New TIM Administrator Training

Description: Time Information Management (TIM) provides tools to help you carefully track worked and non-worked hours to ensure your employees are compensated appropriately. In this class you will learn how to:

* Navigate the Upgraded TIM System
* Manage Timecards
* Perform Historical Corrections (the new name for historical edits)
* Process Pay Period Close

Prerequisites:
- Active ONYEN and Password
- Submitted and been approved as TIM Administrator, [http://financepolicy.unc.edu/form-section/payroll-benefits/](http://financepolicy.unc.edu/form-section/payroll-benefits/)

Review before Class:
- TIM Administrators need to have a detailed understanding of the UNC-CH [Wage Hour and Leave Policies for SHRA Non-Exempt employees](http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/). These policies are located on the HR website,
  - Wage Hour: [http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/](http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/)
- The most current [TIM Administrator Manual](http://finance.unc.edu/departments/training/#pane-0-4),
- If you have never used TIM before or you are unsure about how employees interact with TIM, please watch the Employee CBTs at [http://finance.unc.edu/departments/training/#pane-0-4](http://finance.unc.edu/departments/training/#pane-0-4)

Next Class:
- Location: AOB Building 104 Airport Drive, Room 3101
- Date: Friday, February 10, 2016
- Hours: 8:30am – 12:00pm

Registration Link:
[https://reg.abcsignup.com/reg/event_page.aspx?ek=0052-0006-7f360edab8124c7caa397b83b2e2c6ea](https://reg.abcsignup.com/reg/event_page.aspx?ek=0052-0006-7f360edab8124c7caa397b83b2e2c6ea)