

TIM EMPLOYEE MANUAL

**SHRA NON-EXEMPT EMPLOYEES
SET TO MANUAL TIME ENTRY**

May, 2019

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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 SHRA Non-Exempt Manual Time Entry 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.

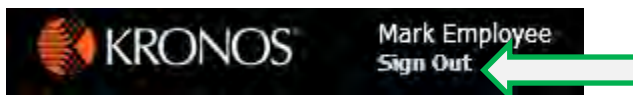
To access via ConnectCarolina

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.

Entering Time In and Out

SHRA Non-Exempt Manual Time Entry Employees need to enter time into the timecard for each of the following:

- Start and end of each shift worked
- Start and end of each meal break

To Enter Time In and Out

1. To enter time In and Out, click in the desired cell in the My Timecard tab, enter the time, and click Save.

The screenshot shows the 'My Timecard' interface. At the top, there's a header with 'My Information' and 'My Timecard'. Below this, there's a toolbar with buttons for 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The 'Save' button is highlighted with a green box. Below the toolbar is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table has rows for dates from 'Mon 7/...' to 'Sun 8/...'. The 'In' column for 'Mon 7/...' contains the text '8:00AM', which is also highlighted with a green box.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 7/...			8:00AM					
Tue 7/...								
Wed 7/...								
Thu 7/...								
Fri 7/29								
Sat 7/...								
Sun 7/...								
Mon 8/...								
Tue 8/...								
Wed 8/...								
Thu 8/...								
Fri 8/05								
Sat 8/...								
Sun 8/...								

- To enter a time Out, for the start of a meal break for example, click the cell in the Out column in the same row as your previous entry, enter the time, and click Save.

My Timecard

Loaded: 12:32 PM Current Pay Period

Approve Timecard

Print Timecard

Refresh Calculate Totals

Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 7/...			8:00AM		12:15P...						
+ X	Tue 7/...											
+ X	Wed 7/...											
+ X	Thu 7/...											
+ X	Fri 7/29											
+ X	Sat 7/...											
+ X	Sun 7/...											
+ X	Mon 8/...											
+ X	Tue 8/...											
+ X	Wed 8/...											
+ X	Thu 8/...											
+ X	Fri 8/05											
+ X	Sat 8/...											
+ X	Sun 8/...											

- When you return from your meal break, click the cell in the second In column in the same row as your previous entries, enter the time, and click Save.

My Timecard

Loaded: 12:32 PM Current Pay Period

Approve Timecard

Print Timecard

Refresh Calculate Totals

Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 7/...			8:00AM		12:15P...	1:15PM					
+ X	Tue 7/...											
+ X	Wed 7/...											
+ X	Thu 7/...											
+ X	Fri 7/29											
+ X	Sat 7/...											
+ X	Sun 7/...											
+ X	Mon 8/...											
+ X	Tue 8/...											
+ X	Wed 8/...											
+ X	Thu 8/...											
+ X	Fri 8/05											
+ X	Sat 8/...											
+ X	Sun 8/...											

4. To enter a time Out when you finish working, click in the cell in the second Out column on the same row, enter the time, and click Save.

My Information

My Timecard

Loaded: 12:32 PM Current Pay Period

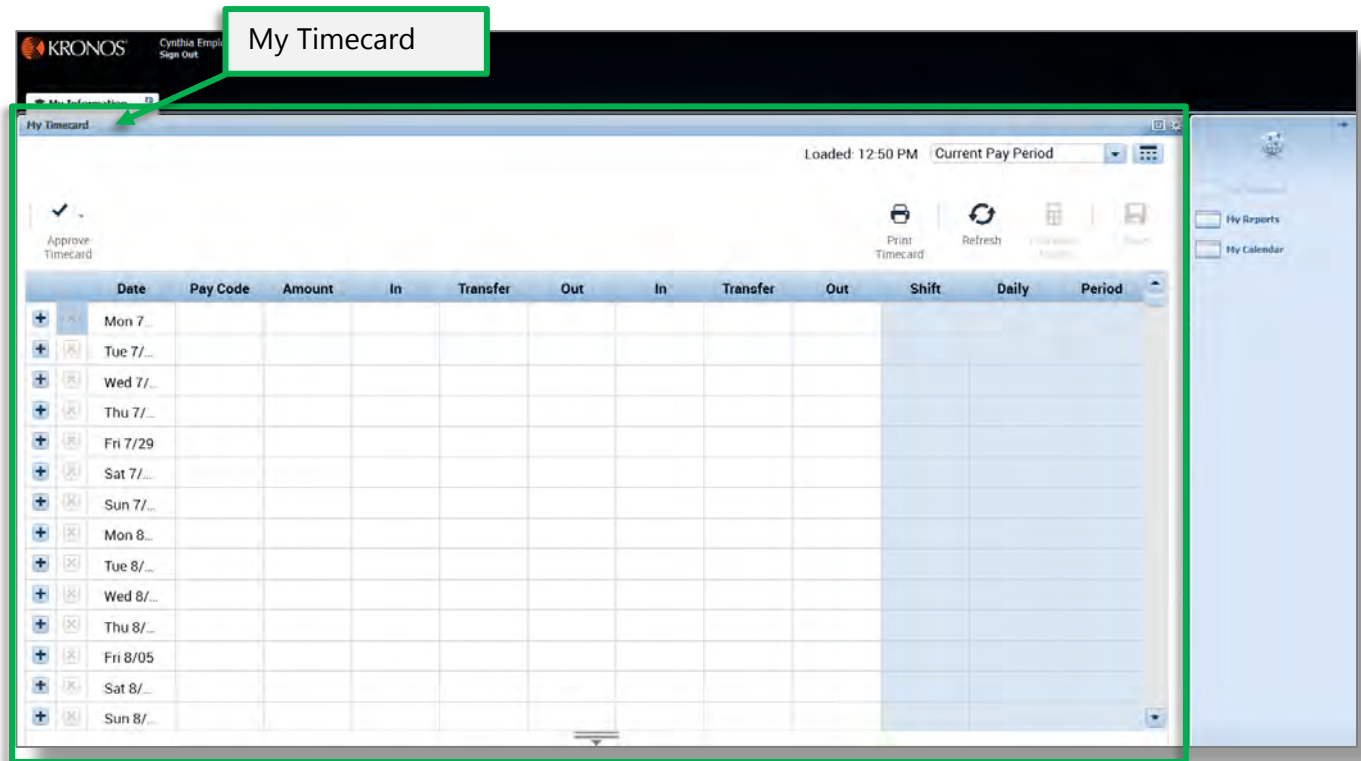
Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 7/...			8:00AM		12:15P...	1:15PM		5:01PM			
+ X	Tue 7/...											
+ X	Wed 7/...											
+ X	Thu 7/...											
+ X	Fri 7/29											
+ X	Sat 7/...											
+ X	Sun 7/...											
+ X	Mon 8/...											
+ X	Tue 8/...											
+ X	Wed 8/...											
+ X	Thu 8/...											
+ X	Fri 8/05											
+ X	Sat 8/...											
+ X	Sun 8/...											

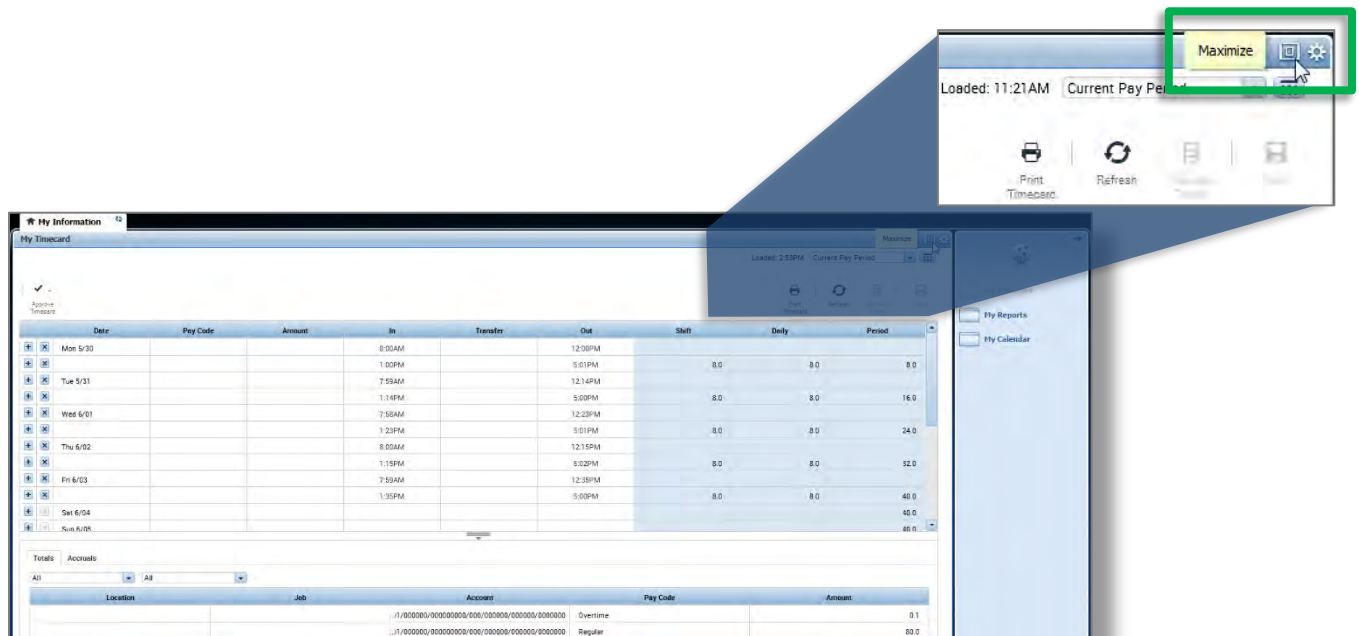
Viewing My Timecard

The My Timecard tab appears on the main screen when a SHRA Non-Exempt Manual Time Entry Employee logs into TIM.

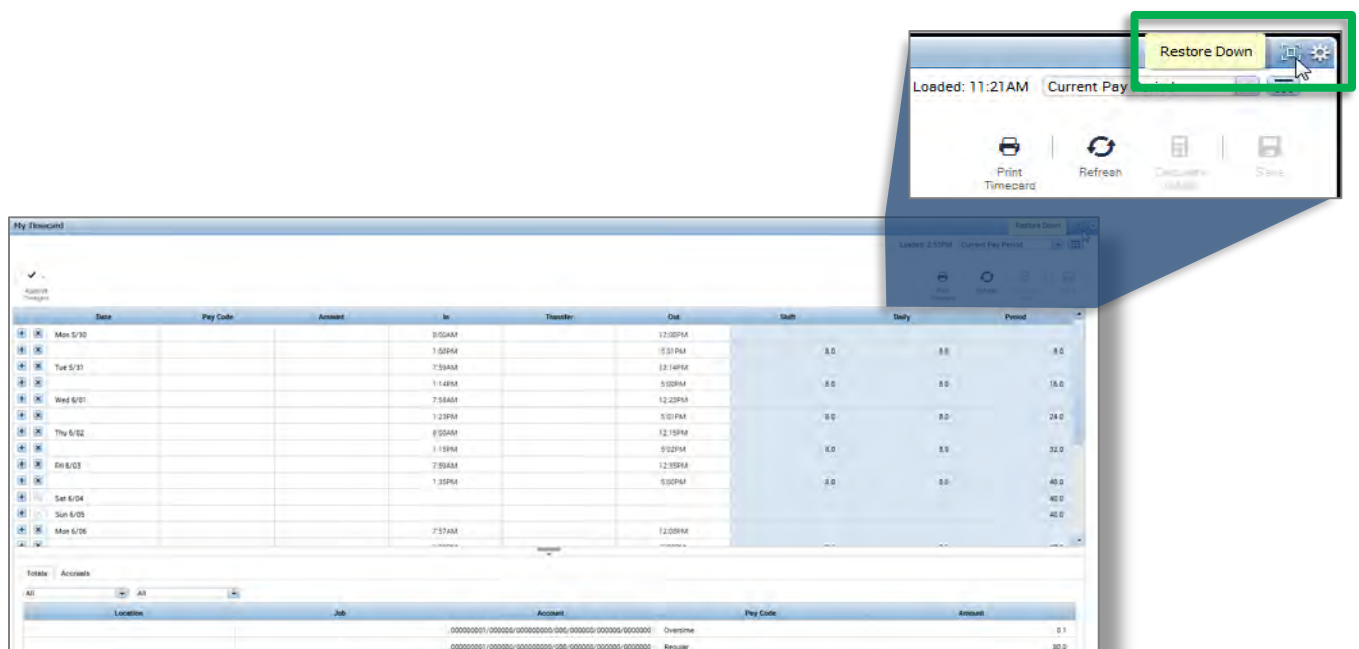


Maximizing and Minimizing My Timecard View


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



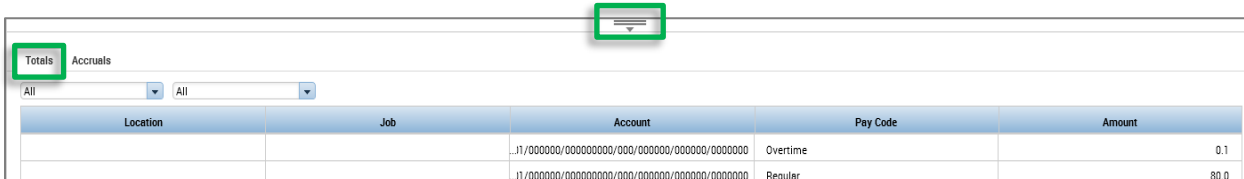
To restore the My Timecard tab back to the original size click the Restore Down button in the top right.



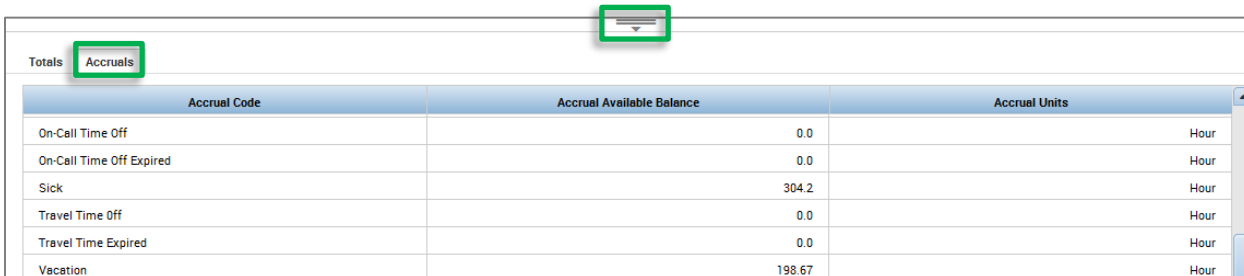
Viewing Timecard Tabs

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

Totals



Location	Job	Account	Pay Code	Amount
		..11/000000/000000000/000/000000/000000/00000000	Overtime	0.1
		..11/000000/000000000/000/000000/000000/00000000	Regular	80.0

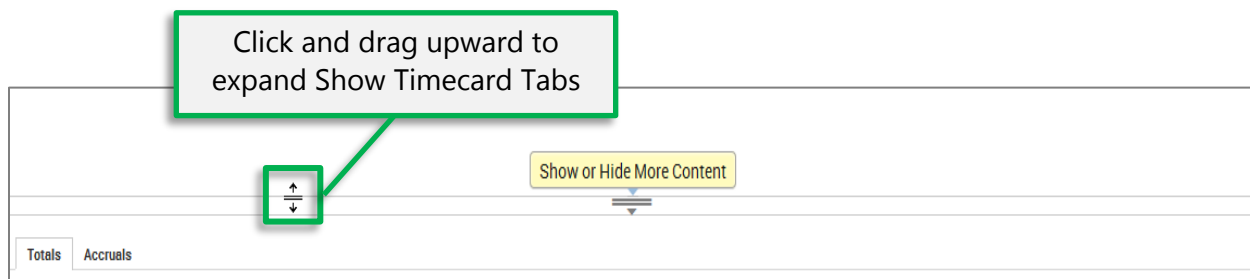


Accrual Code	Accrual Available Balance	Accrual Units
On-Call Time Off	0.0	Hour
On-Call Time Off Expired	0.0	Hour
Sick	304.2	Hour
Travel Time Off	0.0	Hour
Travel Time Expired	0.0	Hour
Vacation	198.67	Hour

- ❖ You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.
- ❖ 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.

The screenshot shows the 'My Timecard' interface. A dropdown menu is open, allowing the user to select the pay period to be approved. The menu options are:

- Current Pay Period (highlighted)
- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Week to Date
- Last Week
- Yesterday
- Today
- Yesterday,Today,Tomorrow
- Yesterday plus 6 days
- Last 30 days


The background shows a timecard grid with the following columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out. The grid displays data for the week of July 29 to August 6, 2012. The 'Amount' column shows a value of 8.0 for the week of July 29 to August 6, 2012.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Mon 7/29			7:59AM		12:15PM	1:15PM		5:00PM
Tue 7/30			7:58AM		1:00PM	2:00PM		5:00PM
Wed 7/31			8:00AM		12:26PM	1:26PM		4:59PM
Thu 7/29			8:01AM		12:32PM	1:32PM		5:01PM
Fri 7/29	Sick	8.0						
Sat 7/30								
Sun 7/31								
Mon 8/6			7:59AM		12:00PM	1:00PM		5:01PM
Tue 8/7			8:02AM		12:02PM	1:02PM		5:00PM
Wed 8/8			8:00AM		1:00PM	2:00PM		5:02PM
Thu 8/9			7:58AM		12:47PM	1:47PM		5:00PM
Fri 8/10			8:00AM		1:00PM	2:00PM		5:00PM
Sat 8/11								
Sun 8/12								

Viewing My Timecard:

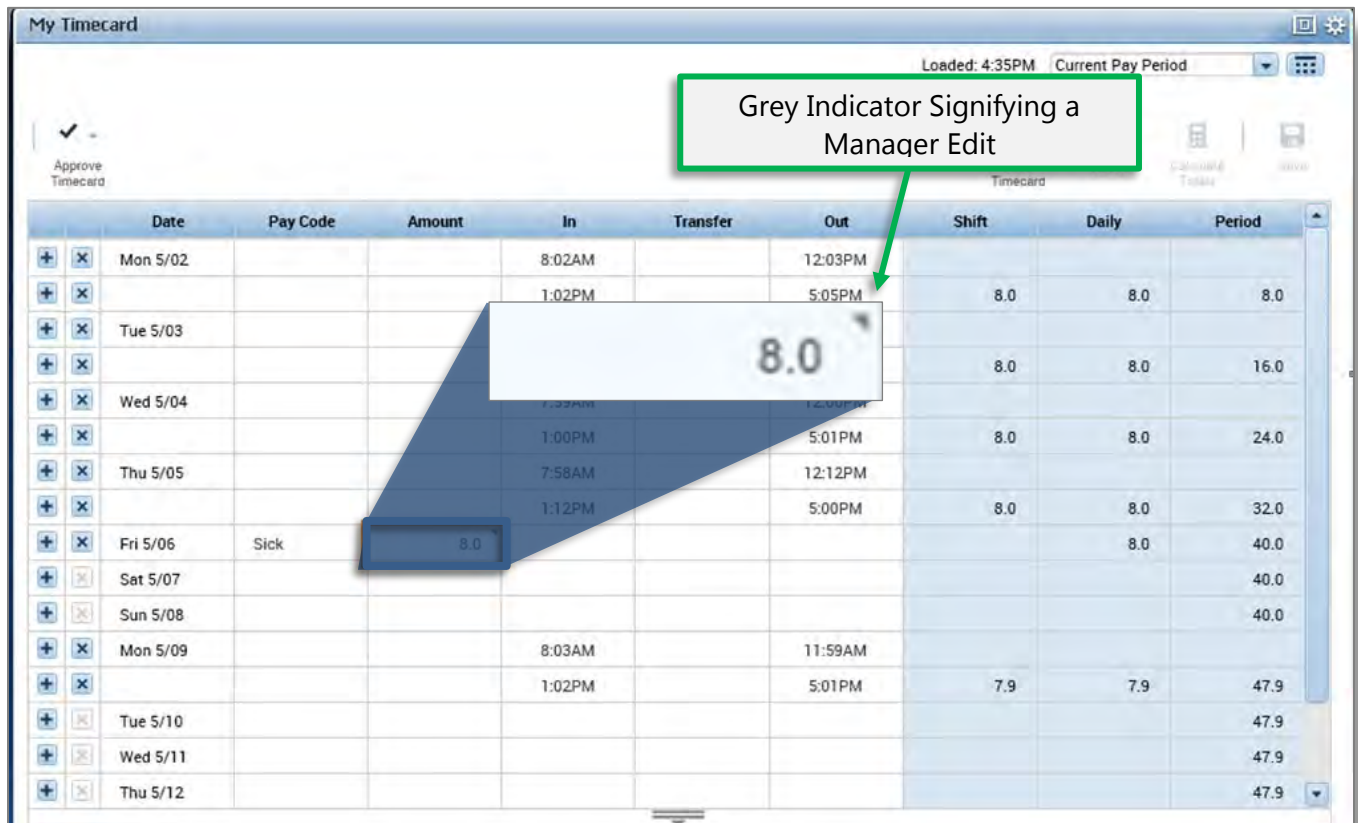
Additional Features on the My Timecard Tab

Manager Timecard Edits

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

Example:

The employee below was out sick on the final day of the week and his manager entered sick leave for him. The time entered by the manager appears in the My Timecard tab in the Amount column and the cell has a grey indicator in the top right corner.



My Timecard

Loaded: 4:35PM Current Pay Period

Approve Timecard

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 5/02			8:02AM		12:03PM			
+ X				1:02PM		5:05PM	8.0	8.0	8.0
+ X	Tue 5/03						8.0	8.0	16.0
+ X	Wed 5/04						8.0	8.0	24.0
+ X				1:00PM		5:01PM	8.0	8.0	32.0
+ X	Thu 5/05			7:58AM		12:12PM	8.0	8.0	40.0
+ X				1:12PM		5:00PM	8.0	8.0	48.0
+ X	Fri 5/06	Sick	8.0					8.0	56.0
+ X	Sat 5/07								64.0
+ X	Sun 5/08								72.0
+ X	Mon 5/09			8:03AM		11:59AM			80.0
+ X				1:02PM		5:01PM	7.9	7.9	87.9
+ X	Tue 5/10								95.9
+ X	Wed 5/11								103.9
+ X	Thu 5/12								111.9

Time Off Requests and Holidays

Approved time off requests and university holidays will appear in purple in the My Timecard tab and cannot be edited by employees.

My Timecard									
Loaded: 10:33AM									
<div>✓ Approve Timecard</div> <div>Print Timecard</div>									
	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ -	Mon 4/04								
+ -	Tue 4/05	Vacation	8.0	8:00AM				8.0	8.0
+ -	Wed 4/06								8.0

Entering Leave Taken

1. On the My Timecard tab, click the cell for the date leave is taken in the Pay Code column and select the appropriate leave pay code.



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.

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	Mon 4/18								
+	Tue 4/19	Please Choose:							
+	Wed 4/20	Military PD-Annual Training							
+	Thu 4/21	Military PD Civil Air-State							
+	Fri 4/22	Military PD-Reg Physical E							
+	Sat 4/23	On-Call Time Off Taken							
+	Sun 4/24	Sick							

- ❖ 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 on that date.

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	Mon 4/18								
+	Tue 4/19	Sick	8.0						
+	Wed 4/20								
+	Thu 4/21								
+	Fri 4/22								
+	Sat 4/23								
+	Sun 4/24								

3. After you have completed the edit to the timecard, click Save.

My Timecard

✓

Approve Timecard

Print Timecard

Refresh


Calculate Totals

Save

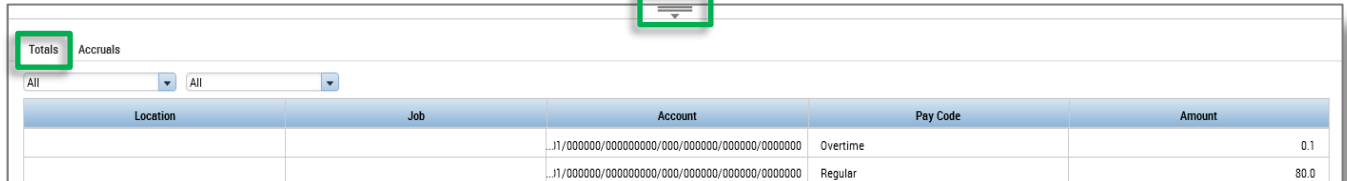
Loaded: 3:37PM

Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	Mon 4/18								
+	Tue 4/19	Sick	8.0						
+	Wed 4/20								
+	Thu 4/21								
+	Fri 4/22								
+	Sat 4/23								
+	Sun 4/24								

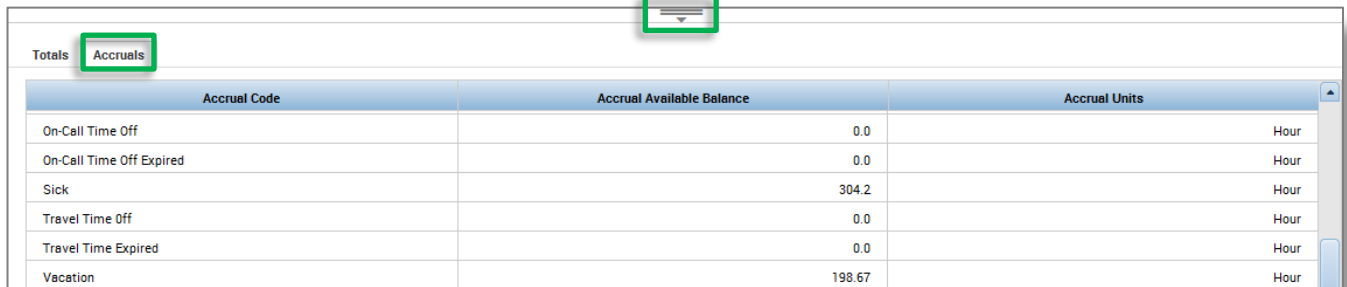
Note that you can click the Show Timecard Tabs icon  at the bottom of the screen to view Totals and Accruals.

Totals Tab



Totals Accruals				
All	All			
Location	Job	Account	Pay Code	Amount
		..11/000000/000000000/000/000000/000000/00000000	Overtime	0.1
		..11/000000/000000000/000/000000/000000/00000000	Regular	80.0

Accruals Tab

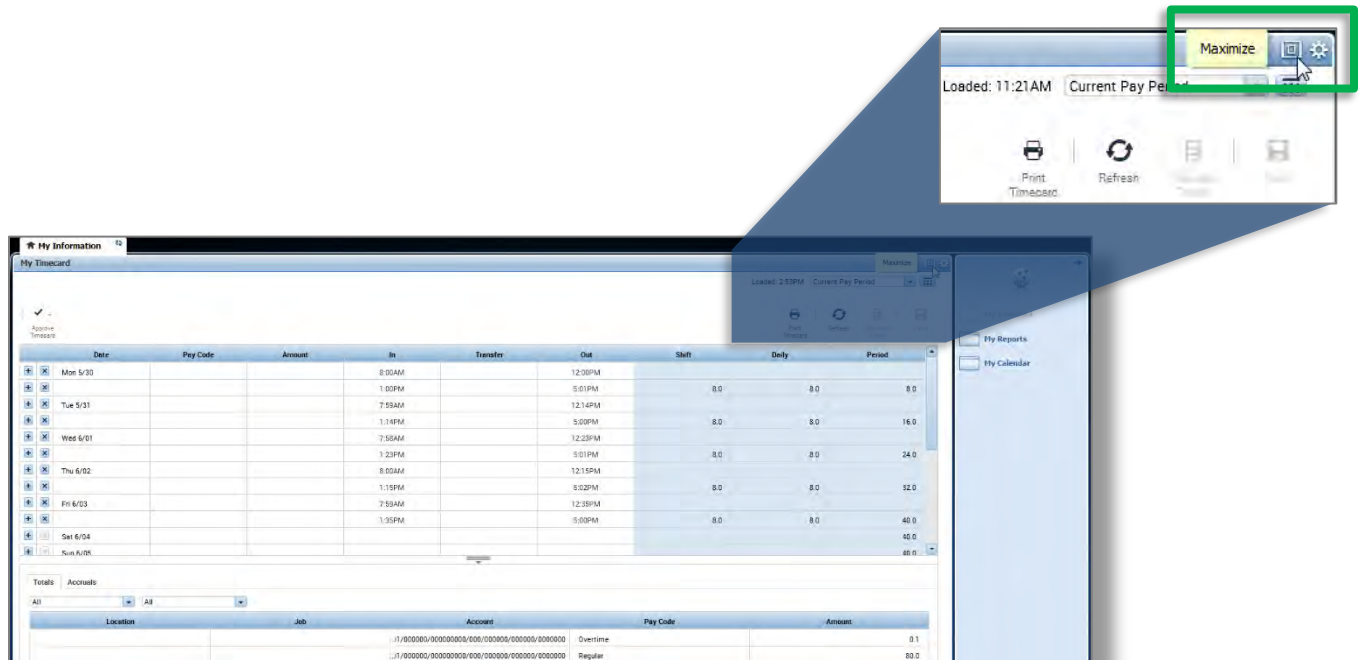


Totals Accruals		
Accrual Code	Accrual Available Balance	Accrual Units
On-Call Time Off	0.0	Hour
On-Call Time Off Expired	0.0	Hour
Sick	304.2	Hour
Travel Time Off	0.0	Hour
Travel Time Expired	0.0	Hour
Vacation	198.67	Hour


- ❖ You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.
- ❖ If you have questions about the information that appears in the Totals or Accruals tab, you will need to ask your Manager.

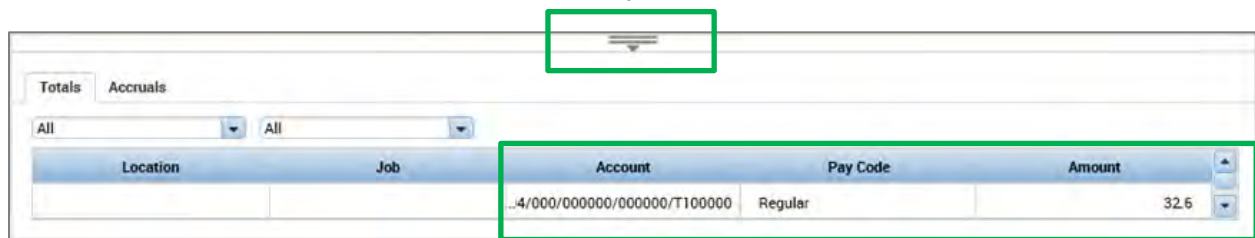
Approving My Timecard

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.



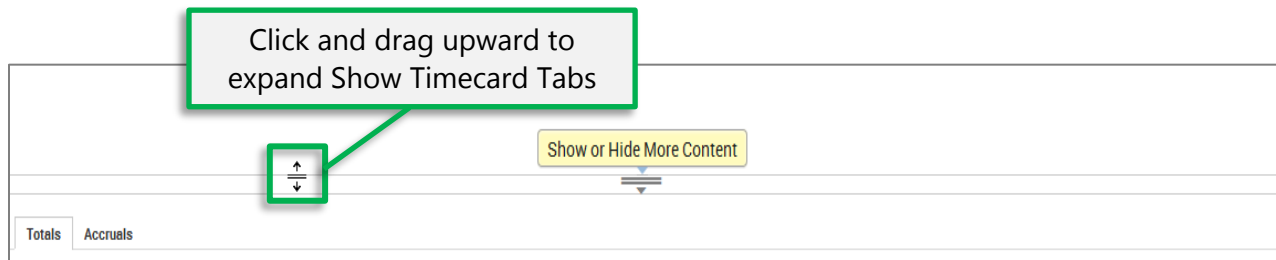
- ❖ Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.

2. Then, click the Show Timecard Tabs  icon at the bottom of the timecard to review the total hours worked and leave taken in the pay period.

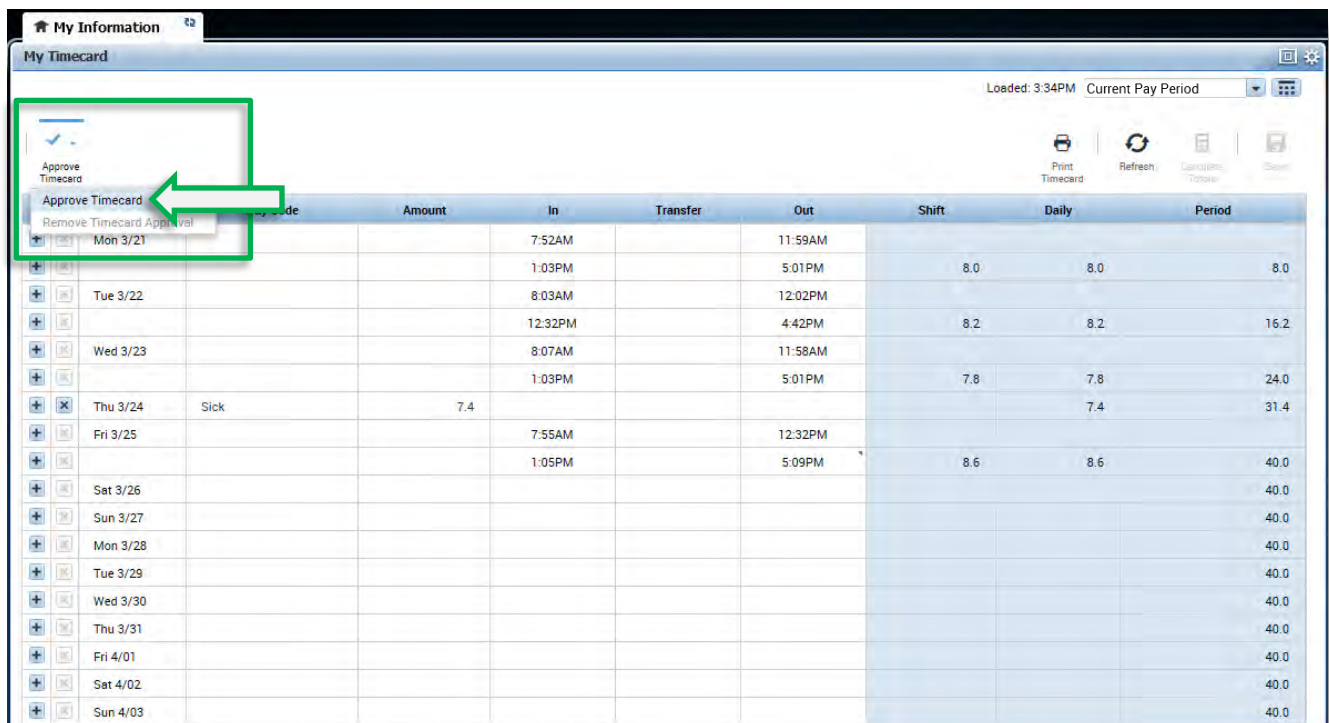


3. If you need to see more information in the Timecard tabs, hover your mouse on the row that contains the Show Timecard Tabs icon in order to use the Show or Hide More Content cursor to expand the Timecard tabs to display more information.

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



4. 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.



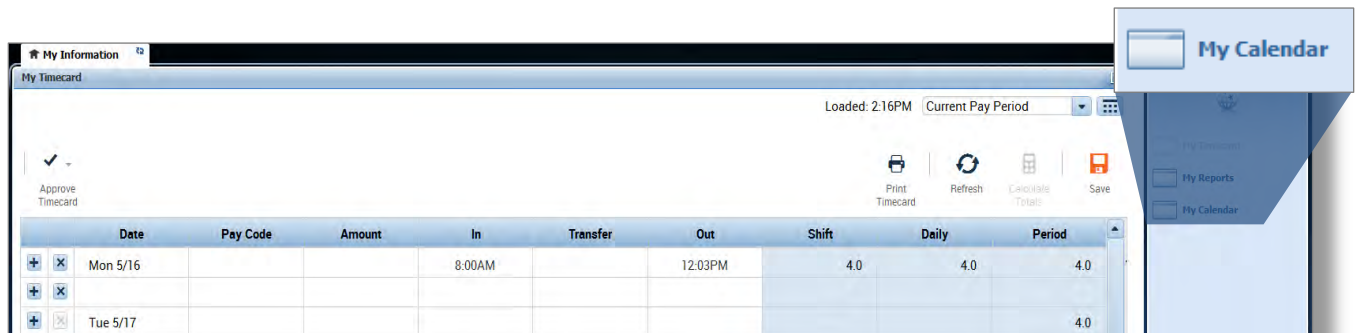
The timecard changes color after it has been approved.

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
	Mon 5/02			7:52AM		11:59AM		
				1:03PM		5:01PM	8.0	8.0
	Tue 5/03			8:03AM		12:02PM		
				12:32PM		4:42PM	8.2	8.2
	Wed 5/04			8:07AM		11:58AM		
				1:03PM		5:01PM	7.8	7.8
	Thu 5/05	Sick	7.4					7.4
	Fri 5/06			7:55AM		12:32PM		

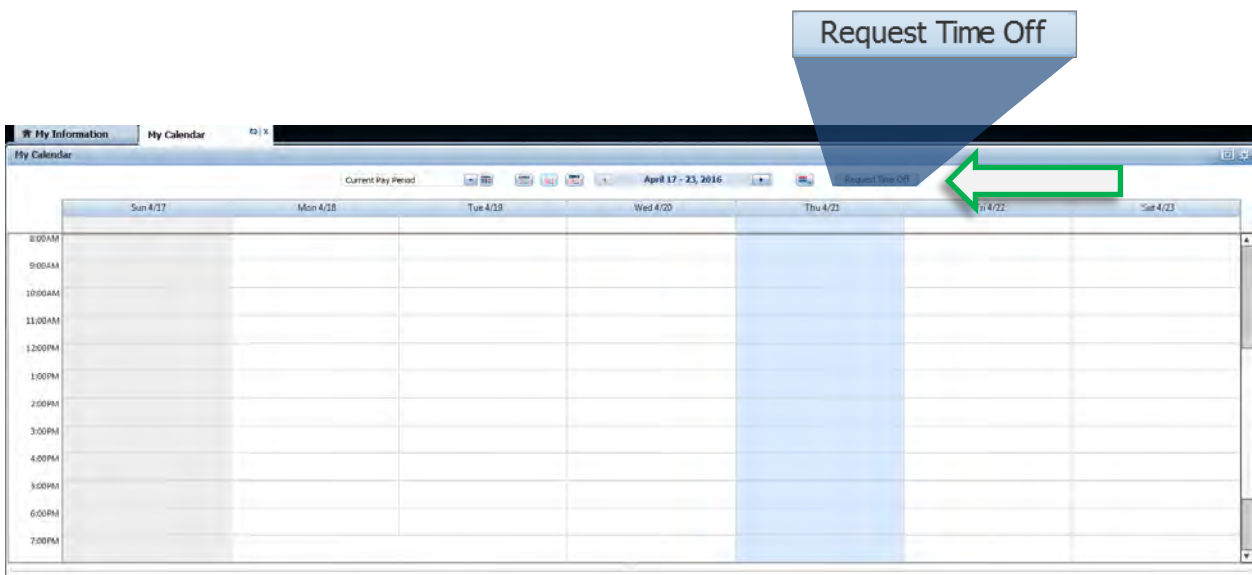
- ❖ Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
- ❖ If the total hours worked are 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 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. For example: If a start date is Thursday and the end date is the following Monday date, 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.

Request Time Off

Type: Time Off Notification

Start date: 3/30/2016

End date: 3/30/2016

Pay code: Vacation

Duration: Hours

Start time: 8:00AM

Length: 8.0

Accruals on: 3/30/2016

Accrual	Balance
Adverse Weather Cor	-5.0 Hour
Adverse Weather Cor	0.0 Hour
Adverse Weather Hou	0.0 Hour
Awarded PTO	0.0 Hour
Bonus	40.0 Hour
CD Advanced	0.0 Hour
CD Advanced Expired	0.0 Hour

Notes (Optional)

Be sure to click Submit. Do **not** select the Draft

~~Draft~~ Submit Cancel

-
- ❖ 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

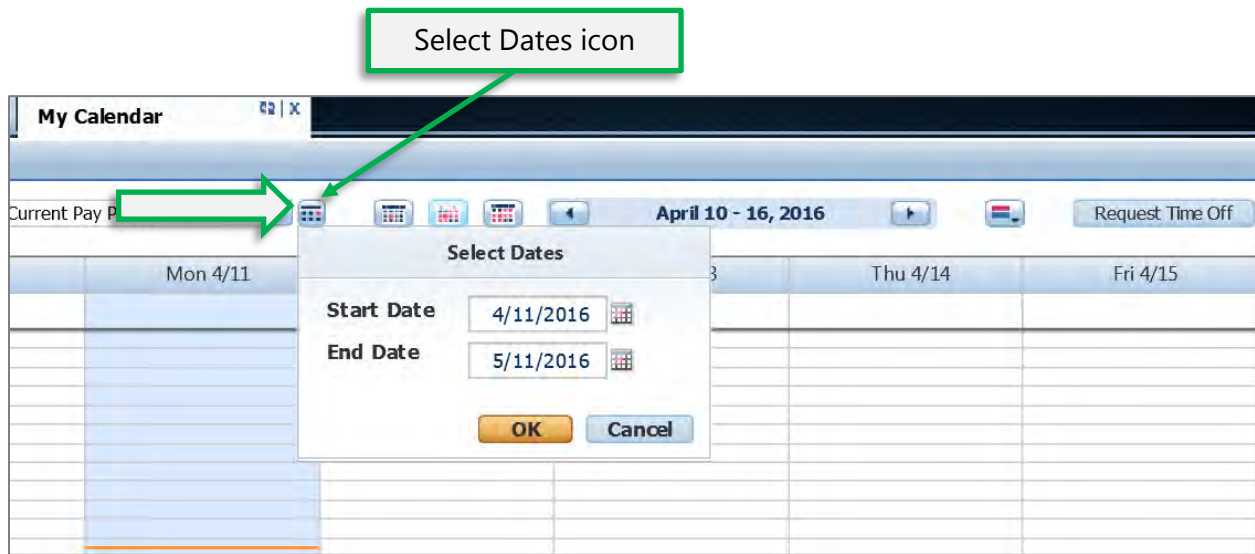
End date: 4/06/2016



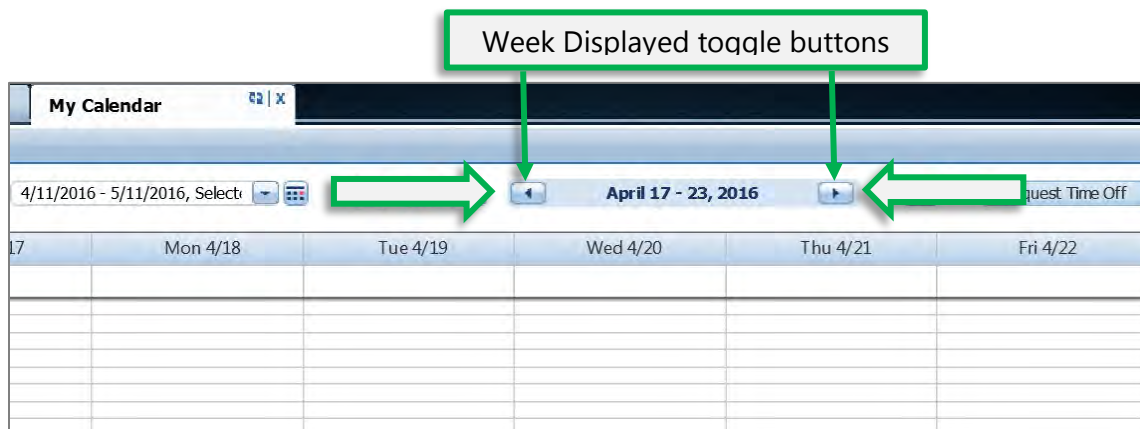
Viewing a Time Off Notification Request

1. In the My Calendar tab, click the Select Dates icon to select a Start Date and End Date to display the range of dates that will include 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.

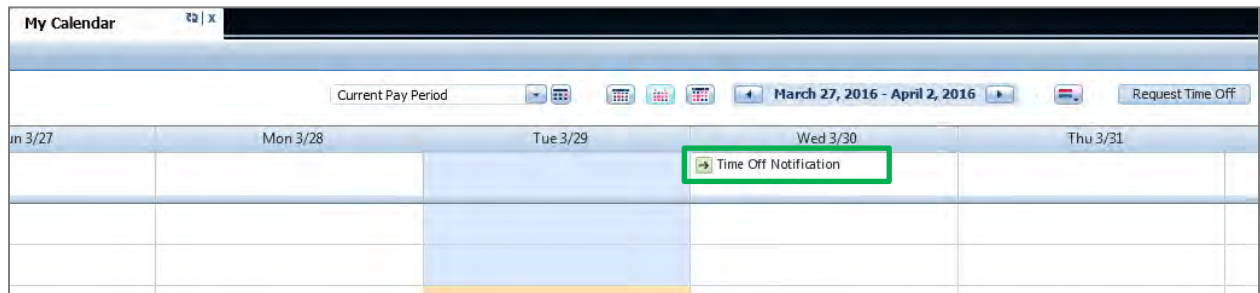


2. Next, use the Week Displayed toggle buttons to scroll to the week that you wish to display from within the date range you selected.



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

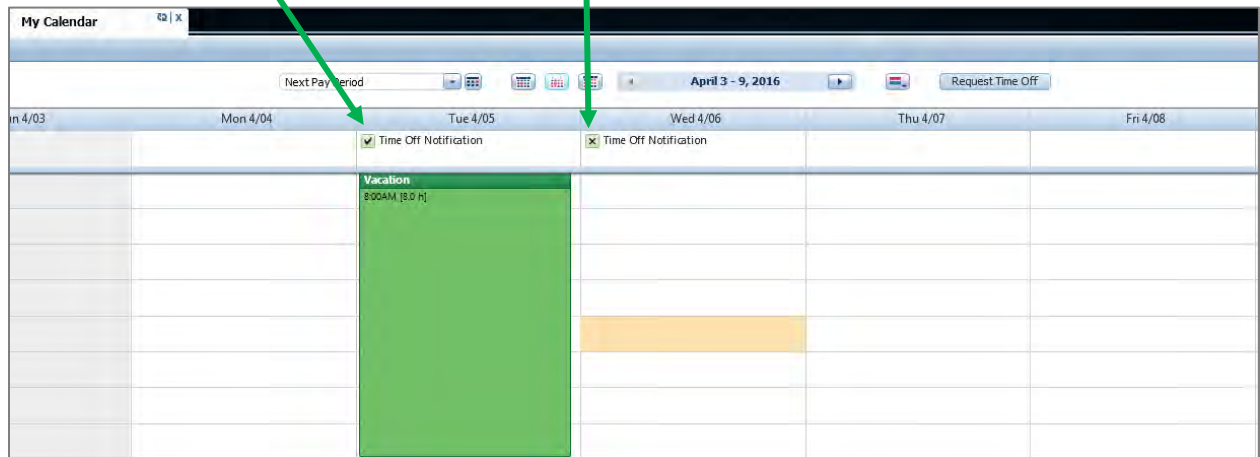
- The Time Off Notification Request appears at the top of the date requested in the My Calendar tab.




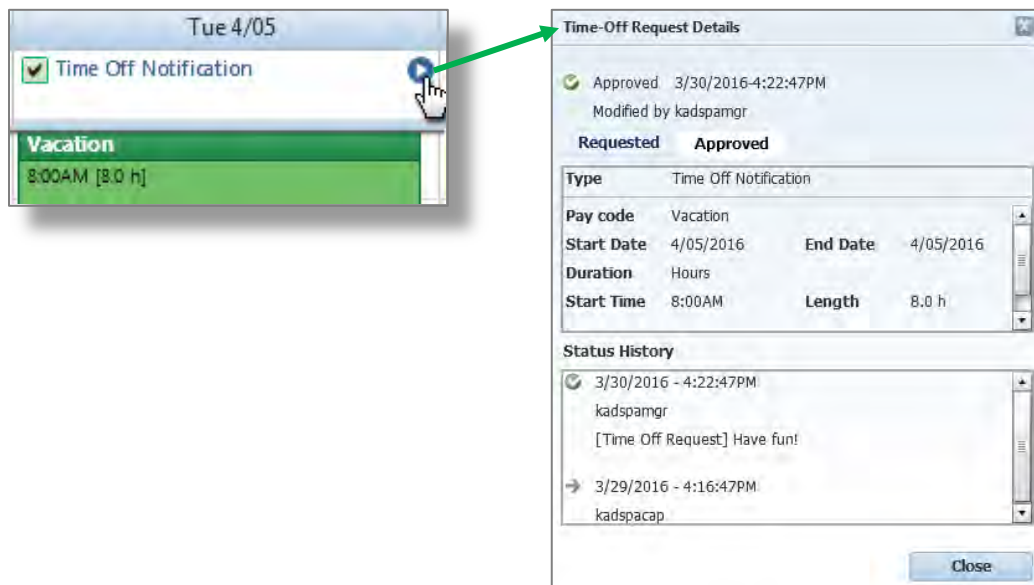
- After your Manager has approved or denied your Time Off Notification Request, the symbol in the green box next to Time Off Notification will change to reflect your Manager's decision.

If approved → Time Off Notification **will change to** ✓ Time Off Notification

If denied → Time Off Notification **will change to** ✗ Time Off Notification



Hover your mouse over the box that reads Time Off Notification. Click the  icon that will appear 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.

My Timecard

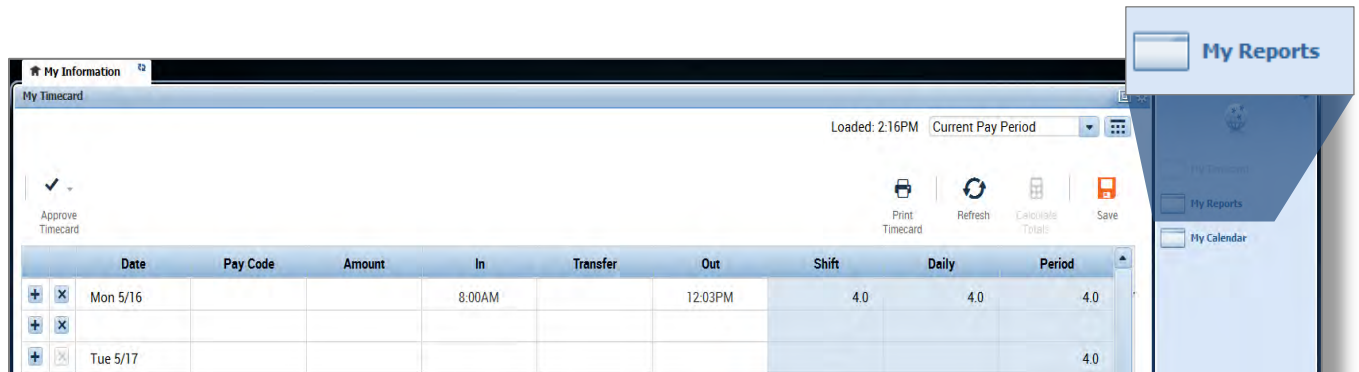
Loaded: 10:33AM

Approve Timecard Print Timecard

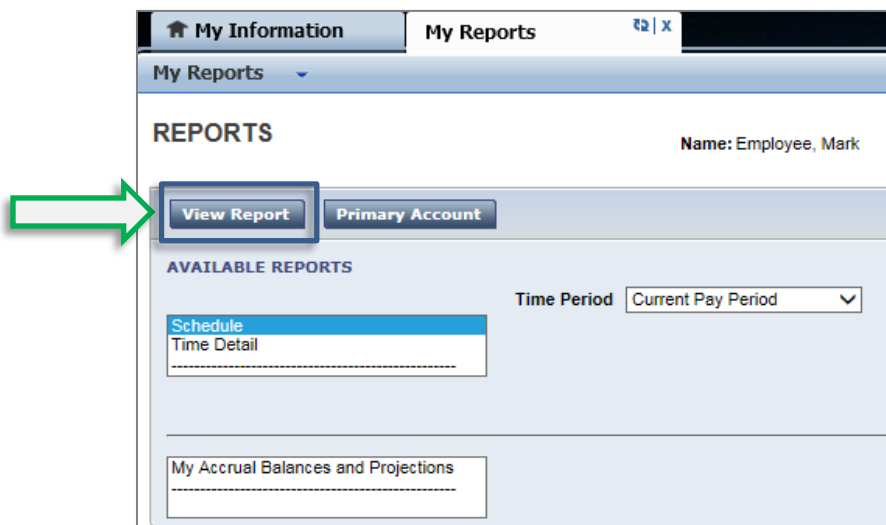
	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
	Mon 4/04								
	Tue 4/05	Vacation	8.0	8:00AM				8.0	8.0
	Wed 4/06								8.0
	Thu 4/07								8.0
	Fri 4/08								8.0

Viewing My Reports

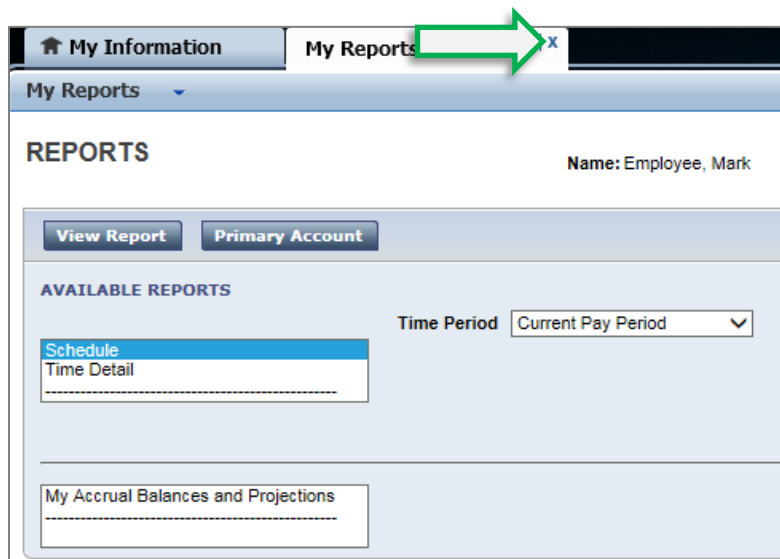
1. Click My Reports in the Widget Screen on the right side of the screen to view a list of available reports.



2. My Reports will open in a new tab to the right of the My Information tab. SHRA Non-Exempt Manual Time Entry 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 appropriate report and time period and click the View Report button.



4. Click the Return button on the report 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.