TIM EMPLOYEE MANUAL

SHRA AND EHRA EXEMPT EMPLOYEES

May, 2019

Contents

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 and leave 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 SHRA and EHRA Exempt Employees.

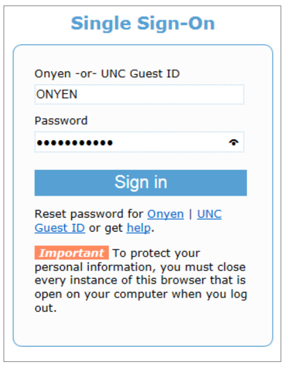
Logging in & Signing Out

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.

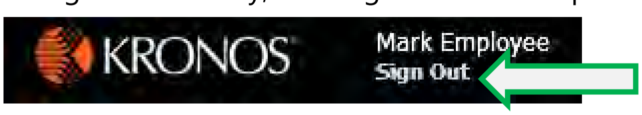
To access via ConnectCarolina

1. Go to https://connectcarolina.unc.edu/.
2. If the UNC Single Sign On screen appears, sign in as described above.
3. From the Self Service home page, 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.



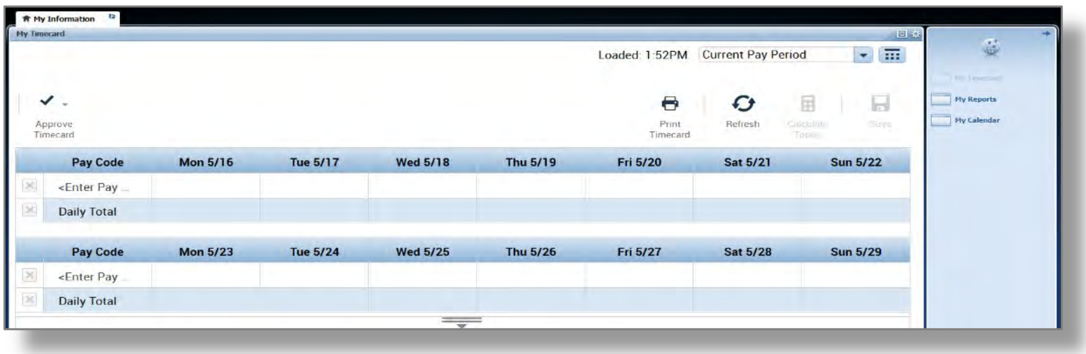
2. After you have signed out of TIM successfully, use the X button in the top right corner to close the web browser.

❖ TIM is set to automatically sign out after 30 minutes of inactivity.

Viewing My Timecard

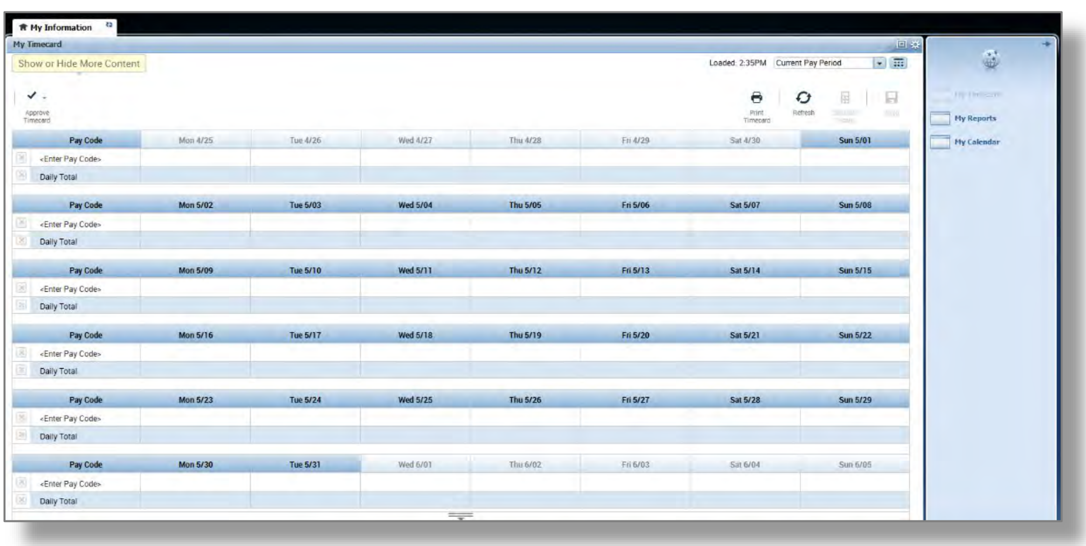
After you log in, you will see the My Timecard Tab. This is where you will enter your leave taken. The pay period displayed for SHRA Exempt Employees is two weeks long as seen below.

SHRA Exempt Employee Timecard



The My Timecard Tab for EHRA Exempt Employees will have the exact same functionality as the My Timecard tab for SHRA Exempt Employees but the pay period displayed will consist of the entire month rather than just two weeks.

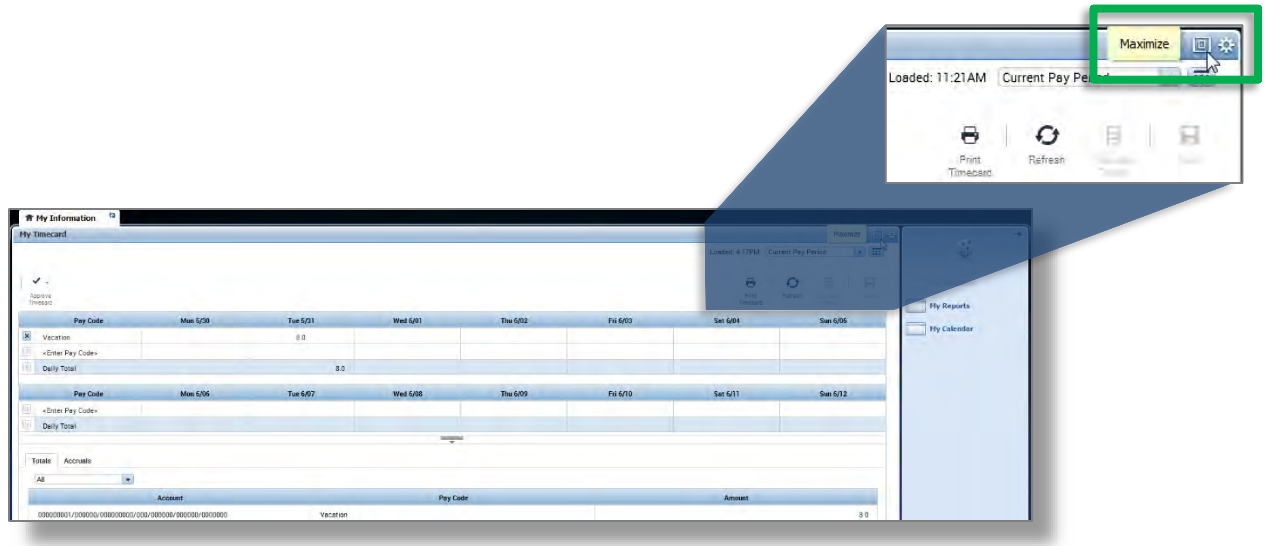
EHRA Exempt Employee Timecard



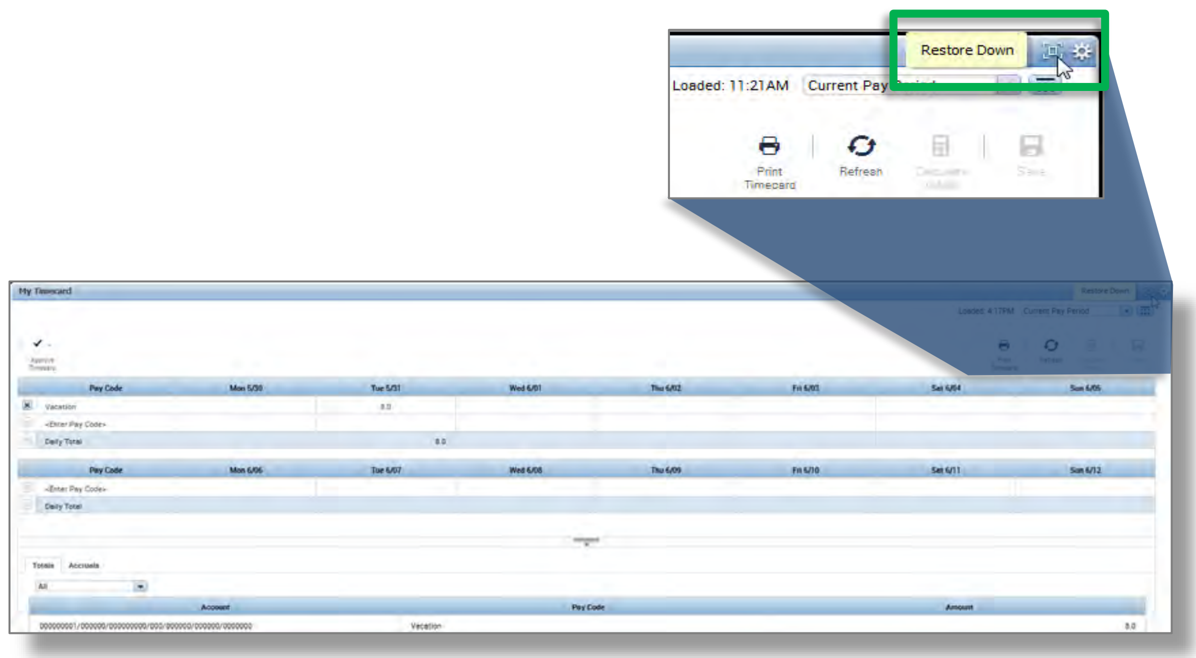
> ❖ To keep things simple, this manual will use the My Timecard Tab for SHRA Exempt Employees that displays two weeks for most of the images and demonstrations.

Maximizing and Minimizing My Timecard View

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



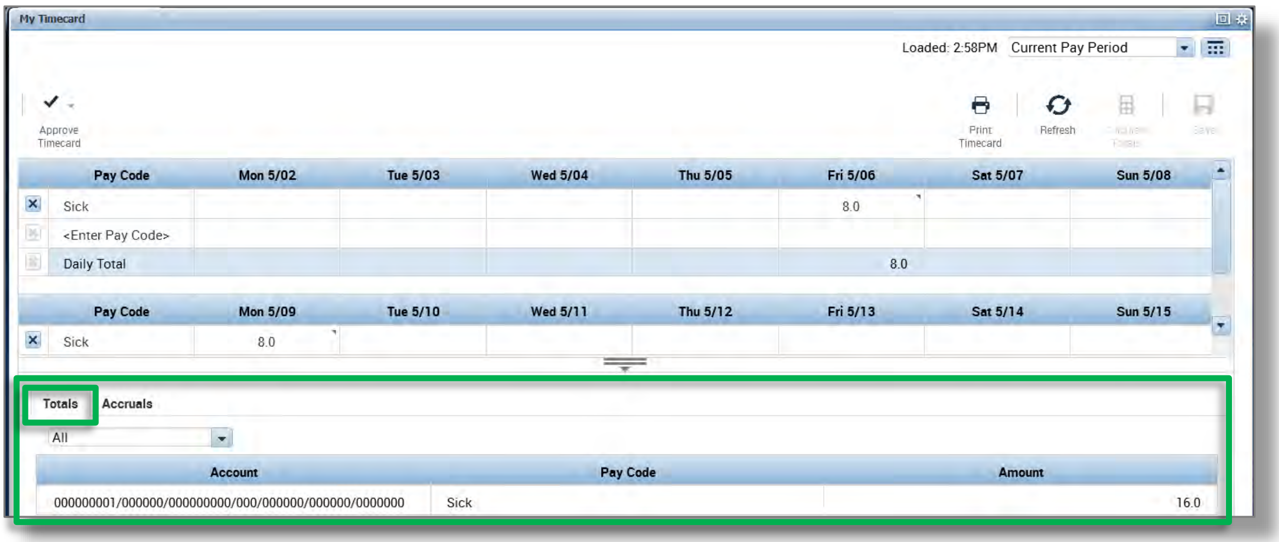
To restore the My Timecard tab back to the original size click the Restore Down button in the top right.



Viewing Timecard Tabs

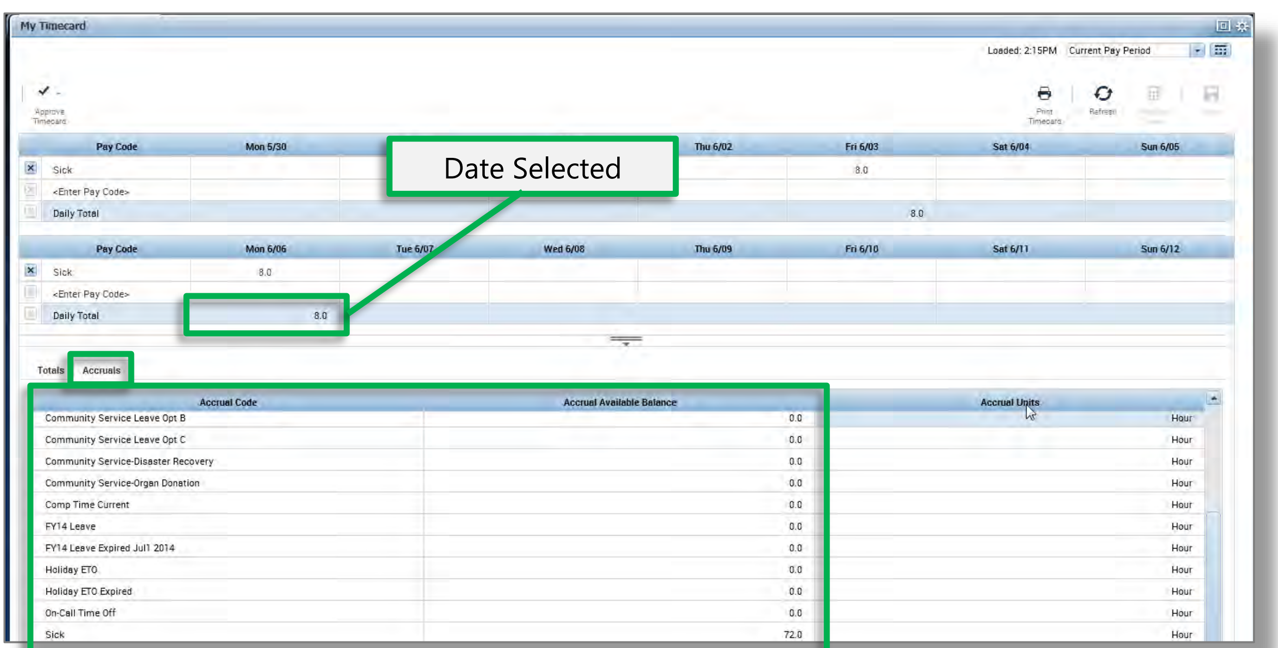
Note that you can click the Show Timecard Tabs icon  at the bottom of the screen to view Totals and Accruals.

In the Totals Tab you can review your leave taken in the pay period.



The Accruals Tab allows you to review your Accruals on a selected date in the timecard. To select a date, click the Daily Total cell under the date you wish to review.

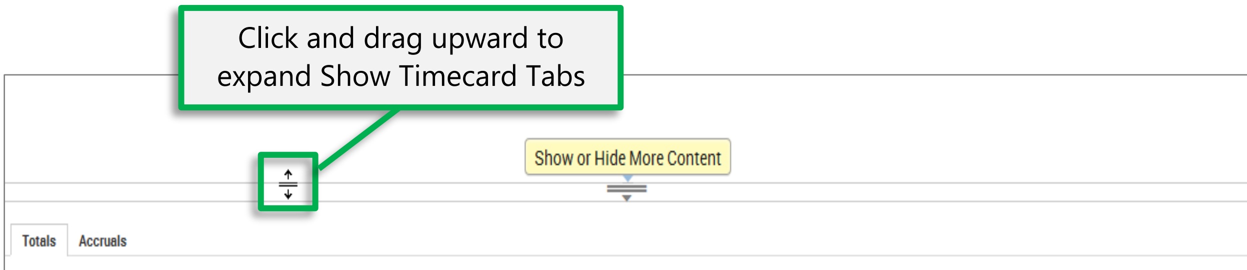
Accrual balances are shown as of the date you selected only.



If you have questions about the information that appears in the Totals or Accruals tab, you will need to ask your Manager.

To expand the Totals tab in order to display more information, hover your mouse over the row that contains the Show Timecard Tabs icon until the Show or Hide More Content cursor appears.

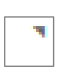
Once the cursor appears, click and drag the row that contains the Show Timecard Tabs icon upward to expand the Show Timecard Tabs.



Changing the Pay Period Displayed in the Timecard

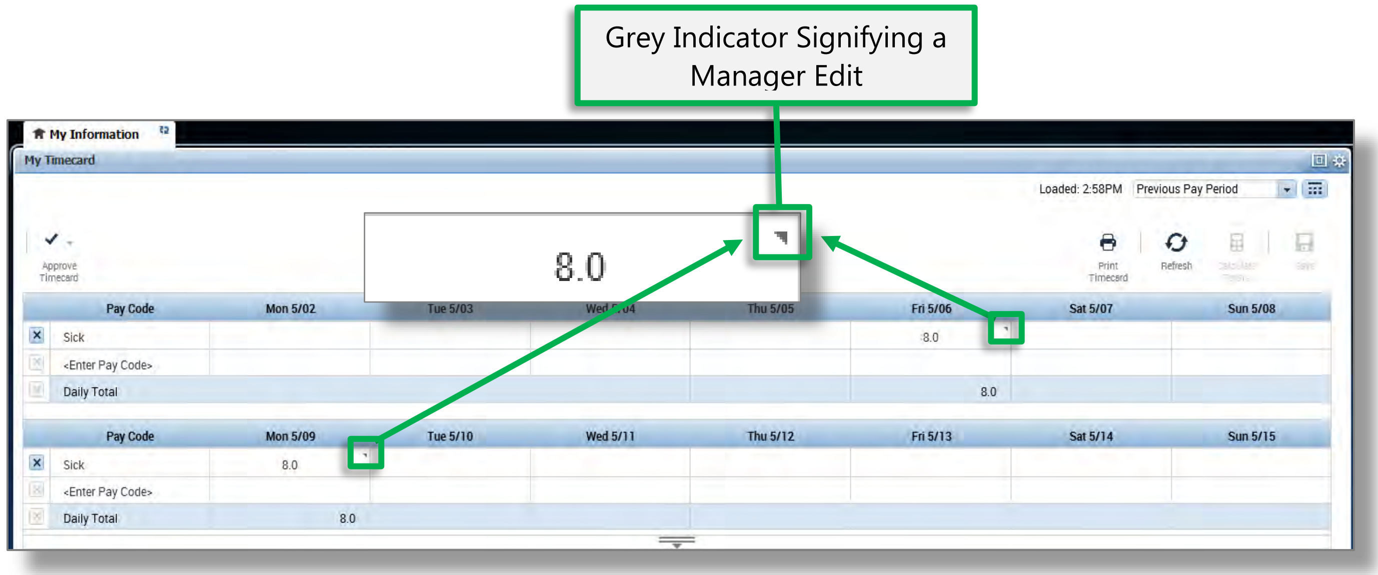
Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.

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.

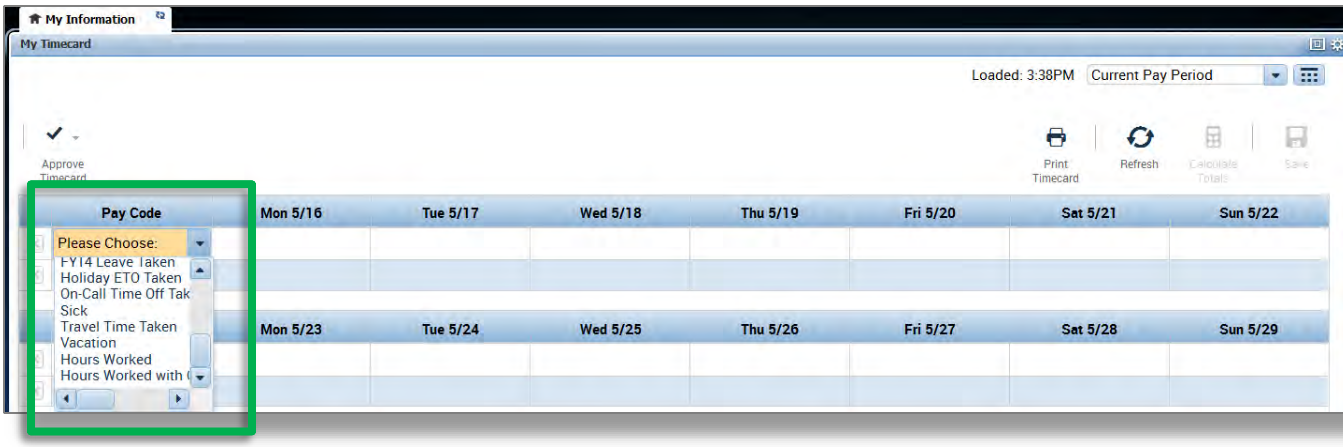


Entering Leave Taken

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

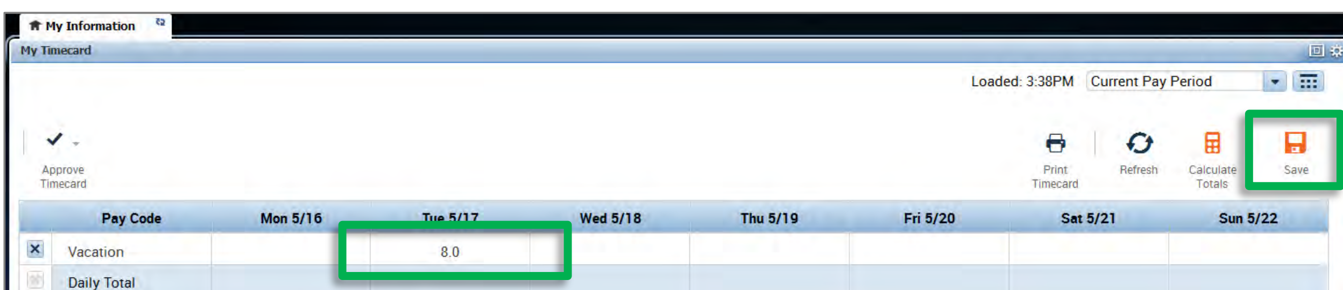
new

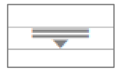
- ❖ Drop down arrows no longer appear in the pay code column in the new version of TIM. Simply click in the desired cell and select the appropriate leave pay code.

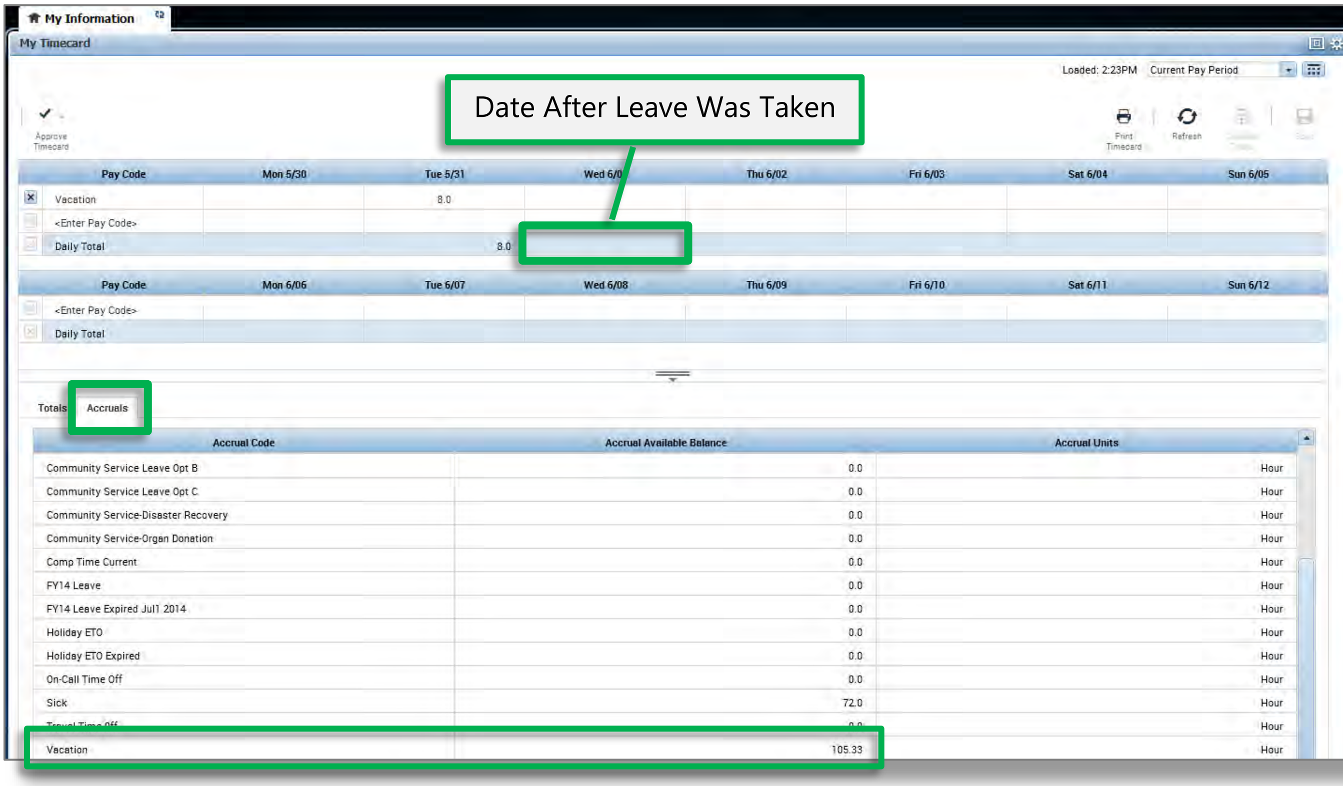


- ❖ You can type the first letter of the pay code you would like to use to prompt the pay code to appear. For example, if you type "S", "Sick" will appear in the cell.

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

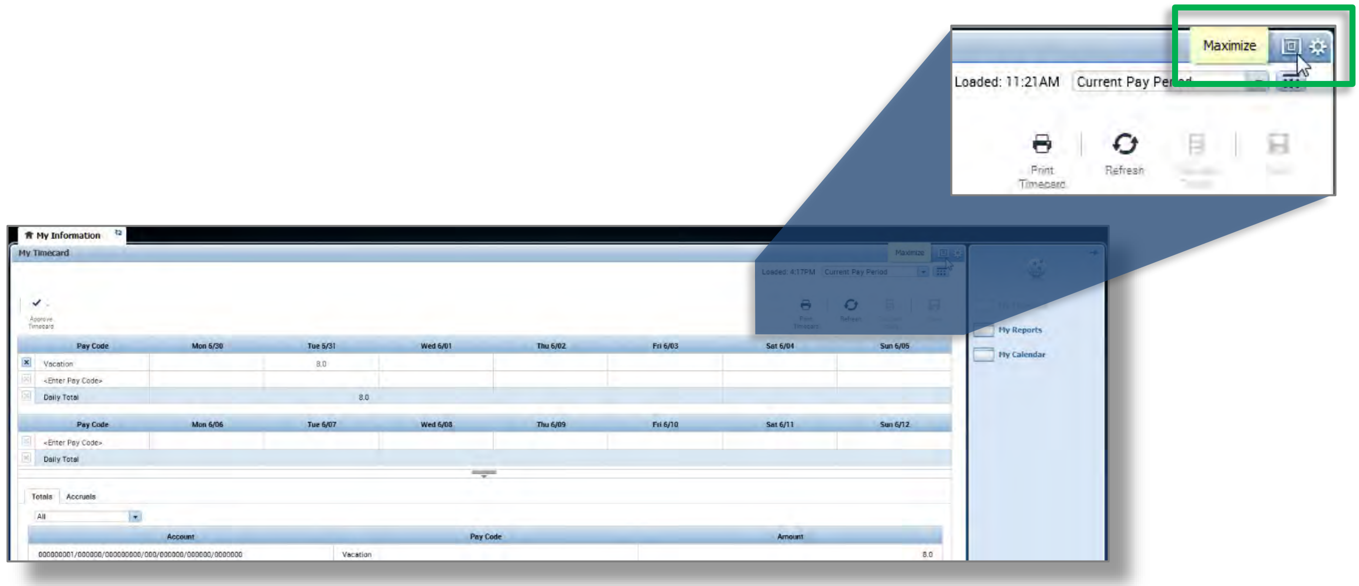


3. To review your accrual balances, click the Daily Total cell in the timecard after the leave was taken, click the Show Timecard Tabs icon  and click Accruals.



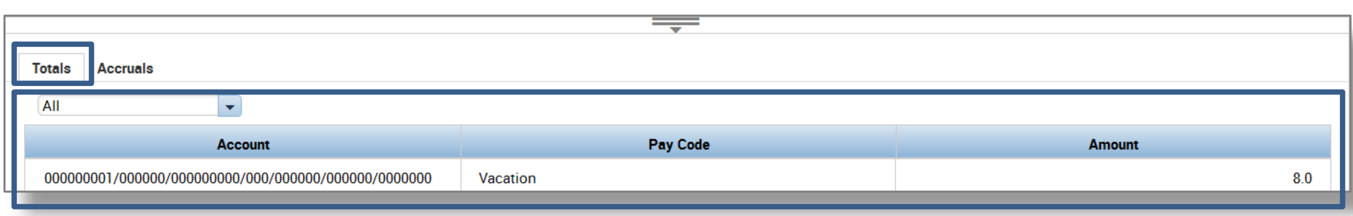
Approving My Timecard

1. At the end of the pay period, expand the My Timecard tab in order to display a larger view by clicking the Maximize button in the top right.



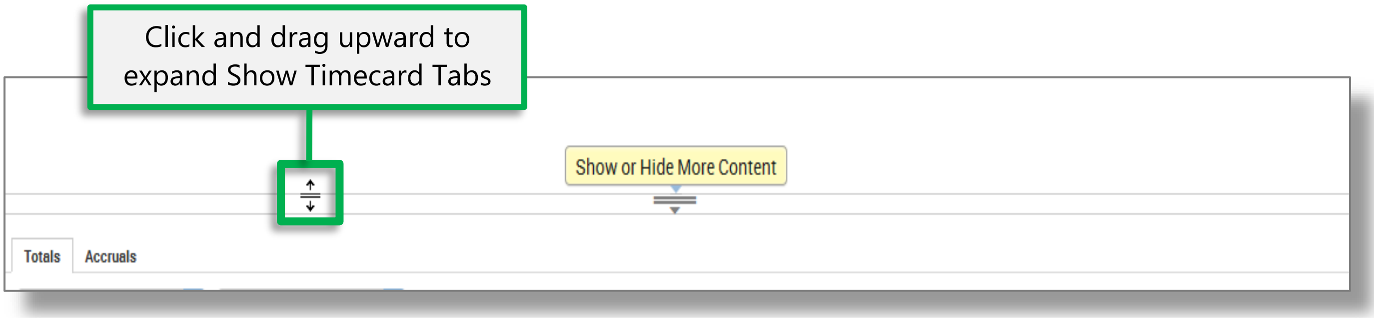
❖ Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.

1. Then, click the Show Timecard Tabs  icon at the bottom of the timecard to access the Totals tab in order to review the amount of leave taken entered for the pay period.



2. If you need to see more information in the Timecard tabs, hover your mouse on the row that contains the Show Timecard Tabs icon in order to use the Show or Hide More Content cursor to expand the Timecard tabs to display more information.

   Once the cursor appears, click and drag the row that contains the Show Timecard Tabs icon upward to expand the Show Timecard Tabs.



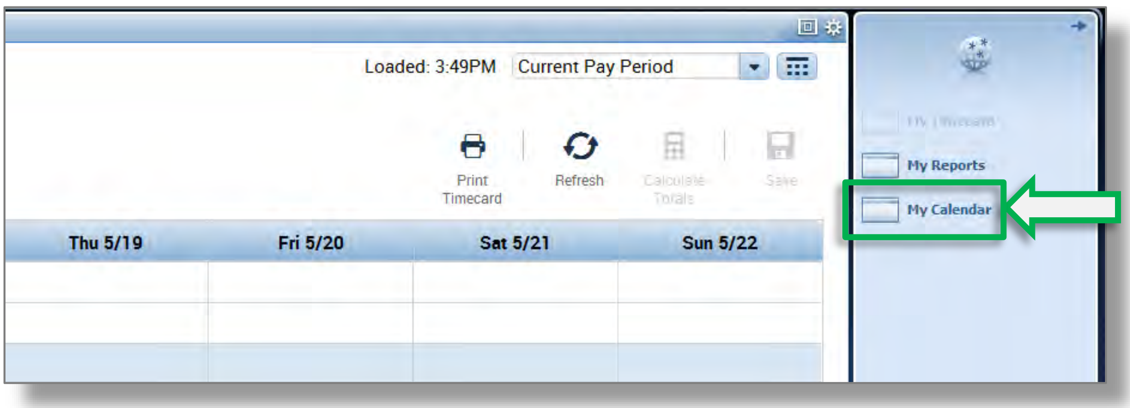
3. If the total hours are correct, click the Approve Timecard icon on the left side of the My Timecard tab and select Approve Timecard. If the total hours are not correct, notify your Manager immediately and approve the timecard as soon as it is correct.

The timecard changes color after it has been approved.

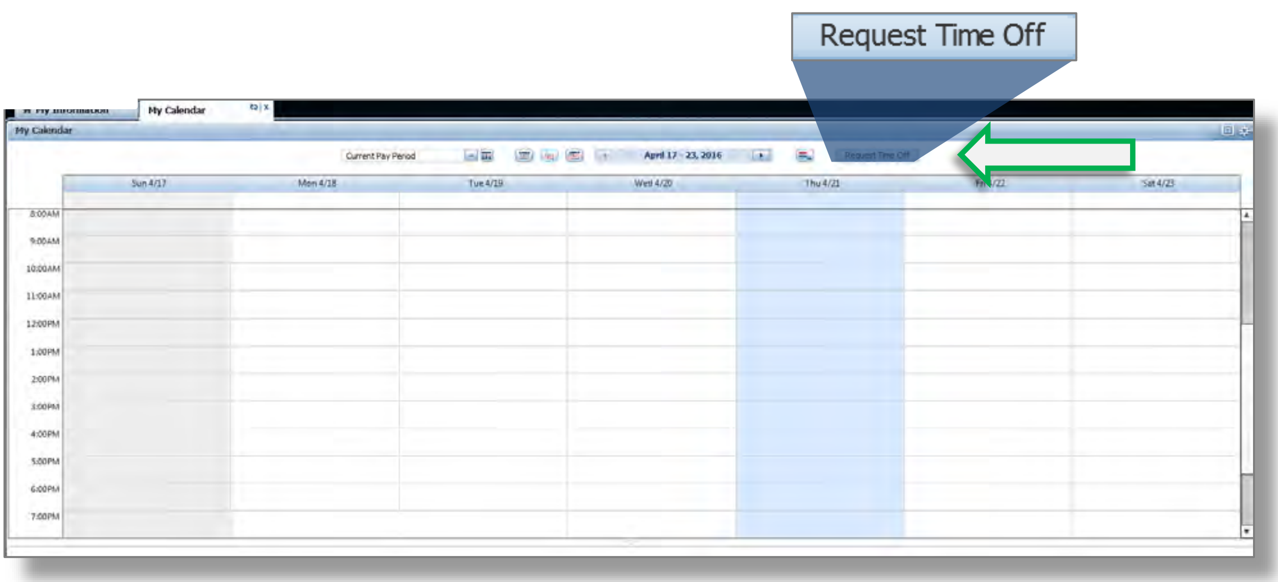
- Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
- If the amount of leave taken not correct, notify your Manager immediately. Approve the timecard as soon as it is correct.
- After employee or manager approval has been applied to the timecard, only a manager can make changes to it. Employee and manager approvals cannot be removed.

Submitting a Time Off Notification Request

1. Click on My Calendar in the Widget Screen on the right side of the screen.



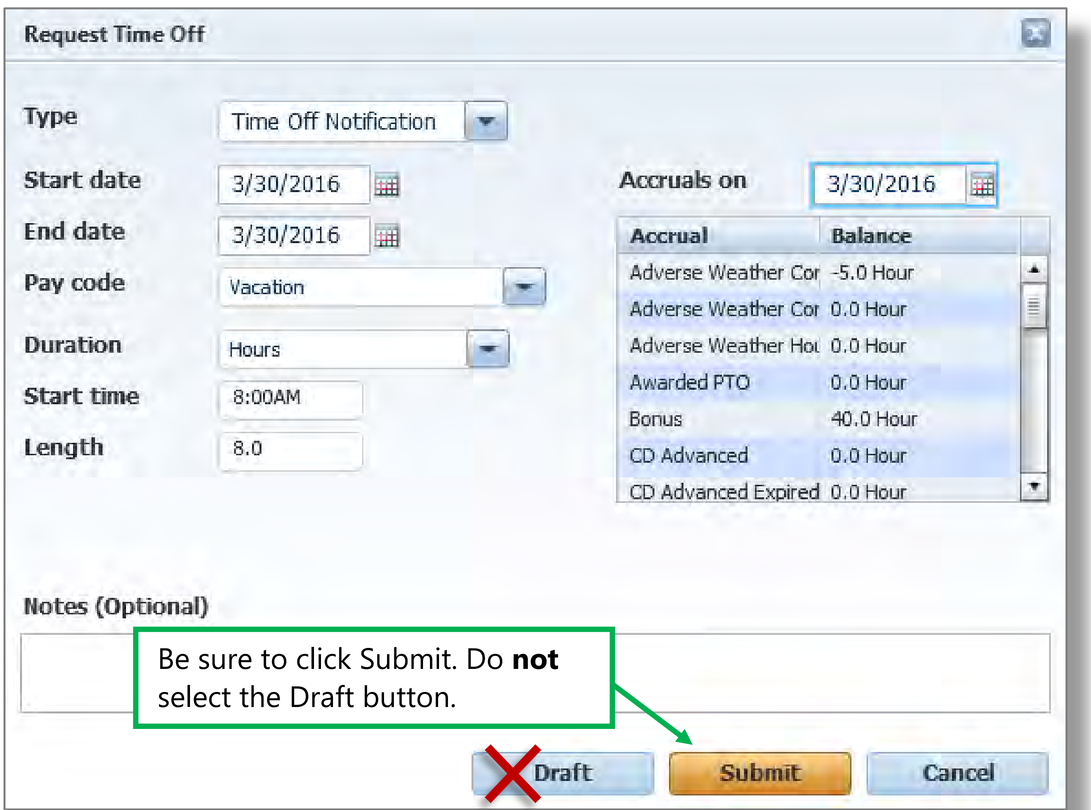
2. My Calendar will open in a new tab to the right of My Information. Click the Request Time Off button.



3. Select the Start date and End date in order to indicate when the time off will occur.

- Select one date or consecutive dates of actual leave taken only. If a start date is Thursday and the end date is the following Monday date for example, hours of leave taken will appear on Saturday and Sunday. Therefore, the employee would need to enter two separate Time Off Notification requests to avoid hours of leave taken appearing on Saturday and Sunday. The first Time Off Notification Request would be for Thursday-Friday and the second Time Off Notification Request would be for the following Monday.
- All dates requested must be in the future.

4. Select the appropriate Pay code (Ex: Vacation), leave Duration set to Hours, enter the Start time, and enter the amount of hours per day in the Length field. You can also include an optional note to your manager.



Change the date above the Accruals listed on the right side of the request form to review balances on a future date.

Do not select the Draft button. Draft requests will not be sent to the manager for approval.

5. Click Submit.
6. You will receive an automated email informing you of the manager's decision.

EXAMPLE:

Below is an automated email sent to an employee who submitted two different Time Off Notification Requests. One was approved and one was denied so he received the following automated email message:

Subject: Your time off request 203 has changed status, Your time off request 202 has changed status

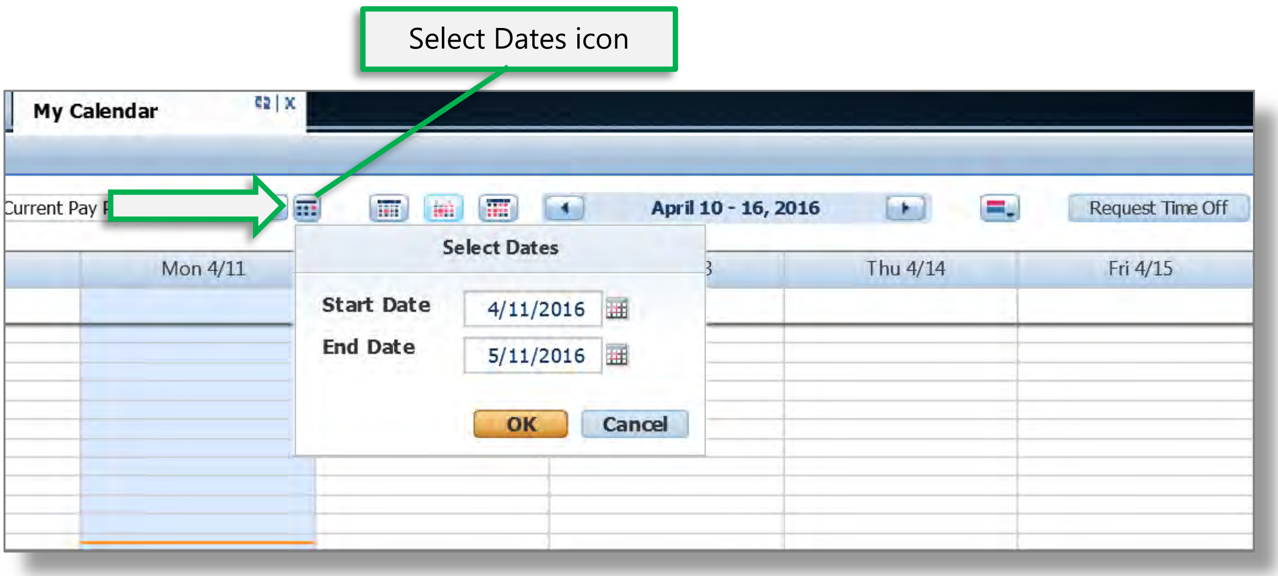
Status: Approved
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/05/2016
End date: 4/05/2016

Status: Refused
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/06/2016
End date: 4/06/2016

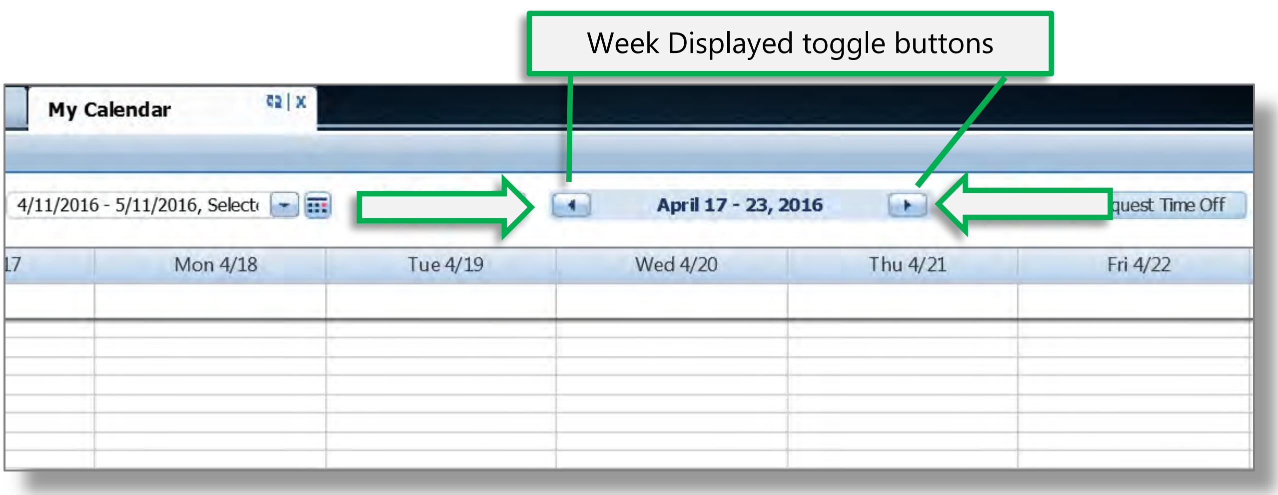
Viewing a Time Off Notification Request

1. In the My Calendar tab, click the Select Dates icon to select a Start Date and End Date to select a range of dates that includes the date(s) you requested time off. Click OK.

> ❖ This step is necessary because date columns that occur beyond your selected range will appear in grey and **will not** display Time Off Notification Requests.

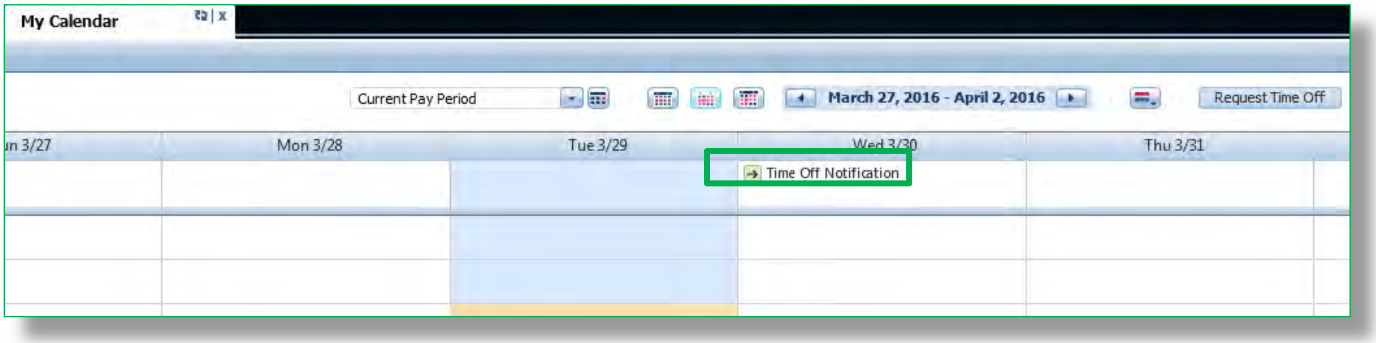


2. Next, use the Week Displayed toggle buttons to scroll to the week that you wish to display from within the date range you selected.

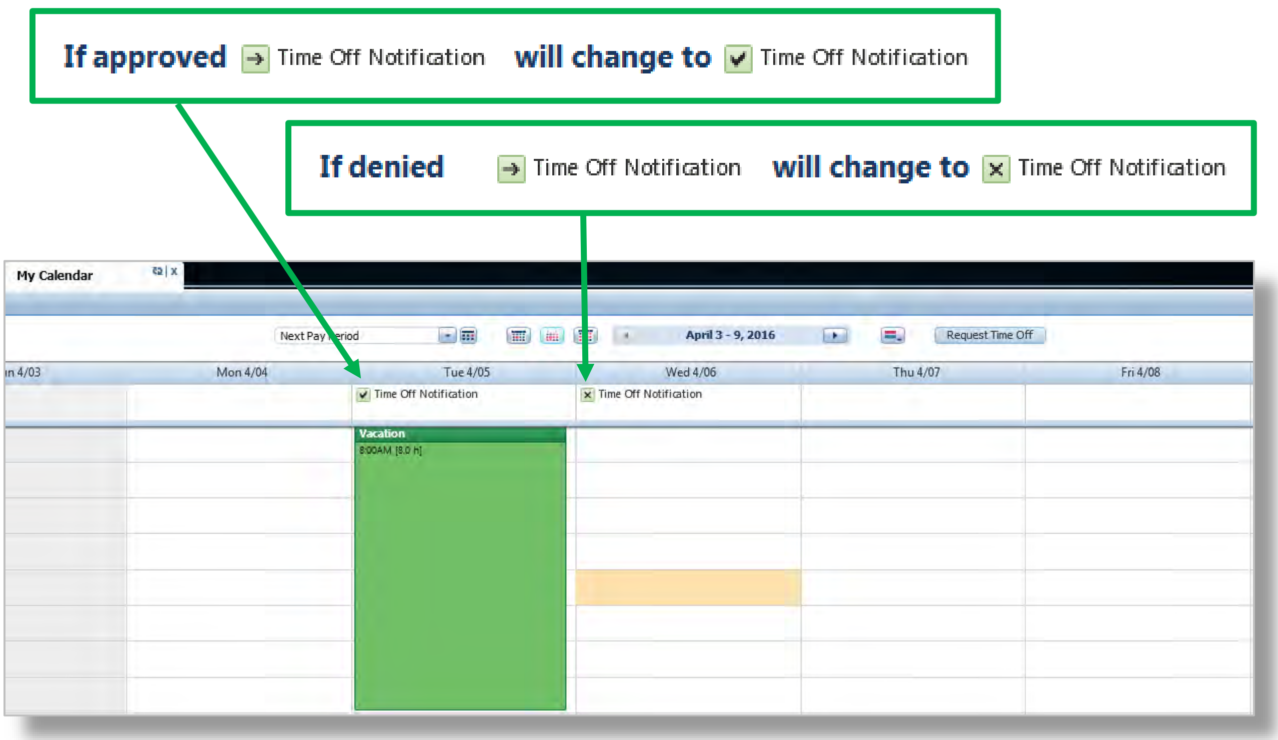


- Dates that occur before or after the selected range of dates will appear in grey and will not display Time Off Notification Requests.

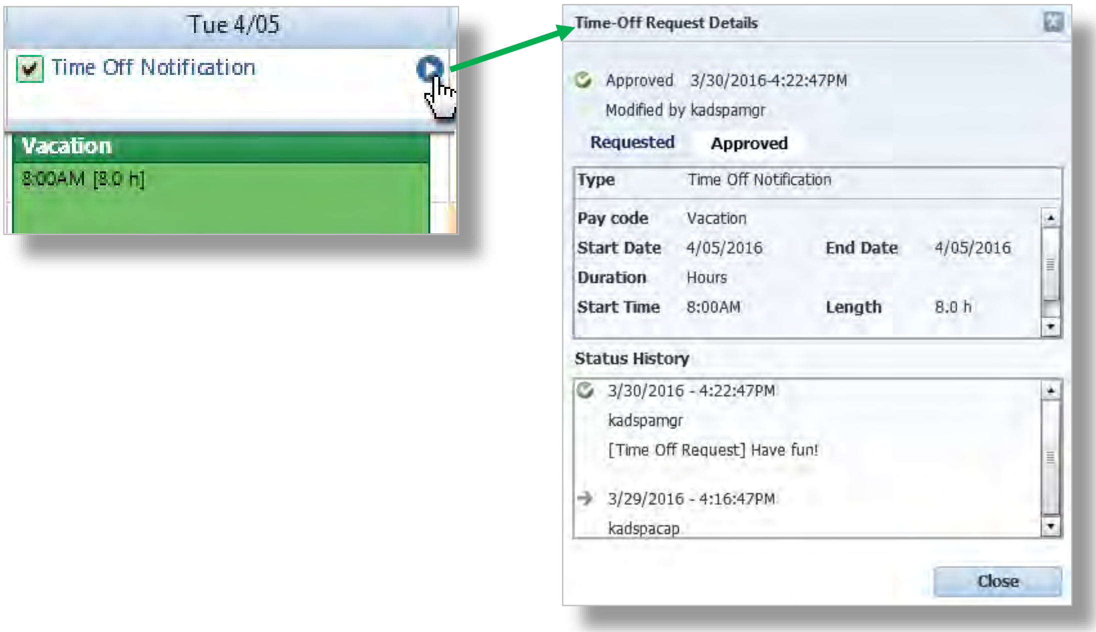
3. The Time Off Notification Request appears at the top of the date requested in the My Calendar tab.



4. After your Manager has approved or denied your Time Off Notification Request, the symbol in the green box on your Time Off Notification displayed in the My Calendar tab will change to reflect your Manager's decision.

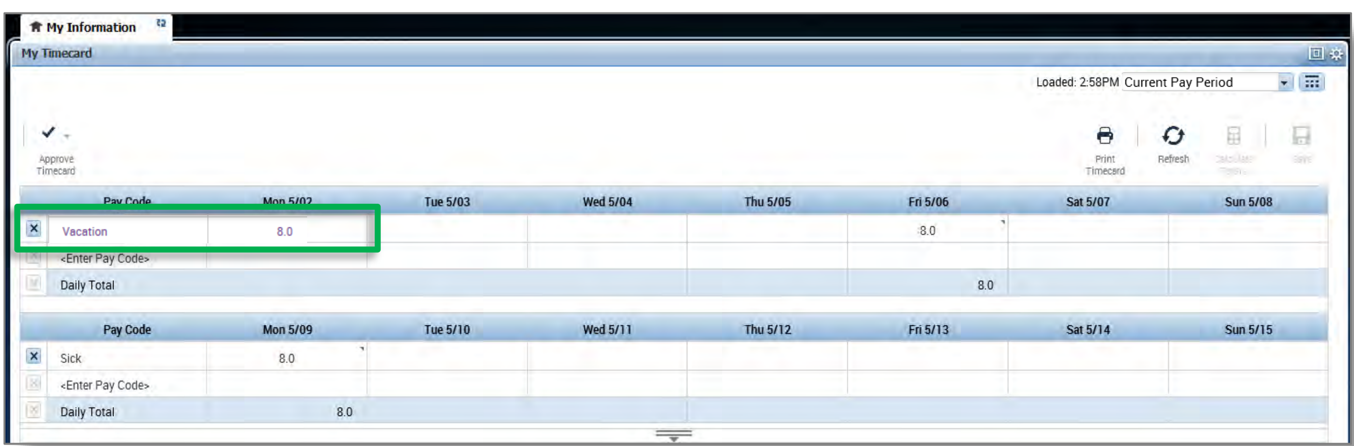


Hover your mouse over the box that reads Time Off Notification. Click the icon that appears and select Details to display the Time-Off Request Details box.



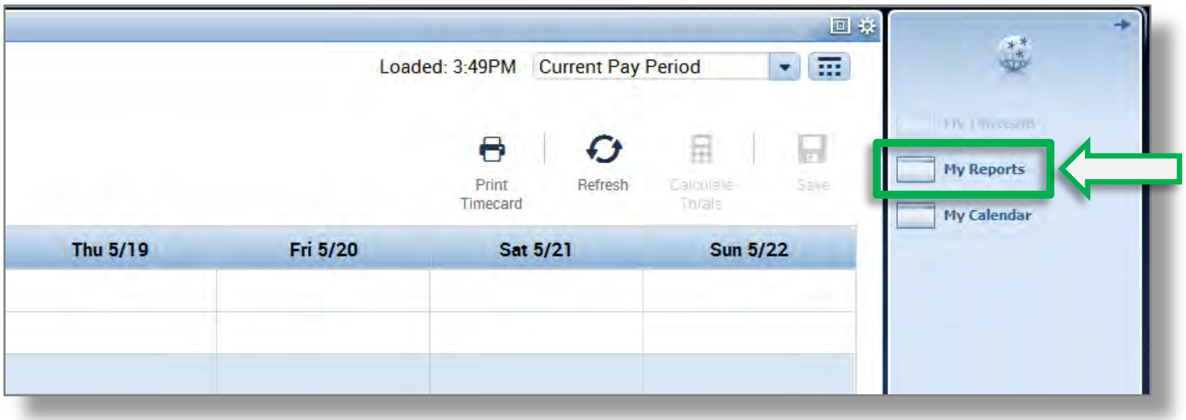
Approved Time Off Notification Requests will also appear in purple in the My Timecard tab and cannot be edited by employees.

However, they do not always appear in your timecard in the future. The approved leave pay code and hours requested will appear in your timecard when the date requested is in the current pay period.



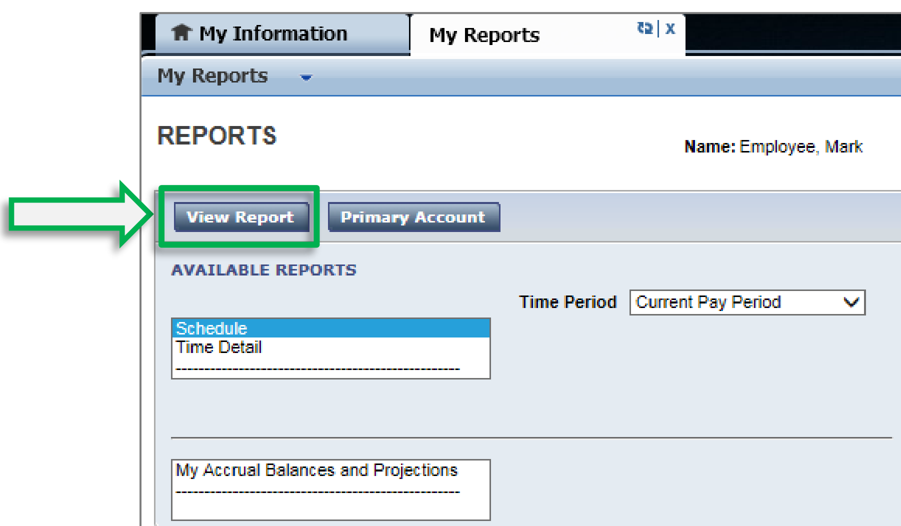
Viewing My Reports

1. Click My Reports in the Widget Screen on the right side of the screen to view a list of available reports.

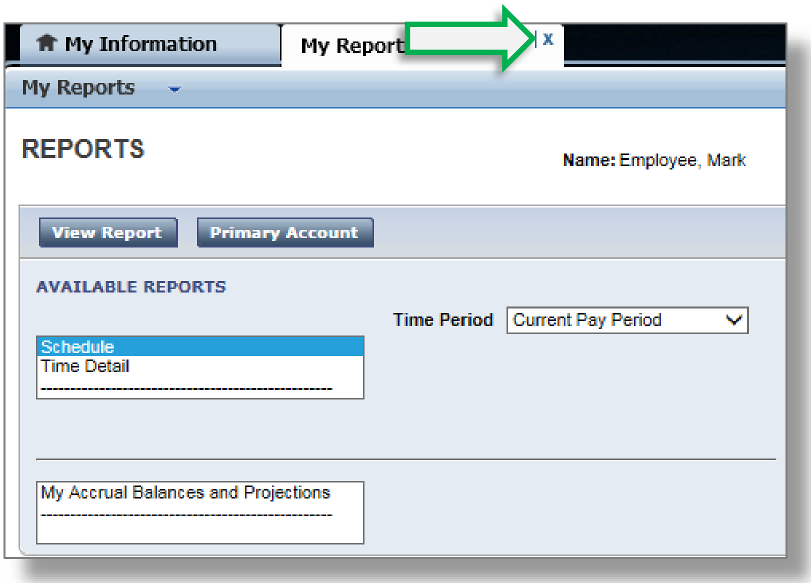


2. My Reports will open in a new tab to the right of the My Information tab. SHRA and EHRA Exempt Employees can view the following reports:
   - **Schedule** — shows the employee's schedule for the time period selected.
   - **Time Detail** — shows the times in and out and leave taken for the time period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

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



4. Click the Return button to return to the list of reports and run another report or click the X on the My Reports tab to close reports.



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.