



# TIM Upgrade: SHRA – Student and Temporary Employees

## What's changing?

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.

## 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.

The screenshot displays the TIM system interface. The 'My Timecard' panel on the left contains a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table lists dates from Mon 5/16 to Sun 5/29. Above the table are buttons for 'Approve Timecard', 'Print Timecard', 'Refresh' (highlighted with an orange box), 'Calculate Totals', and 'Save'. The 'My Timestamp' panel on the right shows 'Last Timestamp: Tuesday, May 03, 2016 5:02PM Eastern Time' and a 'Record Timestamp' button (also highlighted with an orange box).

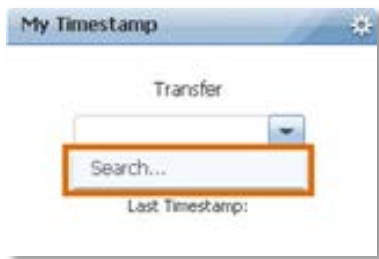
	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ x	Mon 5/16								
+ x	Tue 5/17								
+ x	Wed 5/18								
+ x	Thu 5/19								
+ x	Fri 5/20								
+ x	Sat 5/21								
+ x	Sun 5/22								
+ x	Mon 5/23								
+ x	Tue 5/24								
+ x	Wed 5/25								
+ x	Thu 5/26								
+ x	Fri 5/27								
+ x	Sat 5/28								
+ x	Sun 5/29								

**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.

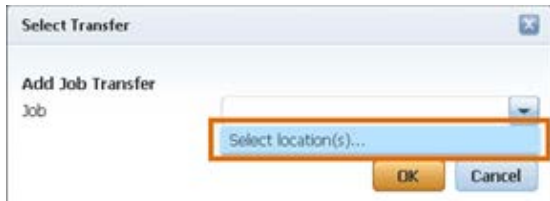
## Transferring to a Secondary Position

If you hold more than one SHRA position with the University and need to record a timestamp for your secondary position, you first need to make sure that the secondary position is displayed in the Transfer field. To transfer to a secondary position and record a timestamp:

1) Click the **Transfer** dropdown and click **Search**.



2) In the **Select Transfer** menu, click the dropdown arrow and click **Select location(s)**.



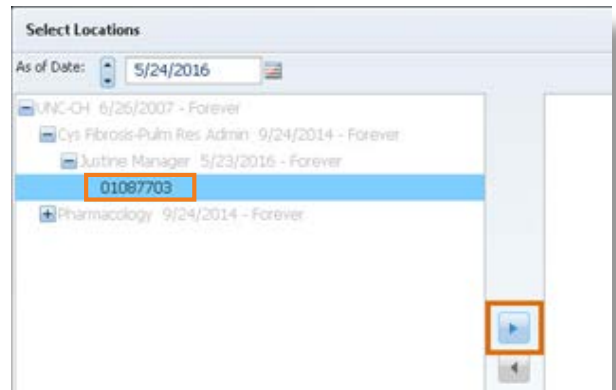
4) In the new window, click the plus sign next to the department your position is assigned to.

Result: This opens a new row.

5) Then click the plus sign next to the manager that your position reports to.

Result: This opens a new row.

6) Click on the position number to highlight it and then click the arrow that points right to move the selected position number to the box on the right side.



8) Click the **Select** button in the bottom right corner to finalize the transfer.

9) Click **OK**.



10) Now the secondary position is displayed in the **Transfer** field, you can record a timestamp.



**Important:** You should never transfer to a secondary position when recording a timestamp out.

## Approving Your Timecard

You will still approve your timecard at the end of each pay period. After verifying

your hours, click **Approve Timecard** to approve your timecard.

**My Timecard**
Loaded: 2:40PM
Current Pay Period

Approve Timecard

Print Timecard

Refresh

Calculate Totals

Save

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
		Mon 5/16								
		Tue 5/17								
		Wed 5/18								
		Thu 5/19								

**My Timestamp**

Last Timestamp: Tuesday, May 03, 2016  
 5:02PM Eastern Time

**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.

		Thu 5/05			7:58AM		12:12PM			
					1:12PM		5:00PM	8.0	8.0	
		Fri 5/06	Sick	8.0					8.0	
		Sat 5/07								