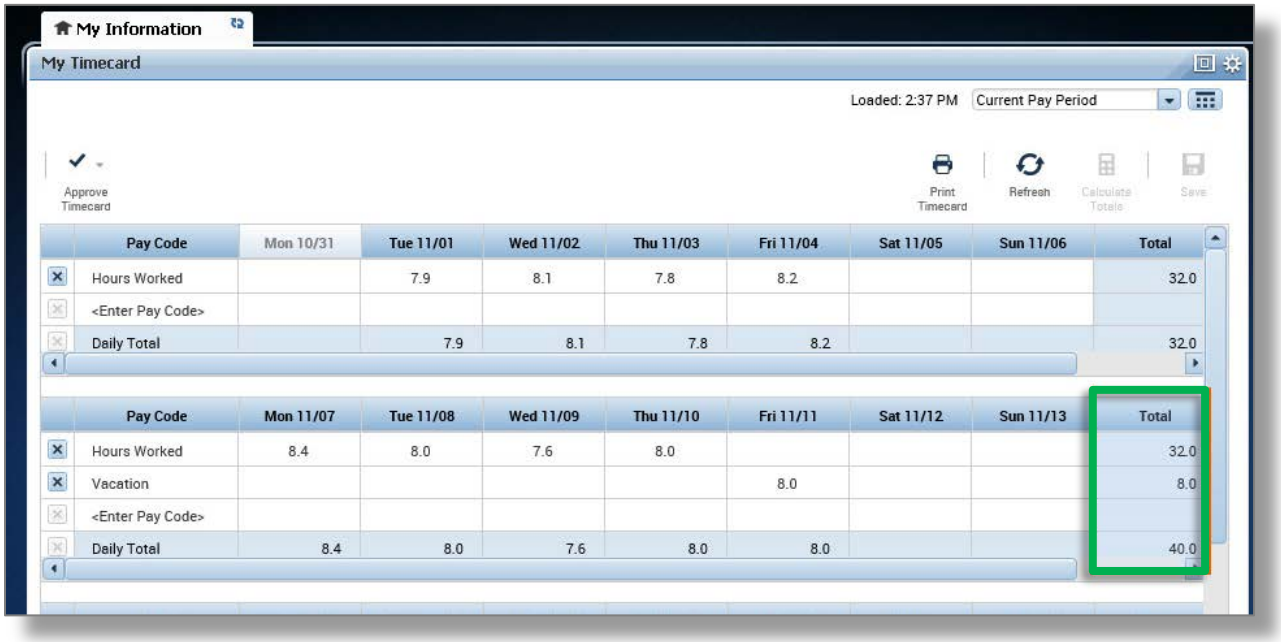
1. On the My Timecard tab, click the Enter Pay Code cell and select the appropriate leave Pay Code from the dropdown.

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



2. Enter the amount of leave taken in the cell for that date and click Save.

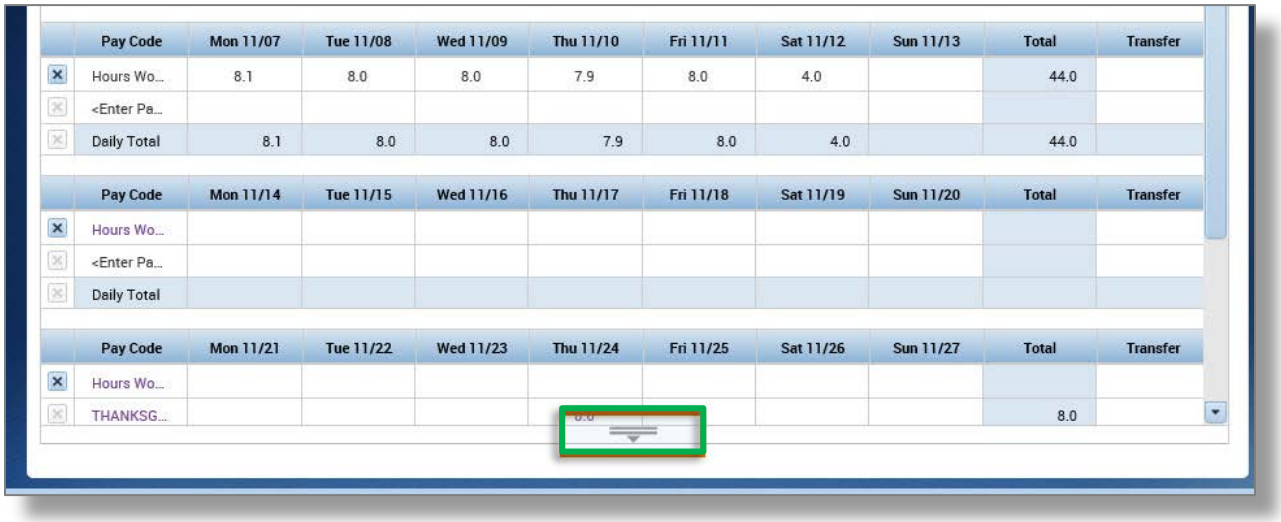
The Total column shows the breakdown between Hours Worked and Vacation, along with the total for the week.



Viewing Totals and Accruals

The Totals and Accruals tabs show details about your time worked and leave taken. By default, they are hidden at the bottom of the My Timecard tab. To display the tabs:

1. Click the Show Timecard Tabs icon  .

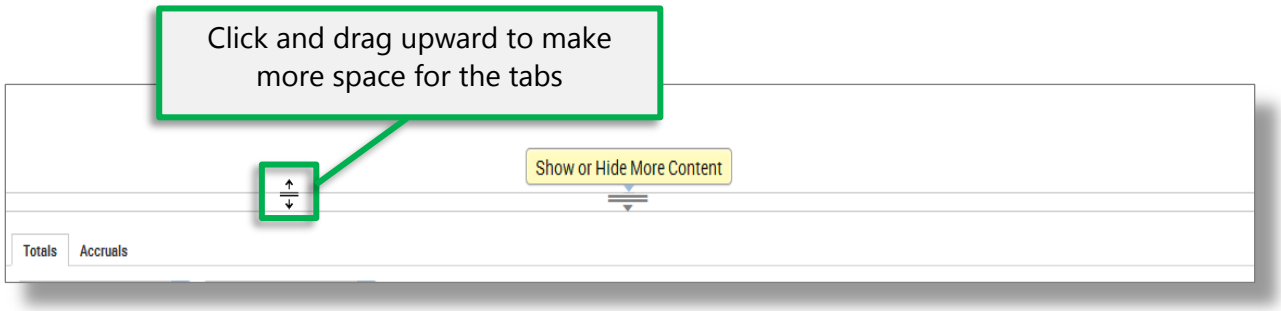


Pay Code	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Total	Transfer
Hours Wo...	8.1	8.0	8.0	7.9	8.0	4.0		44.0	
<Enter Pa...									
Daily Total	8.1	8.0	8.0	7.9	8.0	4.0		44.0	

Pay Code	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Total	Transfer
Hours Wo...									
<Enter Pa...									
Daily Total									

Pay Code	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26	Sun 11/27	Total	Transfer
Hours Wo...									
THANKSG...								8.0	

2. To see more of the information on the tabs, hover your mouse to the right or left of the Show Timecard Tabs icon until the Show or Hide More Content cursor appears.
3. Press and drag the divider line up until you can see all of the information you need.

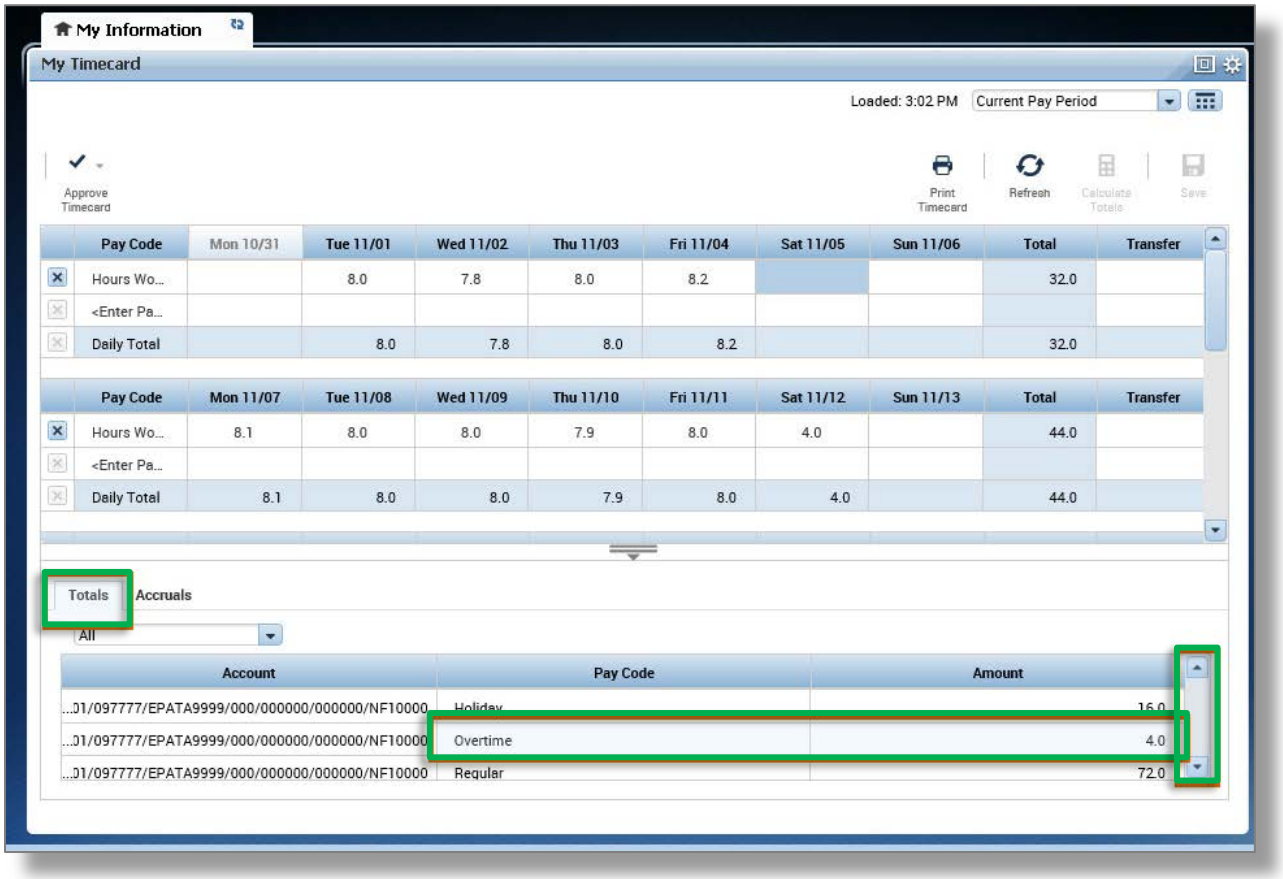


Totals Tab: Hours Worked and Leave Used

The Totals tab lists all of the hours worked and leave taken by Pay Code for the active month.

- The first 40 hours worked in a week will be listed as Regular.
- Hours worked over 40 in a week will be listed as Overtime unless you are an EHRA non-exempt non-faculty employee in a department that defaults to Comp Time.
- Leave taken hours will be listed with the leave pay code selected in the timecard.

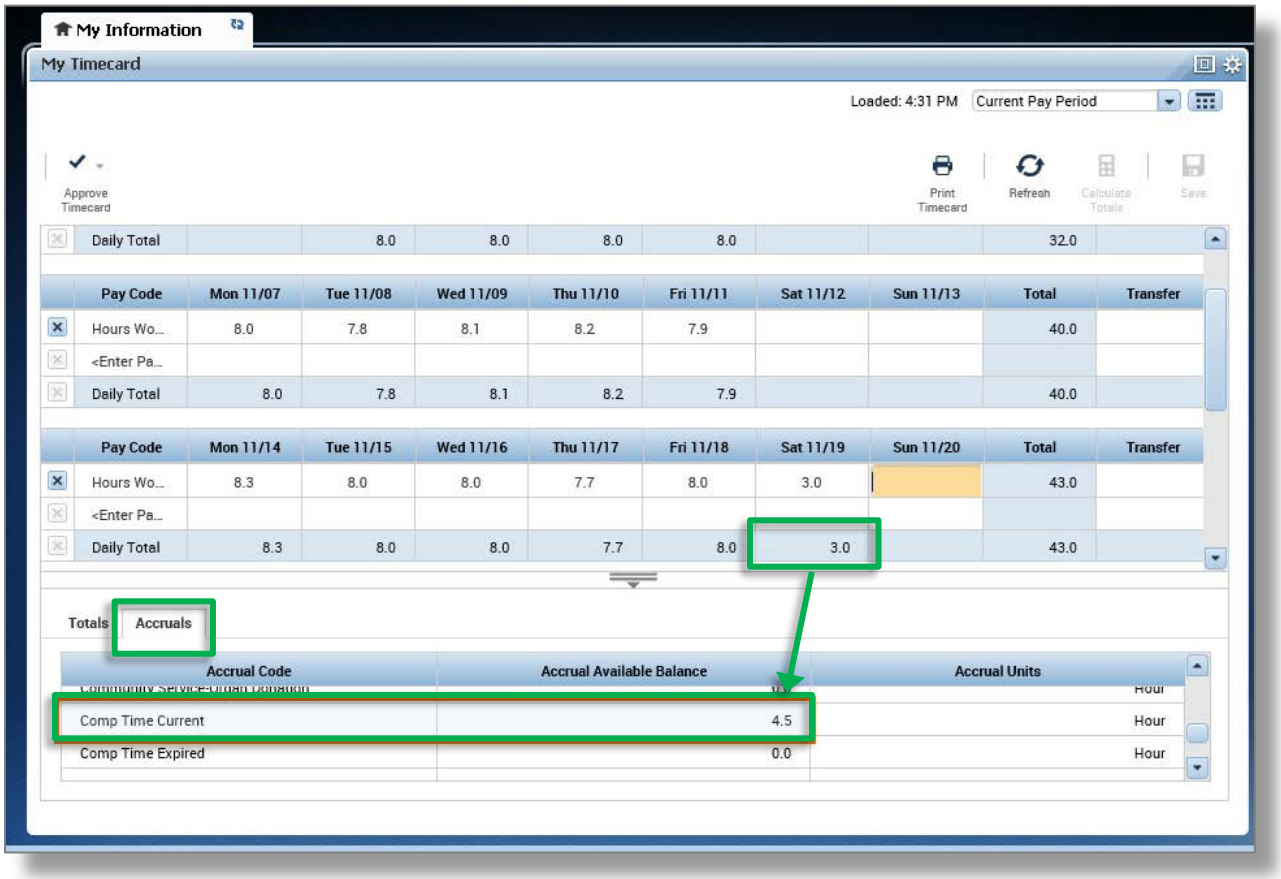
1. Use the scroll bar to move up and down in the list if necessary.
2. To see the hours for just one week click on the Range of Dates icon and select the Monday through Sunday of that week. This is particularly useful when viewing overtime or comp time in a week that starts in one month and ends in another.



Accruals Tab: Hours Available

The Accruals tab shows the number of leave hours available for each accrual code as of the date selected in the timecard. To select a specific date in the timecard, click on the cell in the Daily Total row.

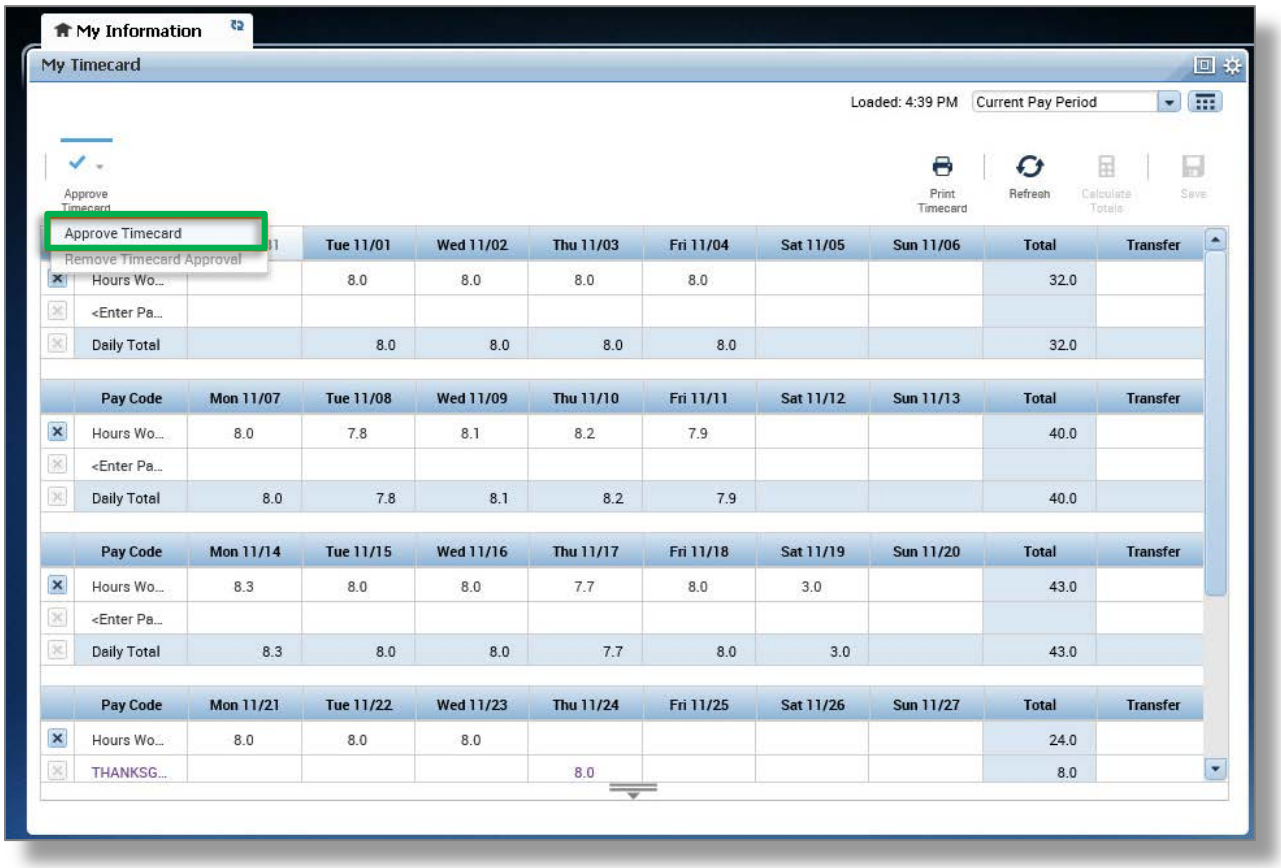
> ❖ If you earn comp time, the accruals tab will show in the Comp Time Current accrual with the amount of hours worked over 40 multiplied by 1.5 to reflect the time and a half calculation. This is as of the date selected in the timecard.



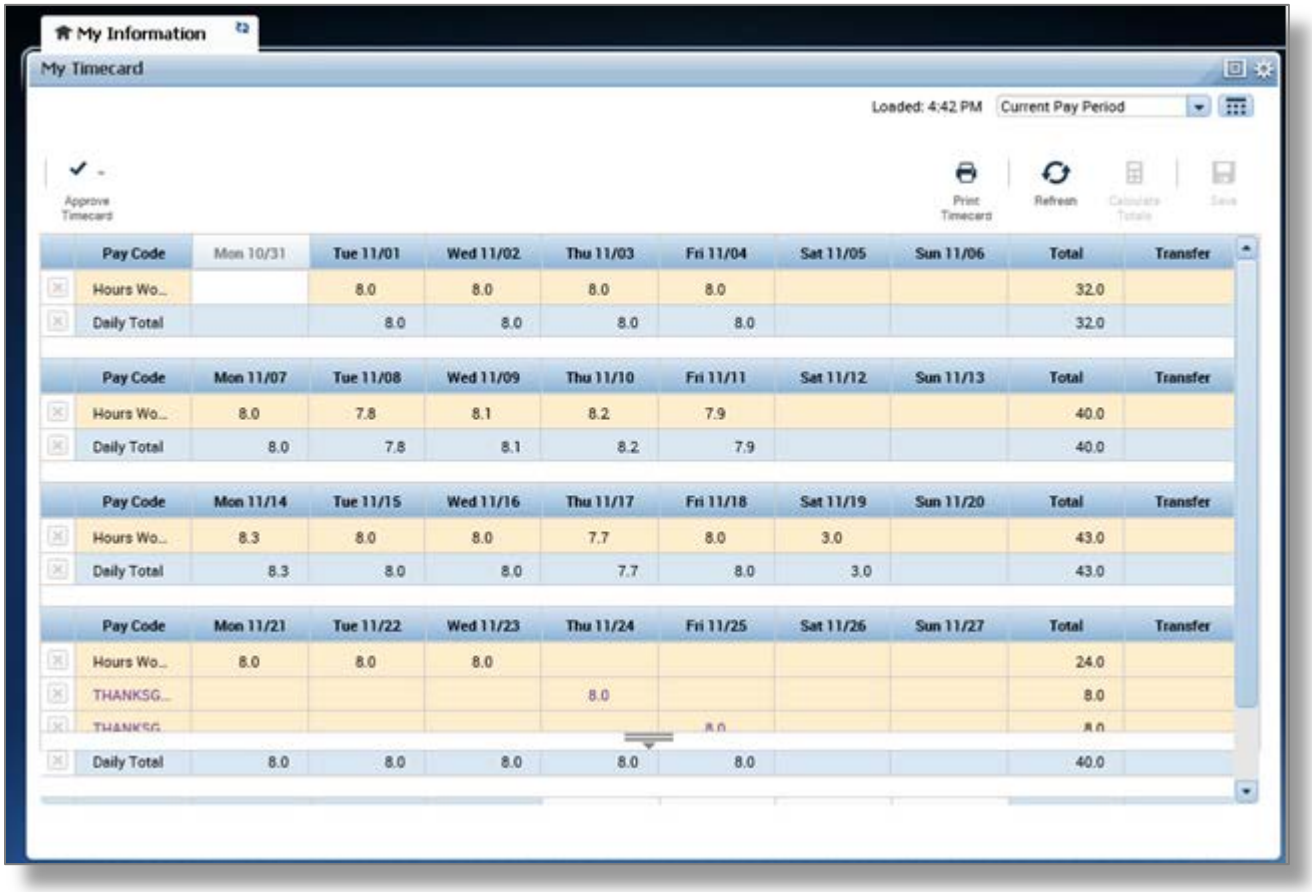
Approving Your Timecard

- Make sure you are looking at the pay period that needs to be approved. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
- Employees cannot modify the timecard after it has been approved.
- Also, employee and manager timecard approvals cannot be removed in TIM. However, Managers and TIM Administrators can make changes after a timecard has been approved up until the timecard has been signed off.

1. Review the pay period to be sure that all hours worked and leave taken have been entered and are correct. Select a Range of Dates if needed to see an individual week and use the Totals and Accruals tabs if needed to help verify the data.
2. If the total hours are correct, click the Approve Timecard icon on the left side of the My Timecard tab and select Approve Timecard from the dropdown. If the total hours are not correct and you have already approved it, notify your Manager immediately.



The timecard changes color after it has been approved.



Pay Code	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Total	Transfer
Hours Wo...		8.0	8.0	8.0	8.0			32.0	
Daily Total		8.0	8.0	8.0	8.0			32.0	

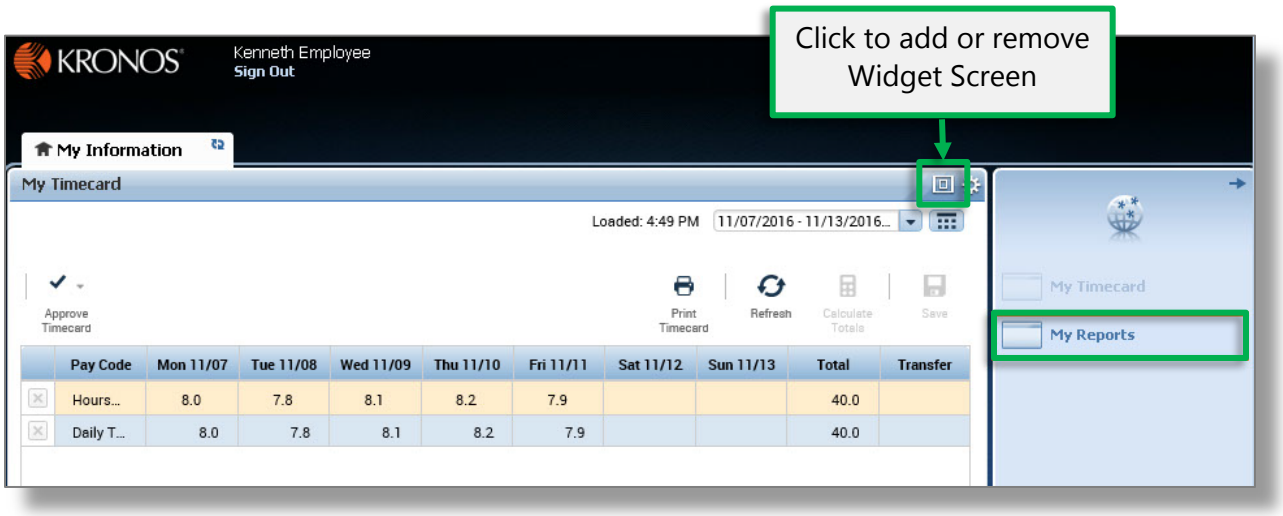
Pay Code	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Total	Transfer
Hours Wo...	8.0	7.8	8.1	8.2	7.9			40.0	
Daily Total	8.0	7.8	8.1	8.2	7.9			40.0	

Pay Code	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Total	Transfer
Hours Wo...	8.3	8.0	8.0	7.7	8.0	3.0		43.0	
Daily Total	8.3	8.0	8.0	7.7	8.0	3.0		43.0	

Pay Code	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26	Sun 11/27	Total	Transfer
Hours Wo...	8.0	8.0	8.0					24.0	
THANKSG...				8.0				8.0	
THANKSG...					8.0			8.0	
Daily Total	8.0	8.0	8.0	8.0	8.0			40.0	

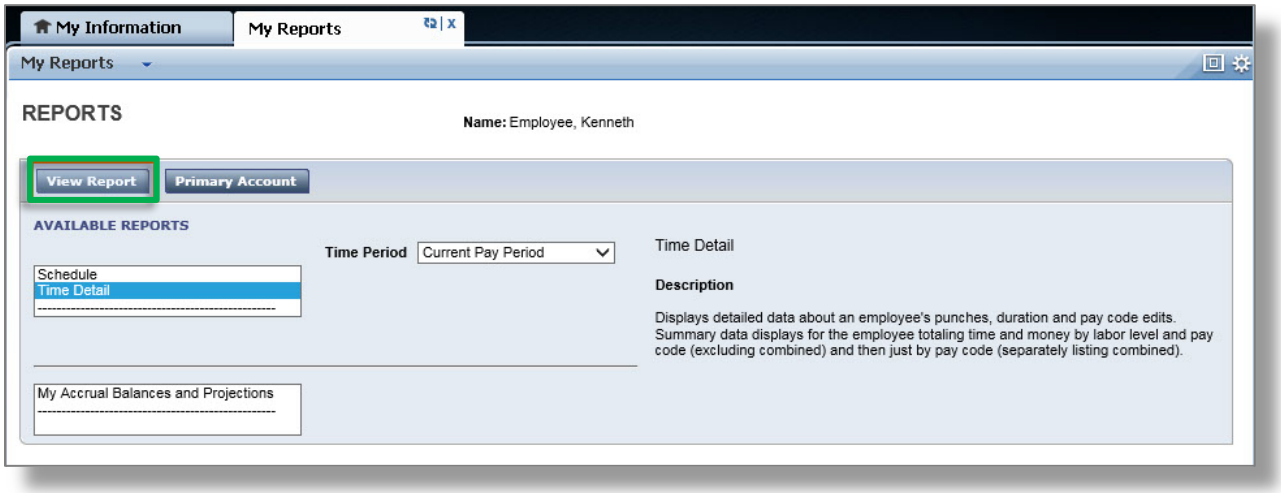
Viewing My Reports

1. If the Widget Screen is not showing, click the Maximize/Minimize button.
2. Click My Reports in the Widget Screen on the right side of the screen to view a list of available reports.

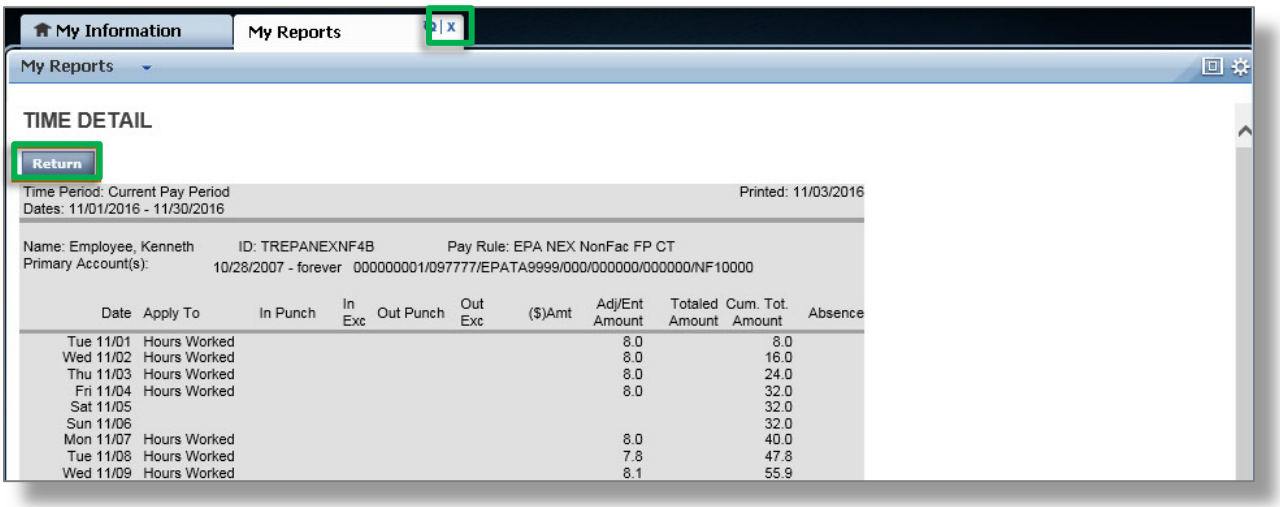


3. The My Reports tab will open to the right of the My Information tab. EHRA Non-exempt Employees can view the following reports:
   - **Schedule** — shows the employee's schedule for the time period selected.
   - **Time Detail** — shows the times in and out and leave taken for the time period selected.
   - **My Accrual Balances and Projections** — lists all of the employee's accrual balances as of the date selected.

4. Select the report and time period and click the View Report button.



5. After viewing the report, click Return to run another report, or to close the My Reports tab click the X at the top of the tab.



Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	($)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Tue 11/01	Hours Worked						8.0		8.0	
Wed 11/02	Hours Worked						8.0		16.0	
Thu 11/03	Hours Worked						8.0		24.0	
Fri 11/04	Hours Worked						8.0		32.0	
Sat 11/05									32.0	
Sun 11/06									32.0	
Mon 11/07	Hours Worked						8.0		40.0	
Tue 11/08	Hours Worked						7.8		47.8	
Wed 11/09	Hours Worked						8.1		55.9	

Assistance with TIM

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