

TIM EMPLOYEE MANUAL

**SHRA NON-EXEMPT EMPLOYEES
SET TO TIME CAPTURE**

May, 2019

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Introduction to TIM

The Time Information Management system, or TIM for short, 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 Time Capture 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.

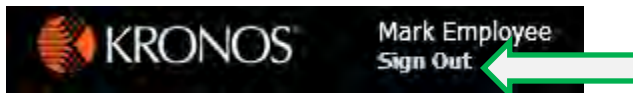
To access via ConnectCarolina

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.

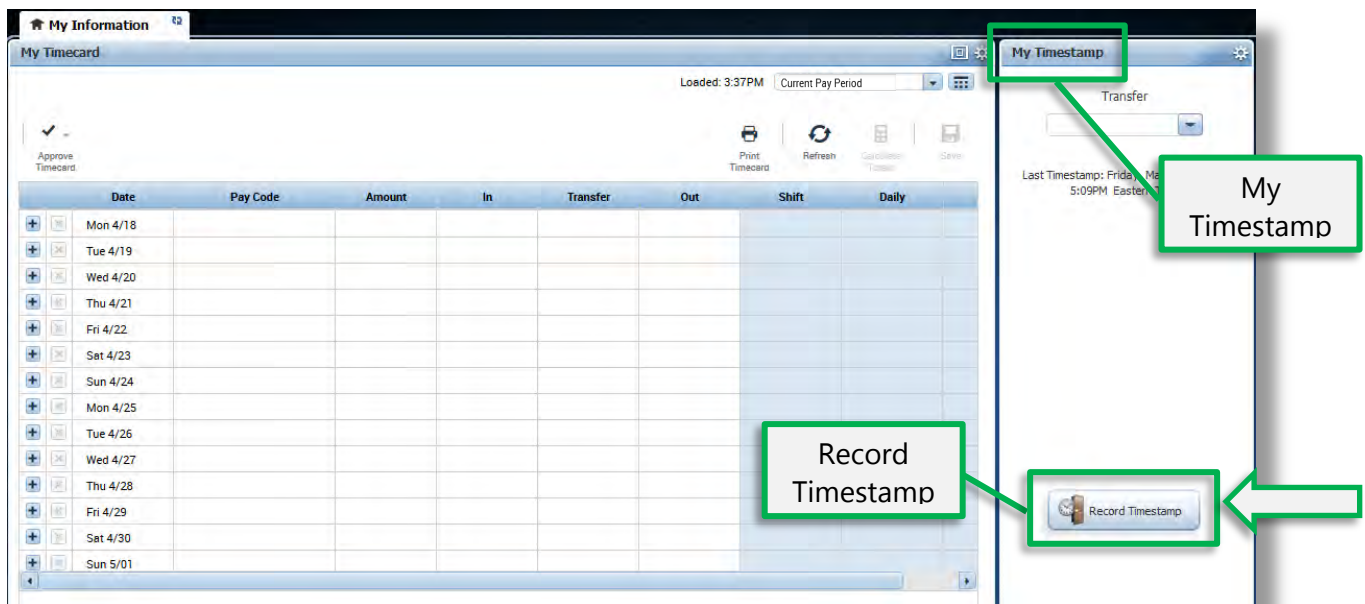
Recording a Timestamp

SHRA Non-Exempt Time Capture Employees must record a timestamp each time that one of the following instances occurs:

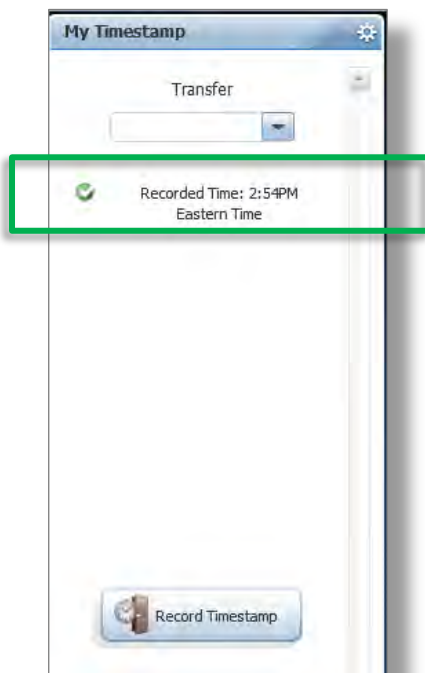
- Start and end of each shift worked
- Start and end of each meal break

To Record a Timestamp

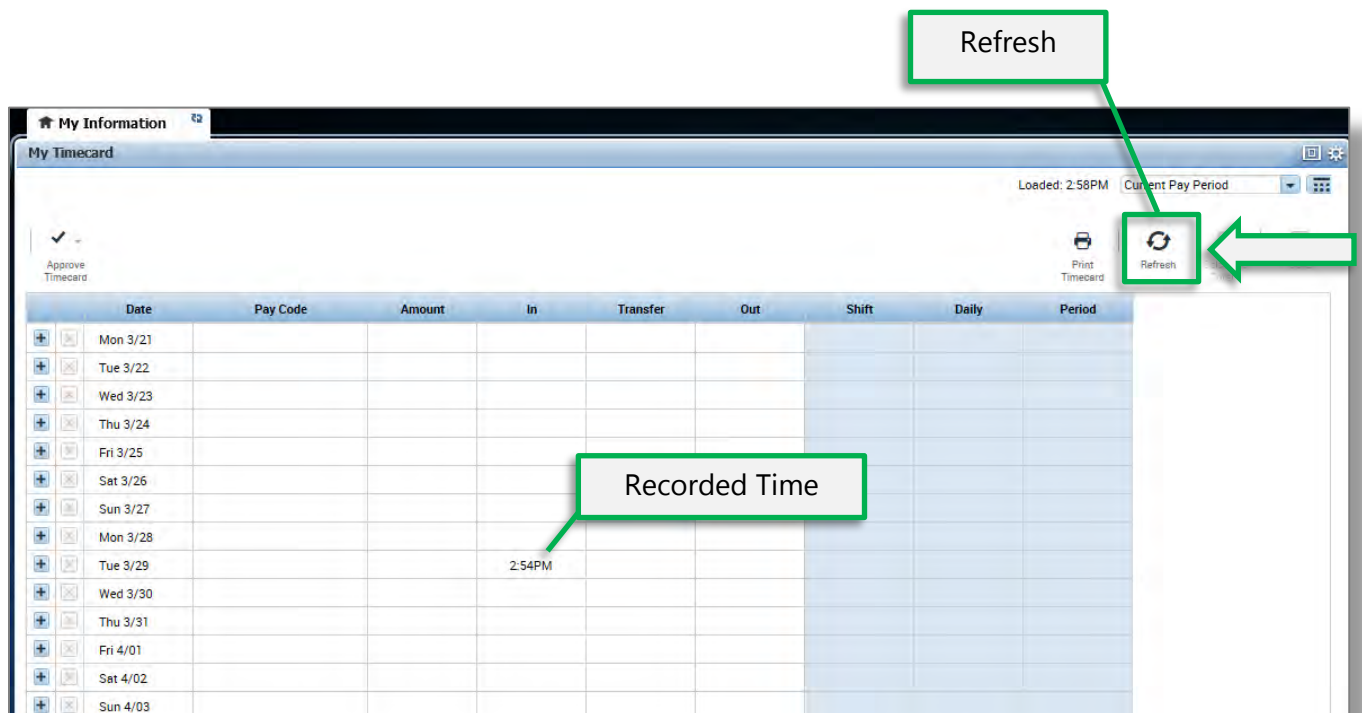
1. The My Timestamp screen appears on the right side when a SHRA Non-Exempt Time Capture Employee logs in. Click the Record Timestamp button in the My Timestamp screen to record a time in or out.



-
2. The recorded time will then appear in the My Timestamp screen.

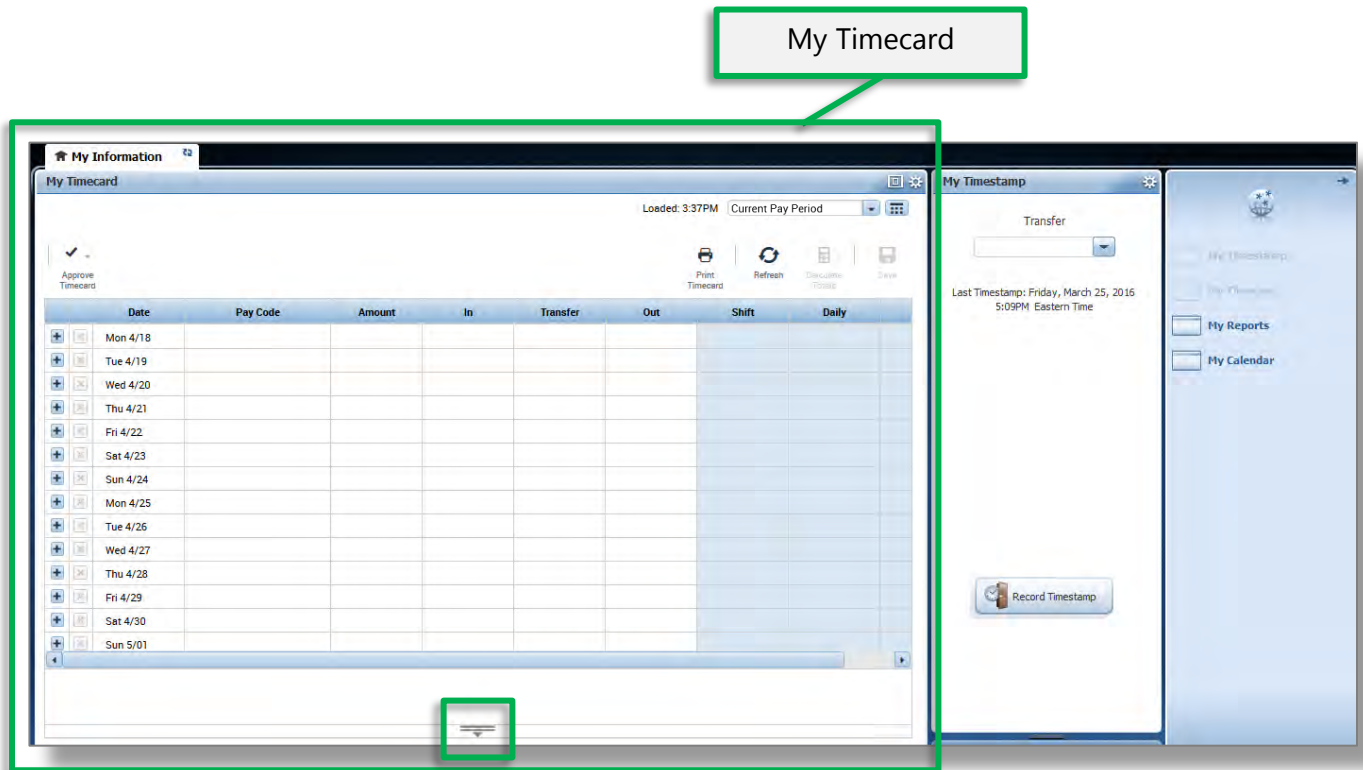


-
-
3. The recorded time will not automatically appear on the timecard in the My Timecard tab. To see it, click Refresh in the My Timecard tab. The recorded time will then appear on the timecard in the main screen.



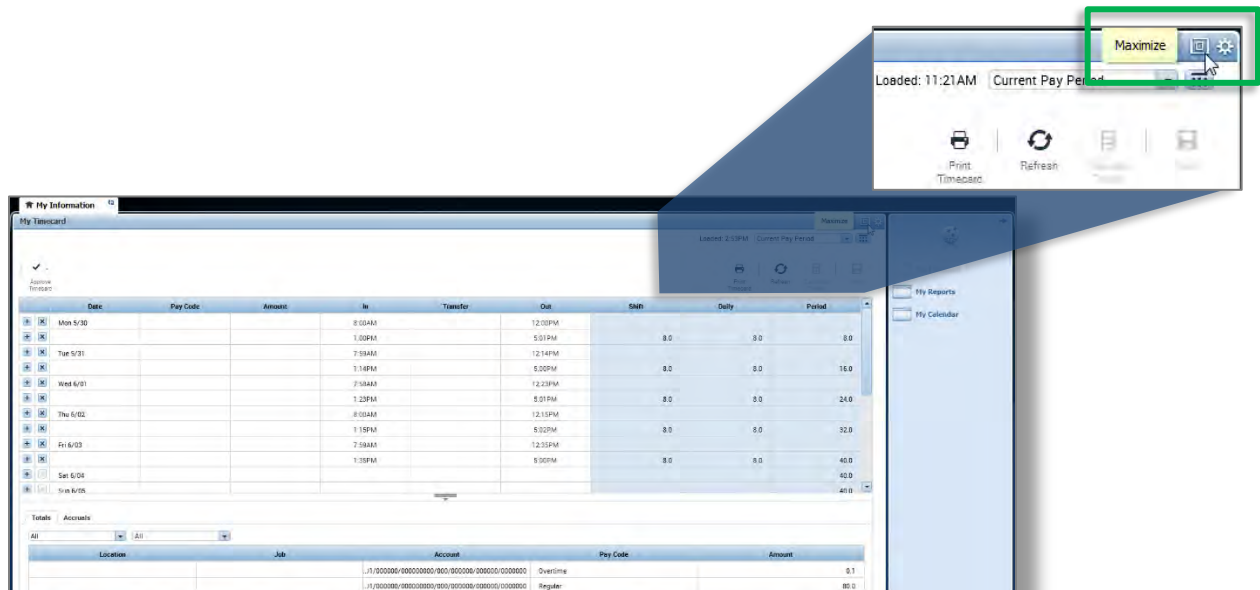
Viewing My Timecard

The My Timecard tab appears on the main screen when an SHRA Non-Exempt Time Capture 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.



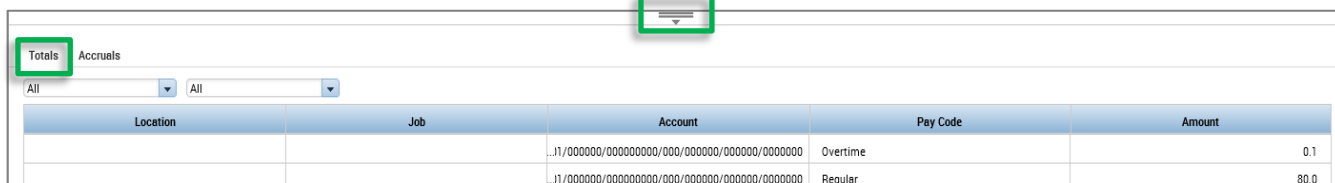
To restore the My Timecard tab back to the original size click the Restore Down button in the top right.



Viewing Timecard Tabs

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

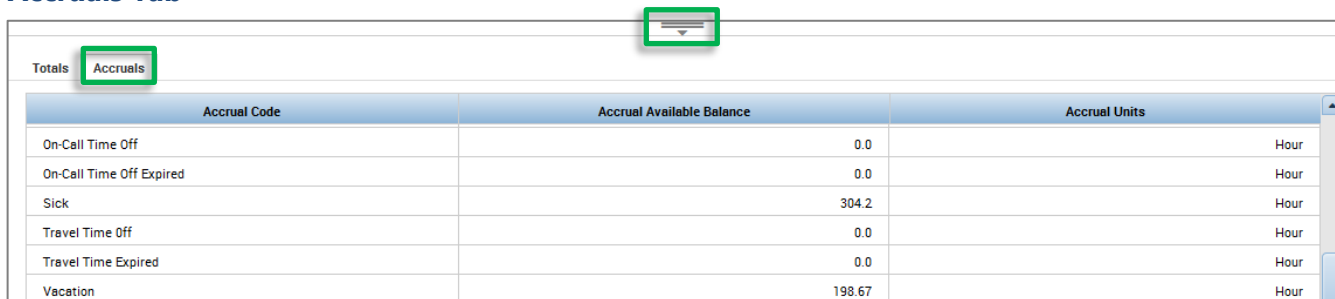
Totals Tab



The screenshot shows the 'Totals' tab selected. At the top, there are two tabs: 'Totals' (highlighted with a green box) and 'Accruals'. Below the tabs are two dropdown menus, both set to 'All'. A table follows with the following data:

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



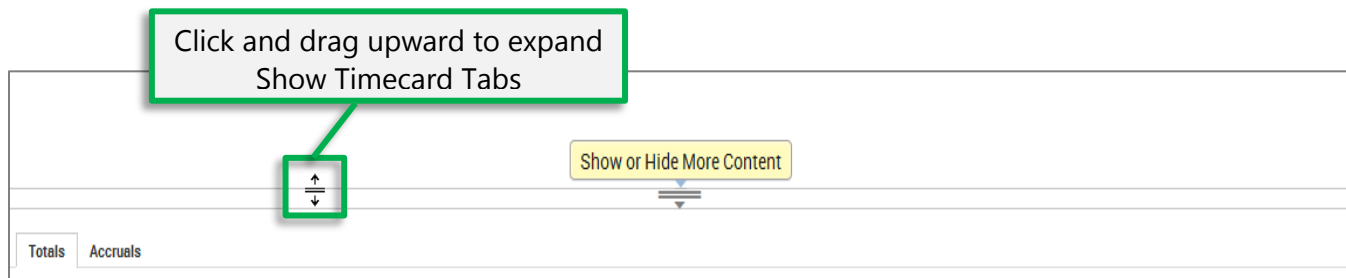
The screenshot shows the 'Accruals' tab selected. At the top, there are two tabs: 'Totals' and 'Accruals' (highlighted with a green box). Below the tabs is a table with the following data:

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.

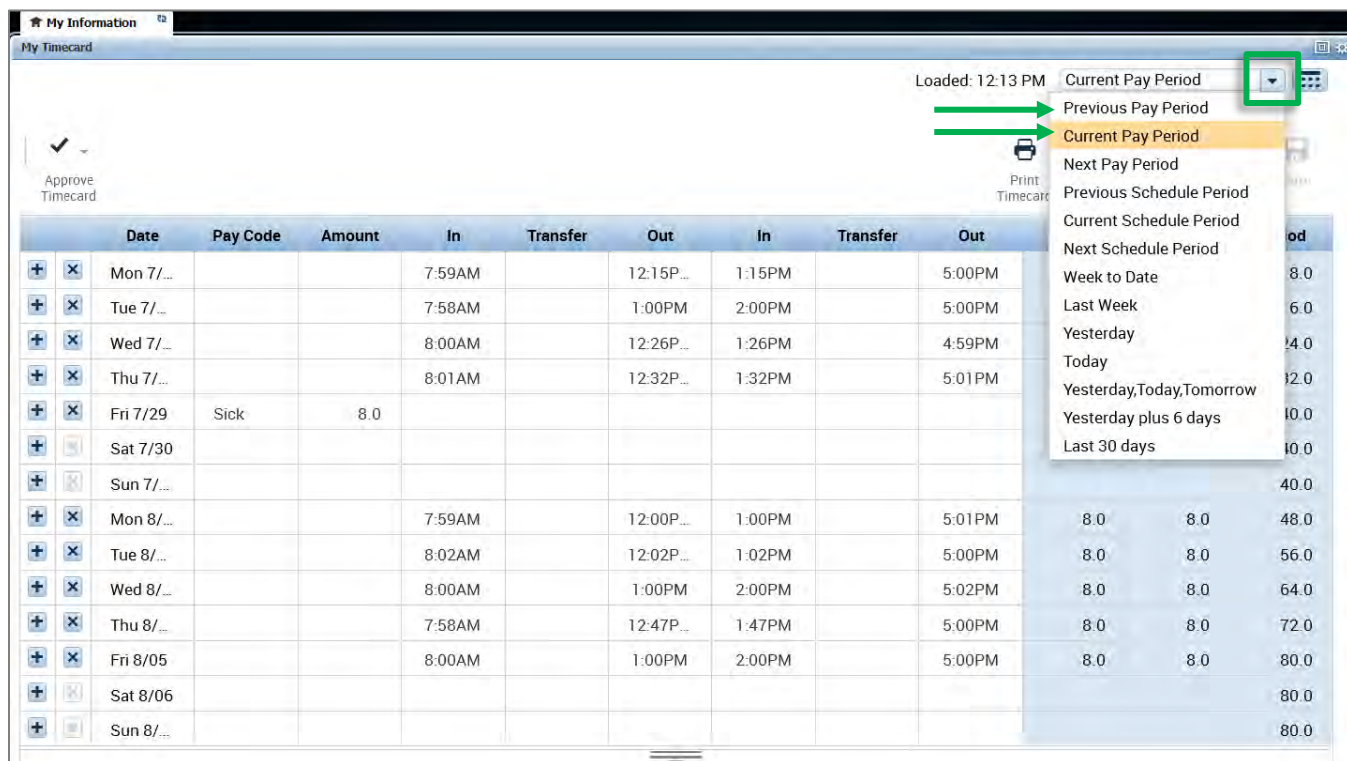
To expand the Totals tab in order to display more information, hover your mouse over the row that contains the Show Timecard Tabs icon until the Show or Hide More Content cursor appears.

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. At the top right, it says 'Loaded: 12:13 PM'. Below this, there is a dropdown menu for selecting the pay period. The menu is open, showing the following options: 'Current Pay Period', 'Previous Pay Period', 'Current Pay Period' (highlighted), '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', and 'Last 30 days'. A green box highlights the dropdown arrow, and green arrows point to the 'Current Pay Period' and 'Previous Pay Period' options.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	od
Mon 7/...			7:59AM		12:15P...	1:15PM		5:00PM	
Tue 7/...			7:58AM		1:00PM	2:00PM		5:00PM	
Wed 7/...			8:00AM		12:26P...	1:26PM		4:59PM	
Thu 7/...			8:01AM		12:32P...	1:32PM		5:01PM	
Fri 7/29	Sick	8.0							
Sat 7/30									
Sun 7/...									
Mon 8/...			7:59AM		12:00P...	1:00PM		5:01PM	8.0 8.0 48.0
Tue 8/...			8:02AM		12:02P...	1:02PM		5:00PM	8.0 8.0 56.0
Wed 8/...			8:00AM		1:00PM	2:00PM		5:02PM	8.0 8.0 64.0
Thu 8/...			7:58AM		12:47P...	1:47PM		5:00PM	8.0 8.0 72.0
Fri 8/05			8:00AM		1:00PM	2:00PM		5:00PM	8.0 8.0 80.0
Sat 8/06									80.0
Sun 8/...									80.0

Viewing My Timecard:

Additional Features on the My Timecard Tab

Below is an example of a SHRA Non-Exempt Time Capture Employee's timecard.

My Timecard

Loaded: 12:13 PM Current Pay Period

✓

Approve Timecard

Print Timecard

Refresh

Use Timecard History

Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Mon 7/...			7:59AM		12:15P...	1:15PM		5:00PM	8.0	8.0	8.0
+	Tue 7/...			7:58AM		1:00PM	2:00PM		5:00PM	8.0	8.0	16.0
+	Wed 7/...			8:00AM		12:26P...	1:26PM		4:59PM	8.0	8.0	24.0
+	Thu 7/...			8:01AM		12:32P...	1:32PM		5:01PM	8.0	8.0	32.0
+	Fri 7/29	Sick	8.0								8.0	40.0
+	Sat 7/30											40.0
+	Sun 7/...											40.0
+	Mon 8/...			7:59AM		12:00P...	1:00PM		5:01PM	8.0	8.0	48.0
+	Tue 8/...			8:02AM		12:02P...	1:02PM		5:00PM	8.0	8.0	56.0
+	Wed 8/...			8:00AM		1:00PM	2:00PM		5:02PM	8.0	8.0	64.0
+	Thu 8/...			7:58AM		12:47P...	1:47PM		5:00PM	8.0	8.0	72.0
+	Fri 8/05			8:00AM		1:00PM	2:00PM		5:00PM	8.0	8.0	80.0
+	Sat 8/06											80.0
+	Sun 8/...											80.0

My Timestamp

Transfer


Transfer

▼

Last Timestamp: Friday, May 06, 2016
4:32PM Eastern Time

Record Timestamp

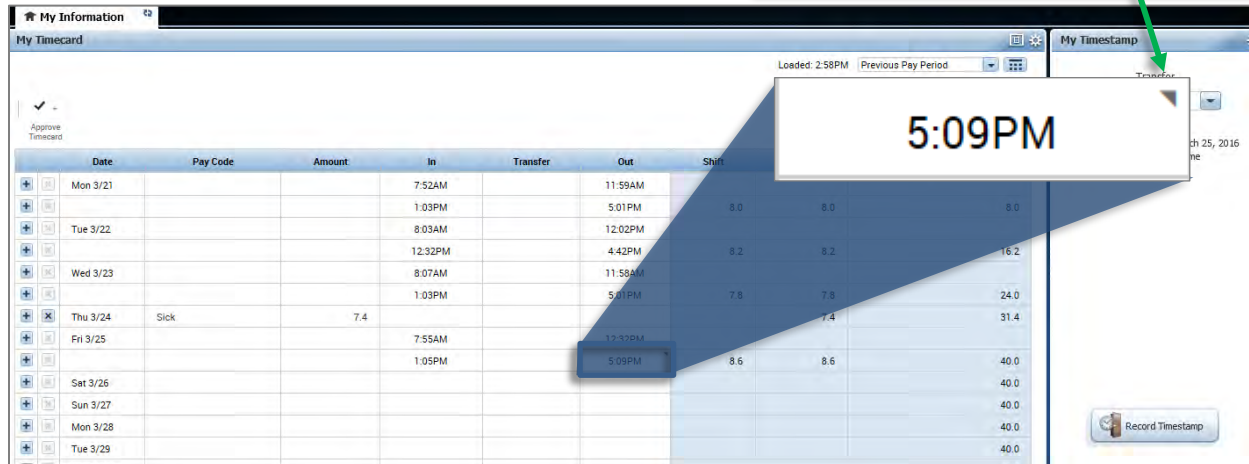
Manager Timecard Edits

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 forgot to record a Time Stamp Out on Friday 3/25. Upon realizing this the following Monday, he asked his manager to enter the time that he left on 3/25 and the Out cell now has the grey indicator in the top right corner.

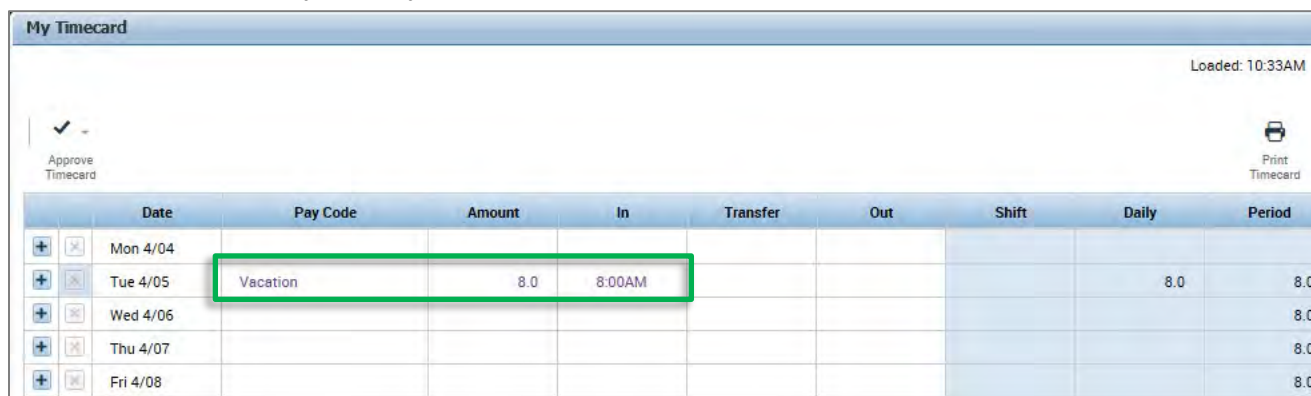
Grey Indicator Signifying a Manager Edit



Date	Pay Code	Amount	In	Transfer	Out	Shift
Mon 3/21			7:52AM		11:59AM	
Tue 3/22			8:03AM		12:02PM	
Wed 3/23			8:07AM		11:58AM	
Thu 3/24	Sick	7.4	1:03PM		5:01PM	
Fri 3/25			7:55AM		5:09PM	
Sat 3/26			1:05PM			
Sun 3/27						
Mon 3/28						
Tue 3/29						

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.



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

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							
		Travel Time Taken							
		Vacation							
		Voluntary Shared Leave Tr							

- ❖ 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

Loaded: 3:37PM

Current Pay Period


✓

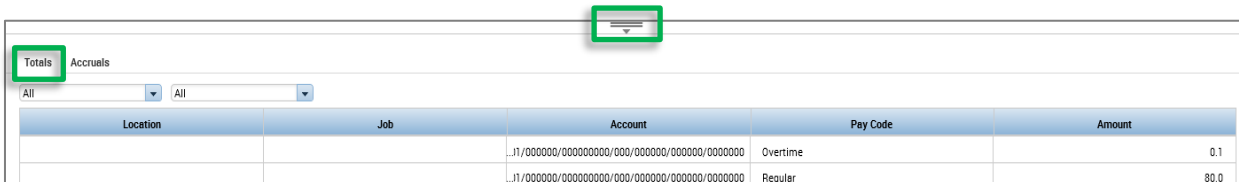
Approve Timecard

Timecard

Save

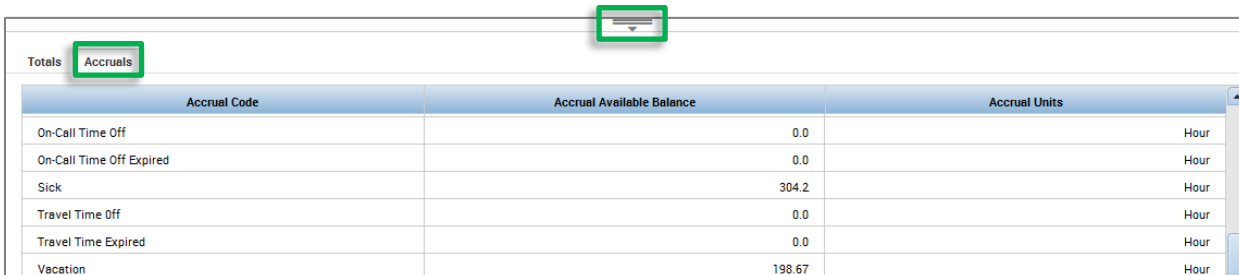
	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
	Mon 4/18								
	Tue 4/19	Sick	8.0						
	Wed 4/20								
	Thu 4/21								
	Fri 4/22								
	Sat 4/23								
	Sun 4/24								

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



Location	Job	Account	Pay Code	Amount
		_J1/000000/000000000/000/000000/000000/00000000	Overtime	0.1
		_J1/000000/000000000/000/000000/000000/00000000	Regular	80.0

Accruals Tab

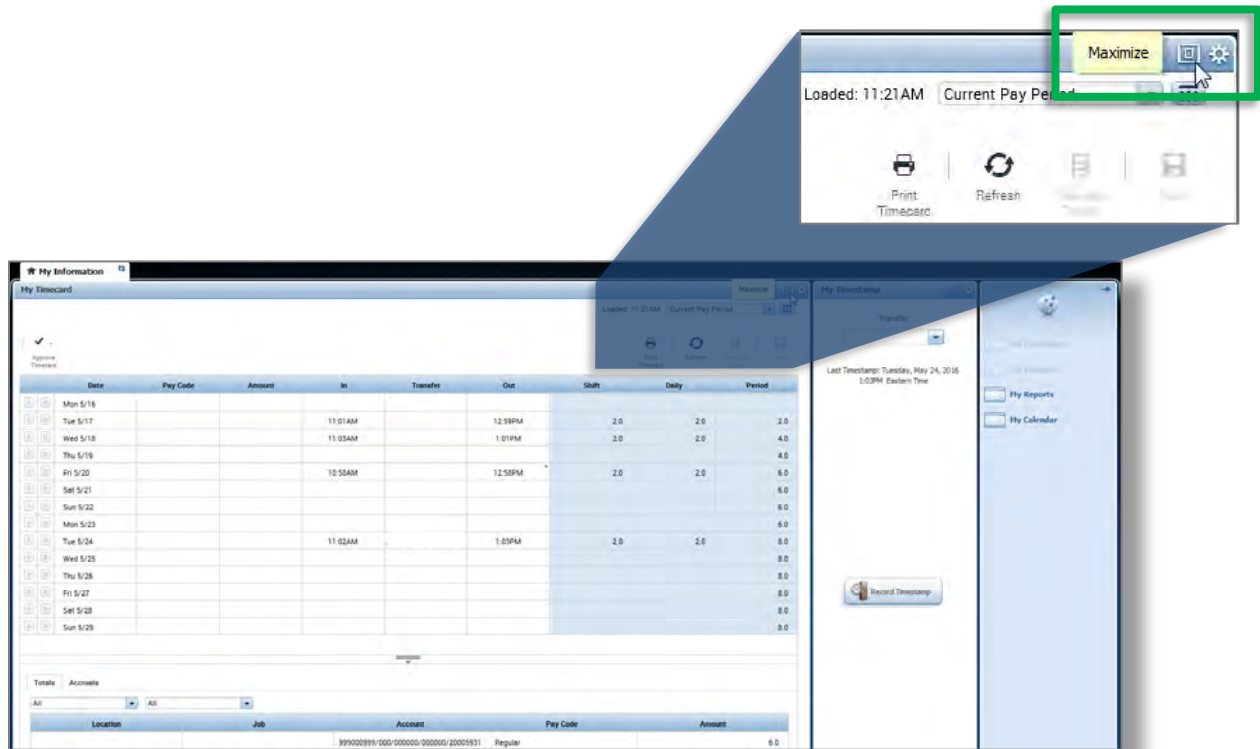


Accrual Code	Accrual Available Balance	Accrual Units
On-Call Time Off	0.0	Hour
On-Call Time Off Expired	0.0	Hour
Sick	304.2	Hour
Travel Time Off	0.0	Hour
Travel Time Expired	0.0	Hour
Vacation	198.67	Hour


- ❖ 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.

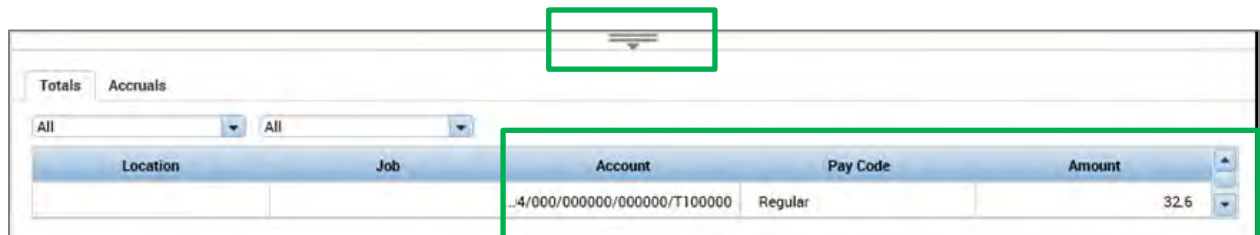
Approving My Timecard

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.



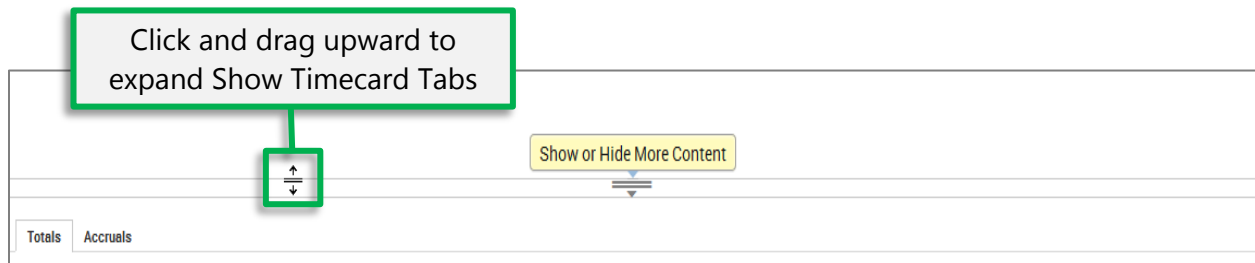
- ❖ Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.

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.

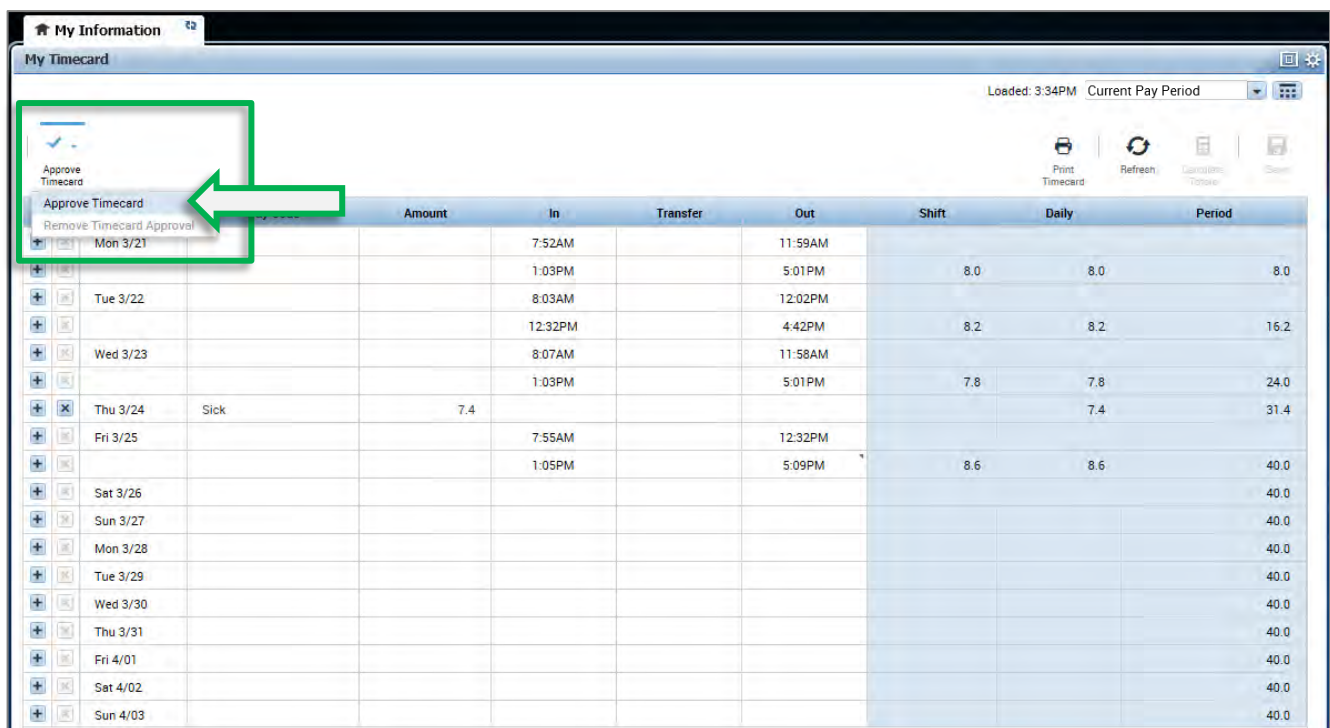


- If you need to see more information in the Timecard tabs, hover your mouse on the row that contains the Show Timecard Tabs icon in order to use the Show or Hide More Content cursor to expand the Timecard tabs to display more information.

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



- 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.

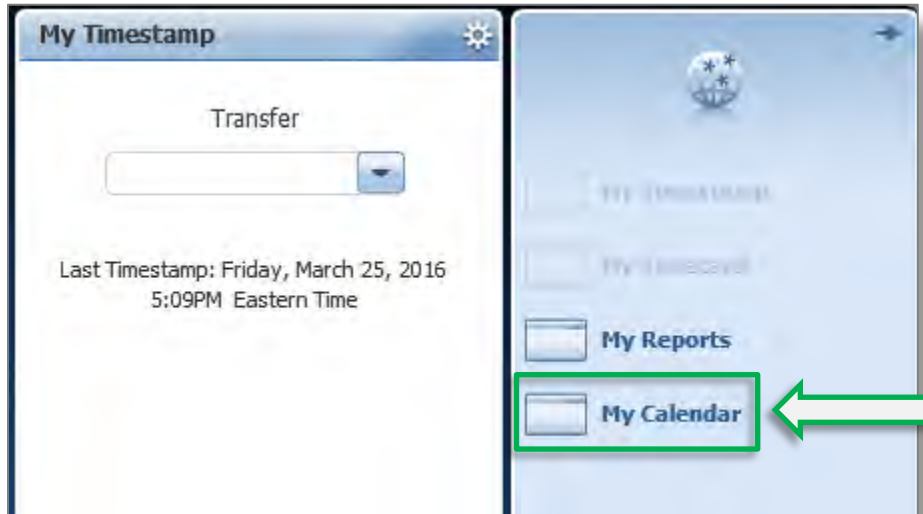


	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
+	Mon 5/02			7:52AM		11:59AM		
+				1:03PM		5:01PM	8.0	8.0
+	Tue 5/03			8:03AM		12:02PM		
+				12:32PM		4:42PM	8.2	8.2
+	Wed 5/04			8:07AM		11:58AM		
+				1:03PM		5:01PM	7.8	7.8
+	Thu 5/05	Sick	7.4					7.4
+	Fri 5/06			7:55AM		12:32PM		

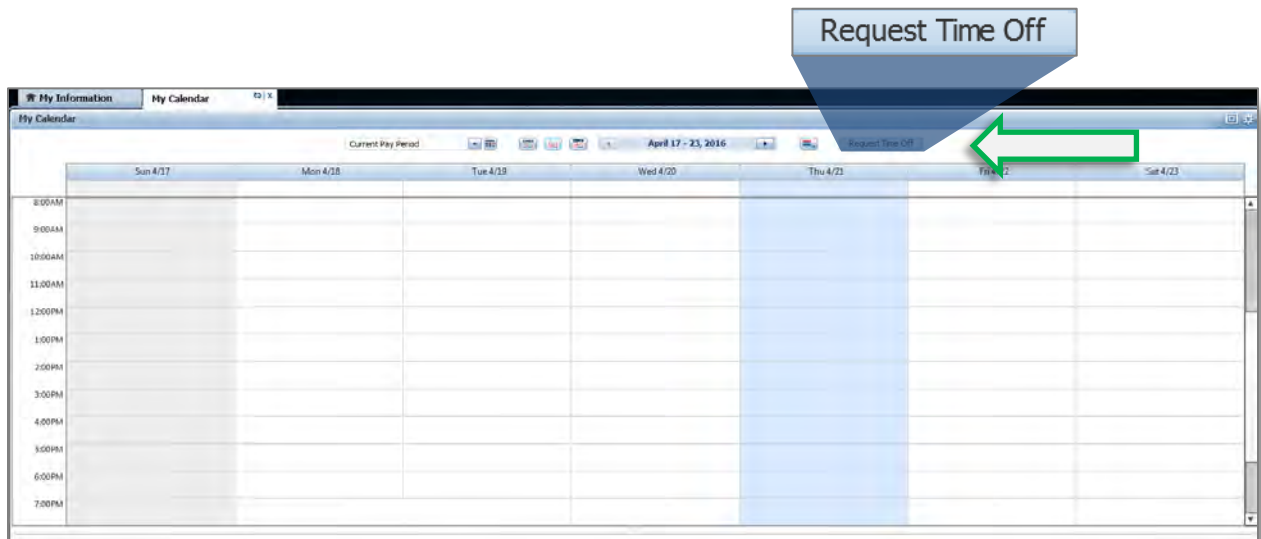
- ❖ Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
- ❖ If the total hours worked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

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 Ho	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.

-
4. Click Submit.
 5. 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

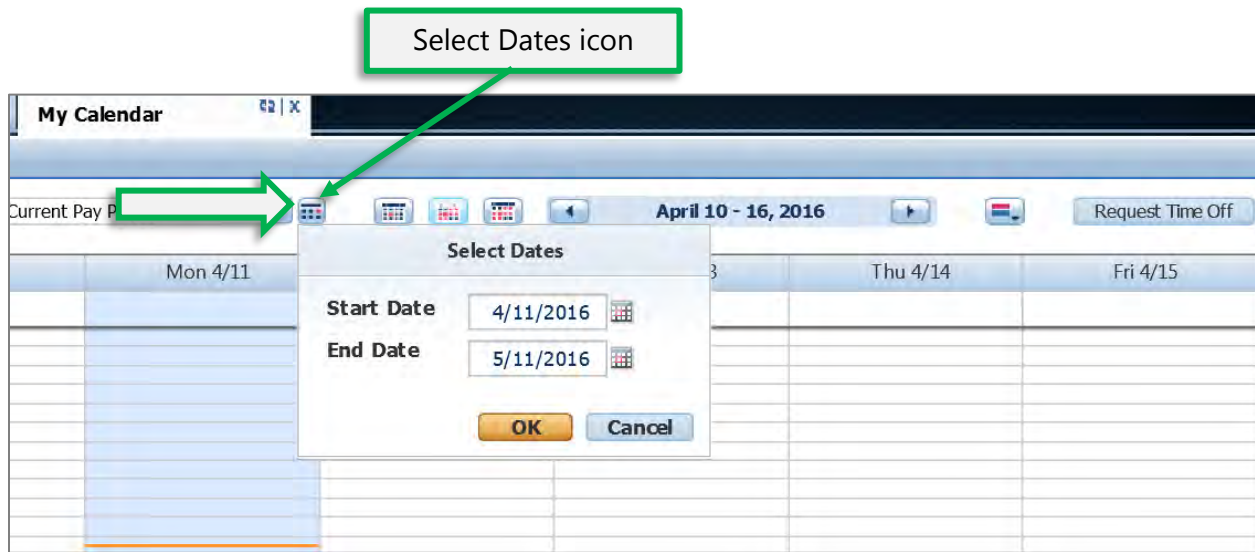
Status: Refused
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/06/2016
End date: 4/06/2016



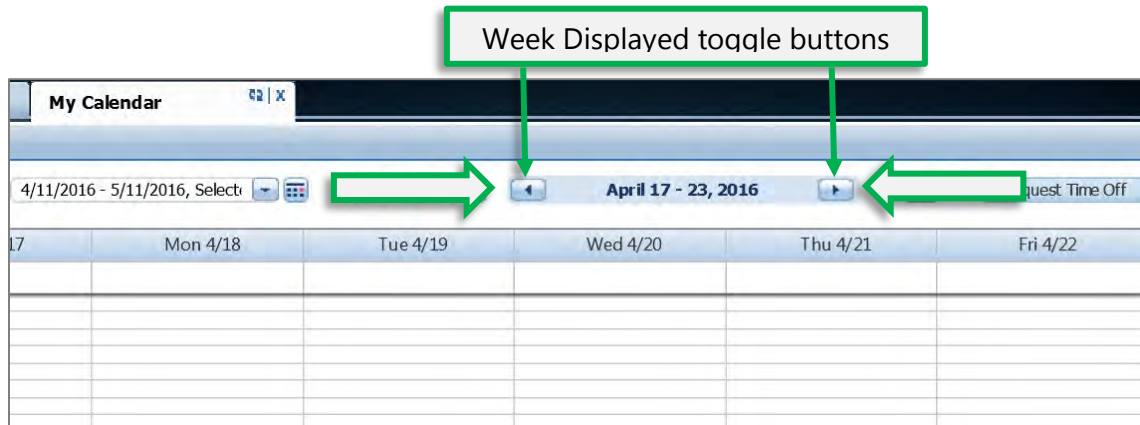
Viewing a Time Off Notification Request

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.

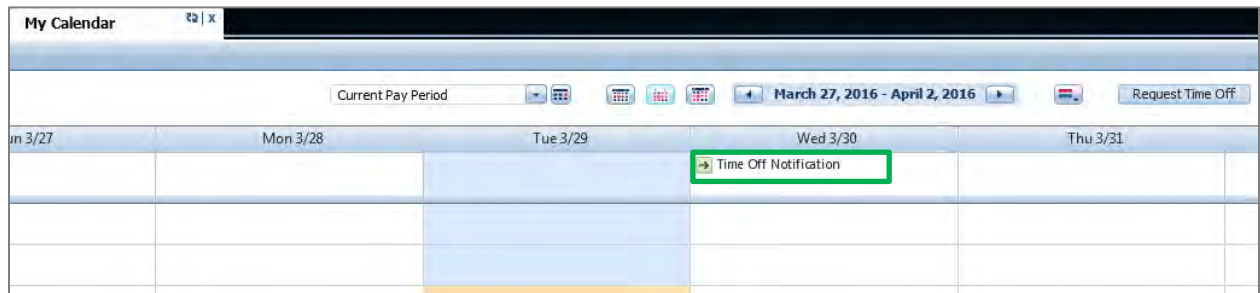


2. Next, use the Week Displayed toggle buttons to scroll to the week that you wish to display from within the date range you selected.

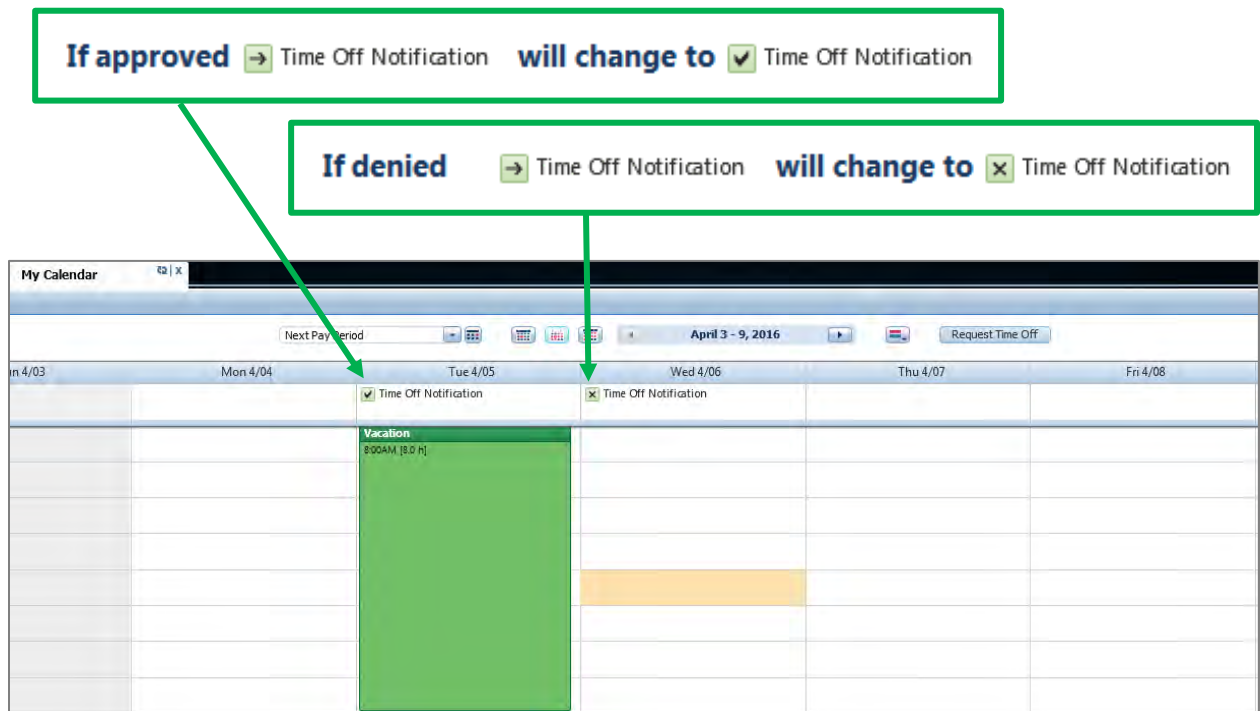



- ❖ Dates that occur before or after the selected range of dates will appear in grey and will not display Time Off Notification Requests.

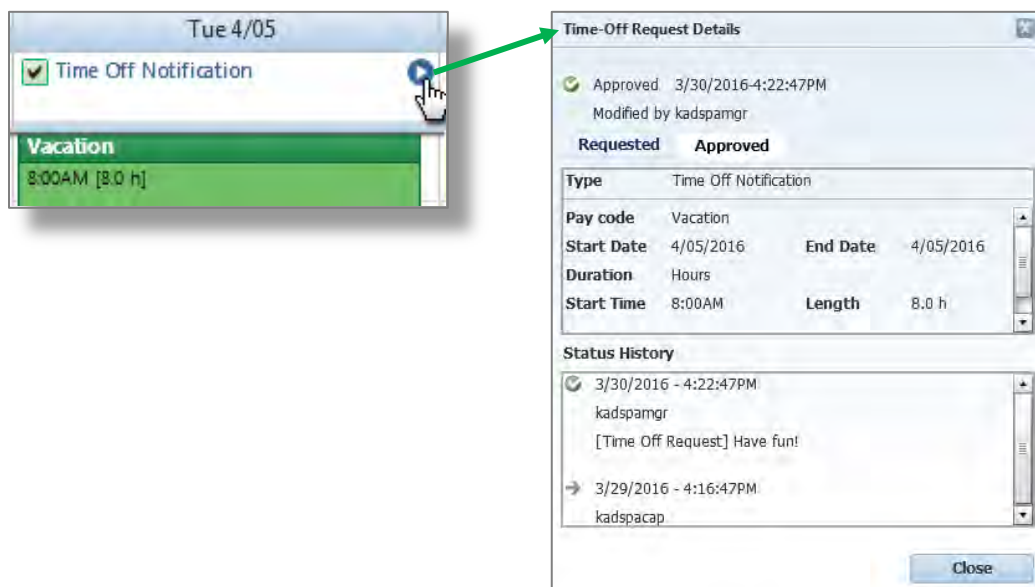
- The Time Off Notification Request appears at the top of the date requested in the My Calendar tab.



- 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.



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

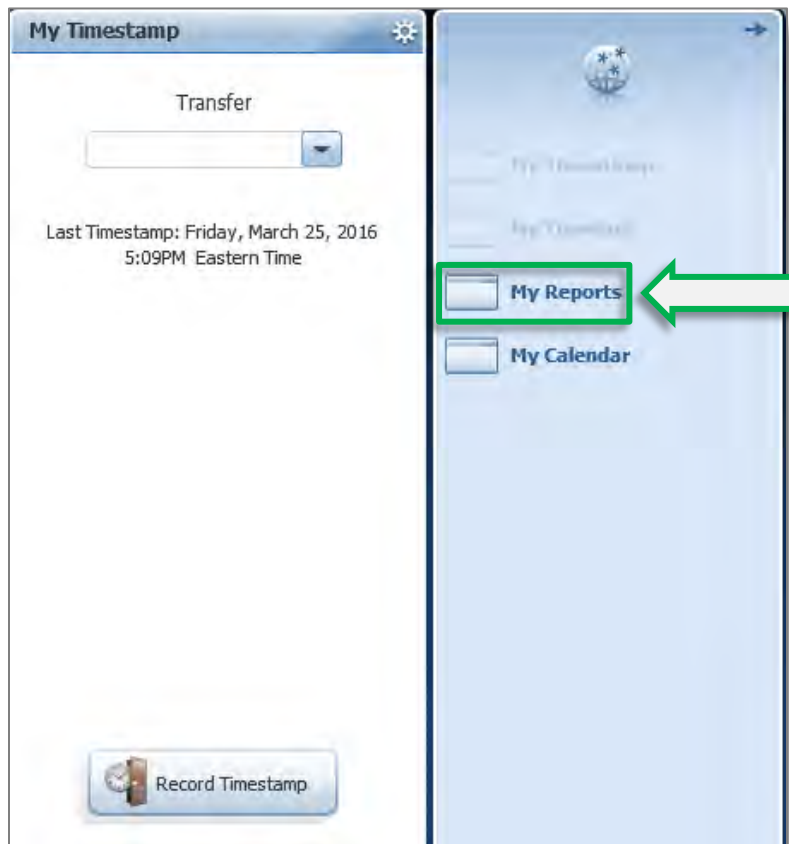
Loaded: 10:33AM

Approve Timecard  Print Timecard

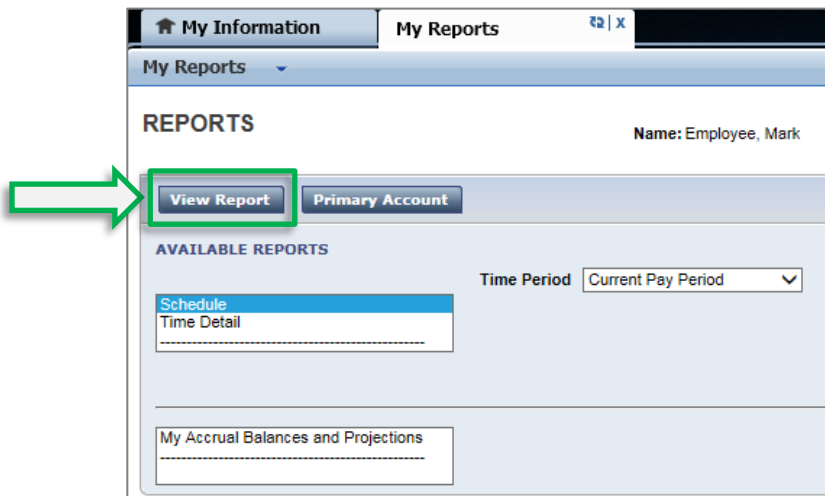
	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
 	Mon 4/04								
 	Tue 4/05	Vacation	8.0	8:00AM				8.0	8.0
 	Wed 4/06								8.0
 	Thu 4/07								8.0
 	Fri 4/08								8.0

Viewing My Reports

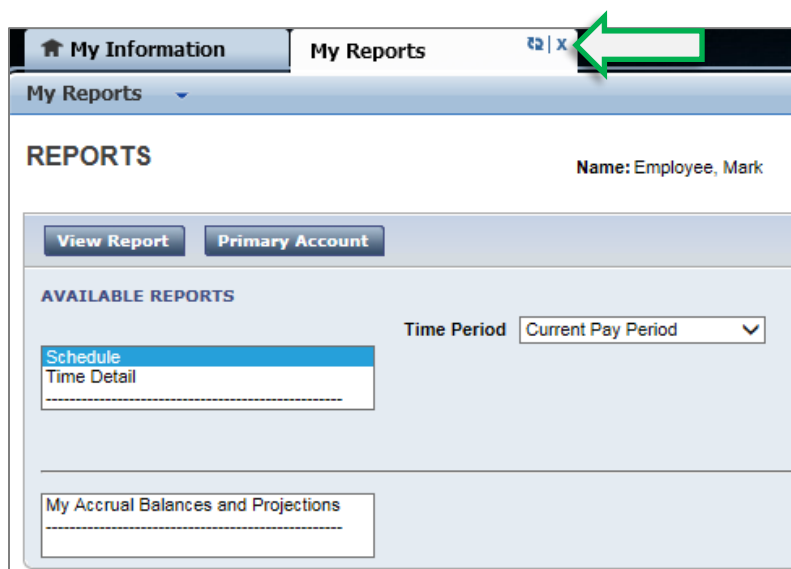
1. Click My Reports in the Widget Screen on the right side of the screen to view a list of available reports.



2. My Reports will open in a new tab to the right of the My Information tab. SHRA Non-Exempt Manual Time Capture 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.