



Time  
Information  
Management

# **TIM EMPLOYEE MANUAL**

**SHRA STUDENT AND  
TEMPORARY EMPLOYEES**

May, 2019

---

# Contents

---

<b>INTRODUCTION TO TIM .....</b>	<b>2</b>
<b>LOGGING IN &amp; SIGNING OUT .....</b>	<b>3</b>
Signing Out of TIM .....	3
<b>RECORDING A TIMESTAMP IN .....</b>	<b>4</b>
To Record a Timestamp .....	4
<b>TRANSFERRING TO A SECONDARY POSITION.....</b>	<b>6</b>
To Transfer to a Secondary Position and Record a Timestamp.....	6
<b>RECORDING A TIMESTAMP OUT .....</b>	<b>12</b>
<b>VIEWING MY TIMECARD .....</b>	<b>13</b>
Maximizing and Minimizing My Timecard View .....	14
Viewing Totals Tab.....	15
Changing the Pay Period Displayed in the Timecard.....	16
Manager Timecard Edits.....	16
<b>APPROVING MY TIMECARD .....</b>	<b>17</b>
<b>VIEWING MY REPORTS .....</b>	<b>21</b>
<b>ASSISTANCE WITH TIM .....</b>	<b>23</b>

---

# Introduction to TIM

---

The Time Information Management system (TIM) is the University's system for tracking employee hours worked.

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 Student and Temporary 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.

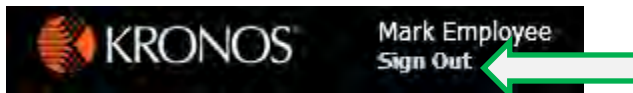
## *To access via ConnectCarolina*

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 In

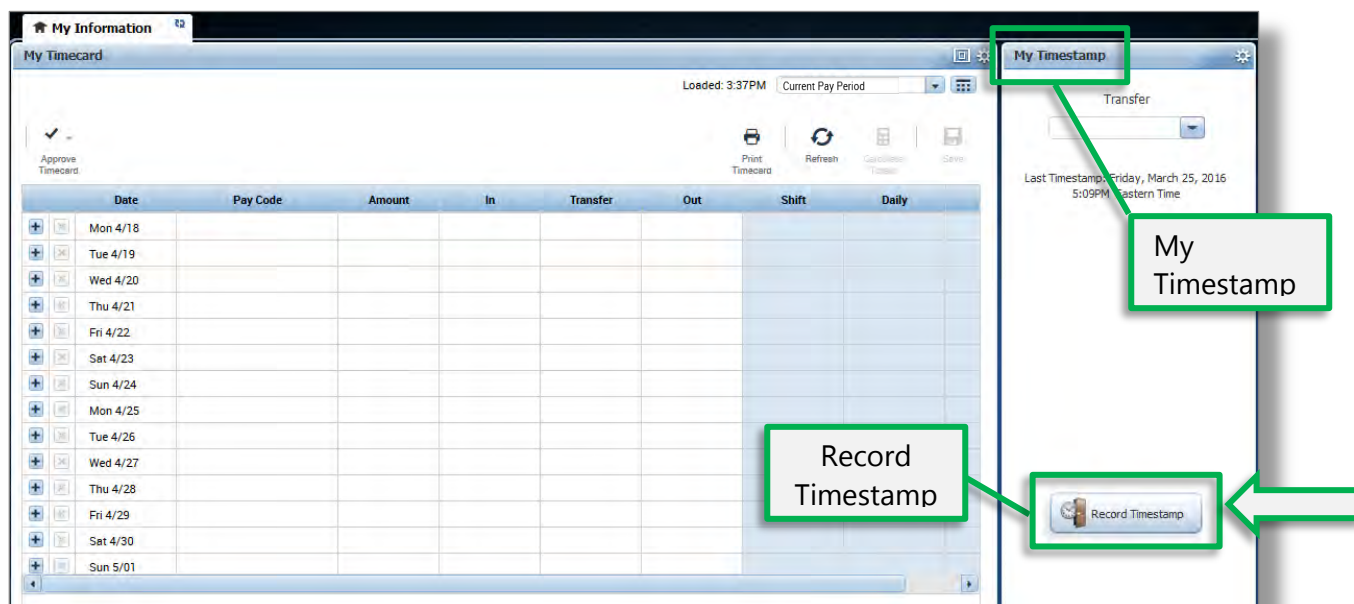
SHRA Student and Temporary Employees must record a timestamp at the start and end of each shift worked.

## IMPORTANT:

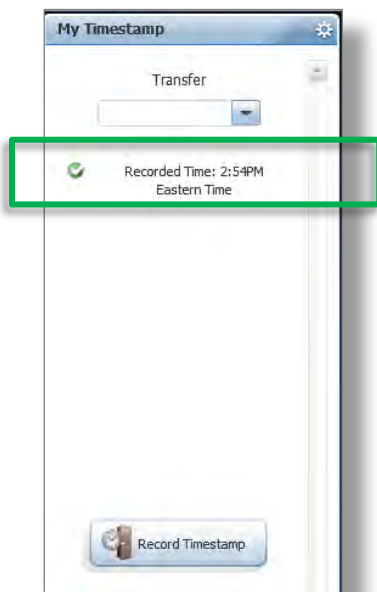
- ❖ If you hold **more than one** SHRA position with the University and need to record a timestamp for your secondary position, please reference the "Transferring to a Secondary Position" section of the manual on page 8 before completing the steps below.
- ❖ If you only hold **only one** SHRA position with the University you cannot Transfer to a position in TIM. You should click Record Timestamp after logging in to record a timestamp.

## To Record a Timestamp

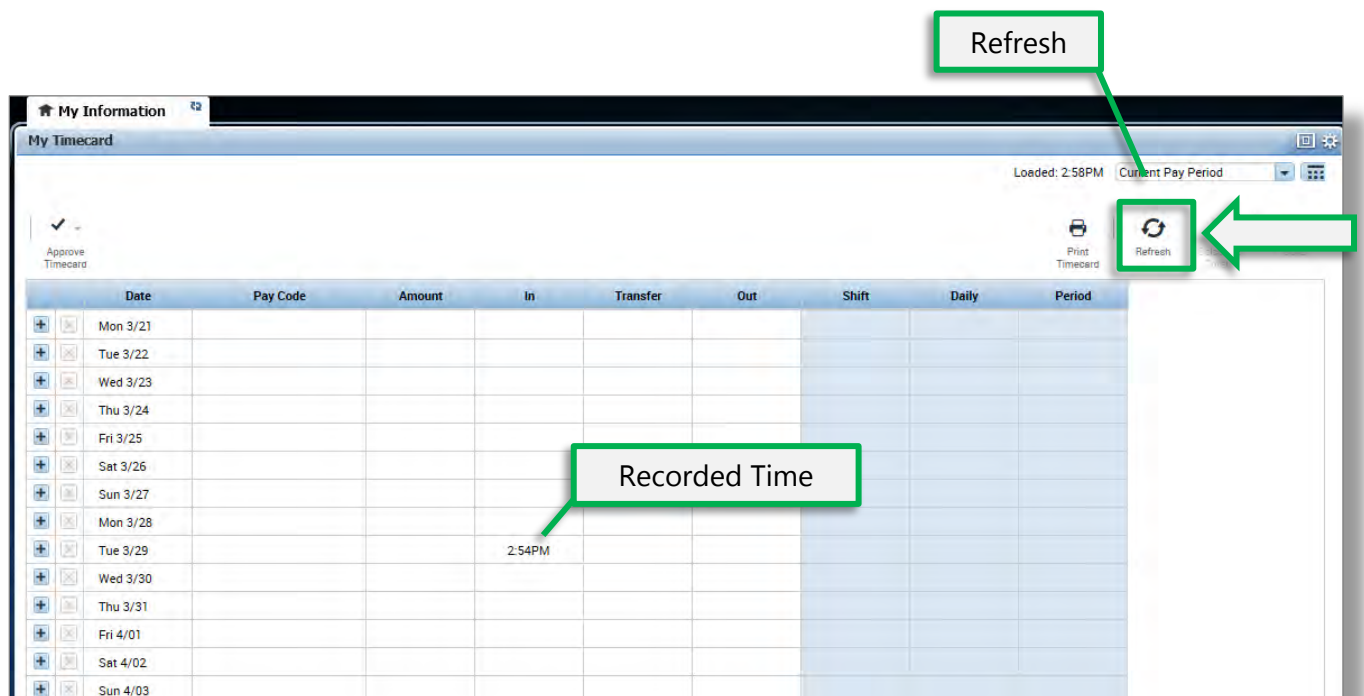
1. The My Timestamp screen appears on the right side when a SHRA Student or Temporary Employee logs in. Click the Record Timestamp button in the My Timestamp screen to record a time in or out.



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.



**IMPORTANT:** If you work in only one SHRA position, proceed to the "Recording a Timestamp Out" section of the manual on page 14.

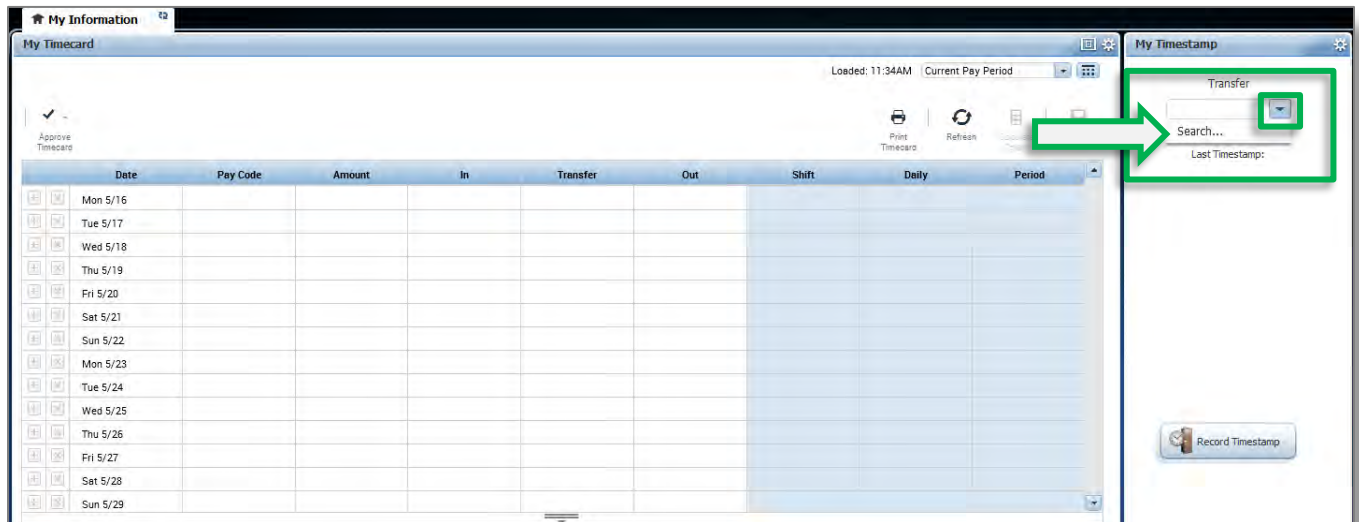
# Transferring to a Secondary Position

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

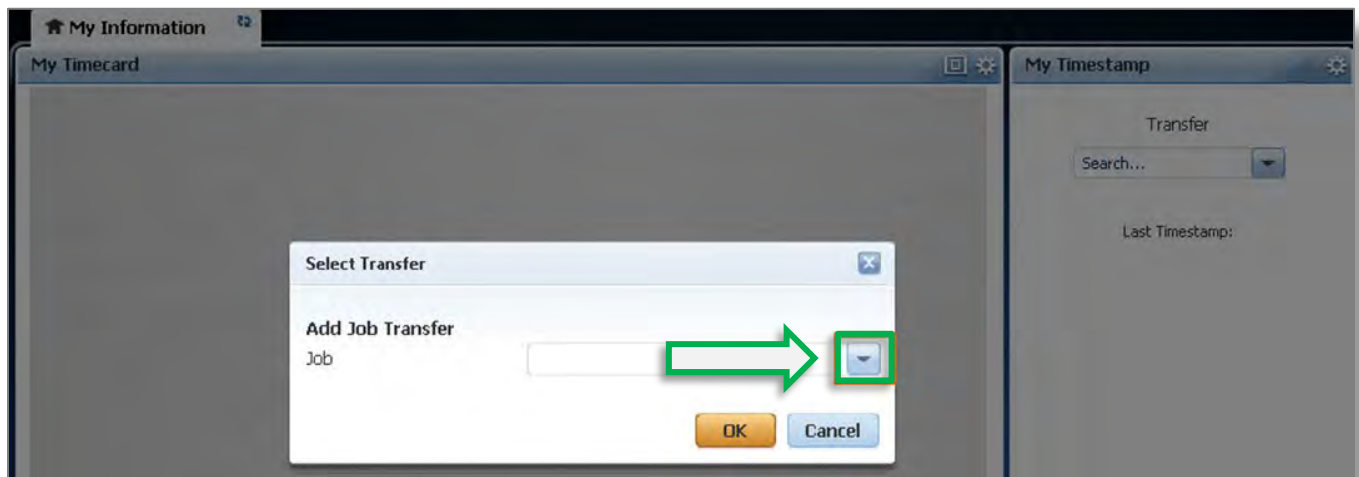
If you are not sure if you need to transfer to a position, you should ask your Manager.

## To Transfer to a Secondary Position and Record a Timestamp

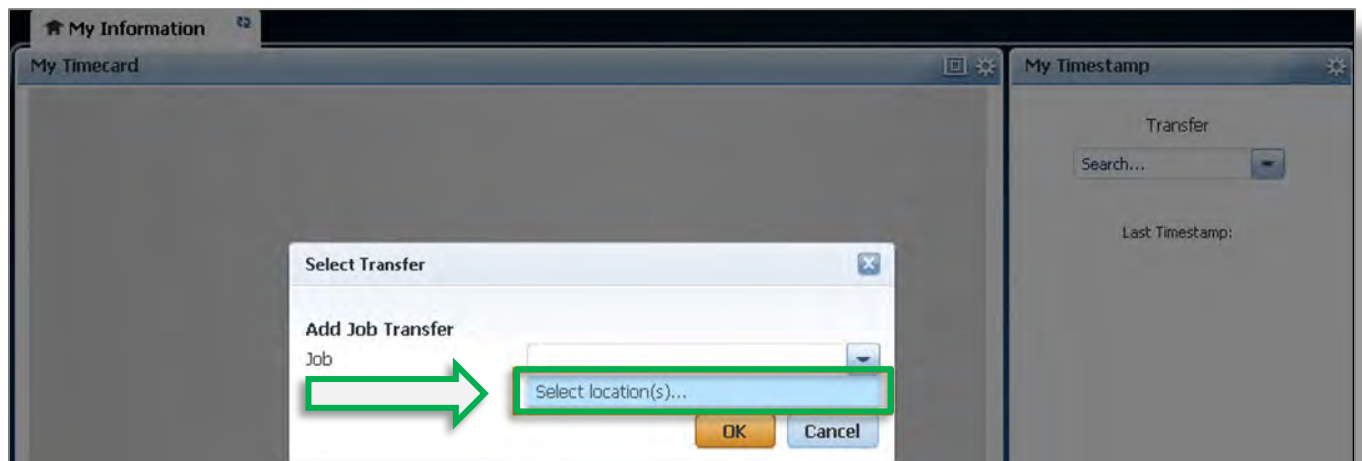
1. Click the Transfer dropdown and then click Search...



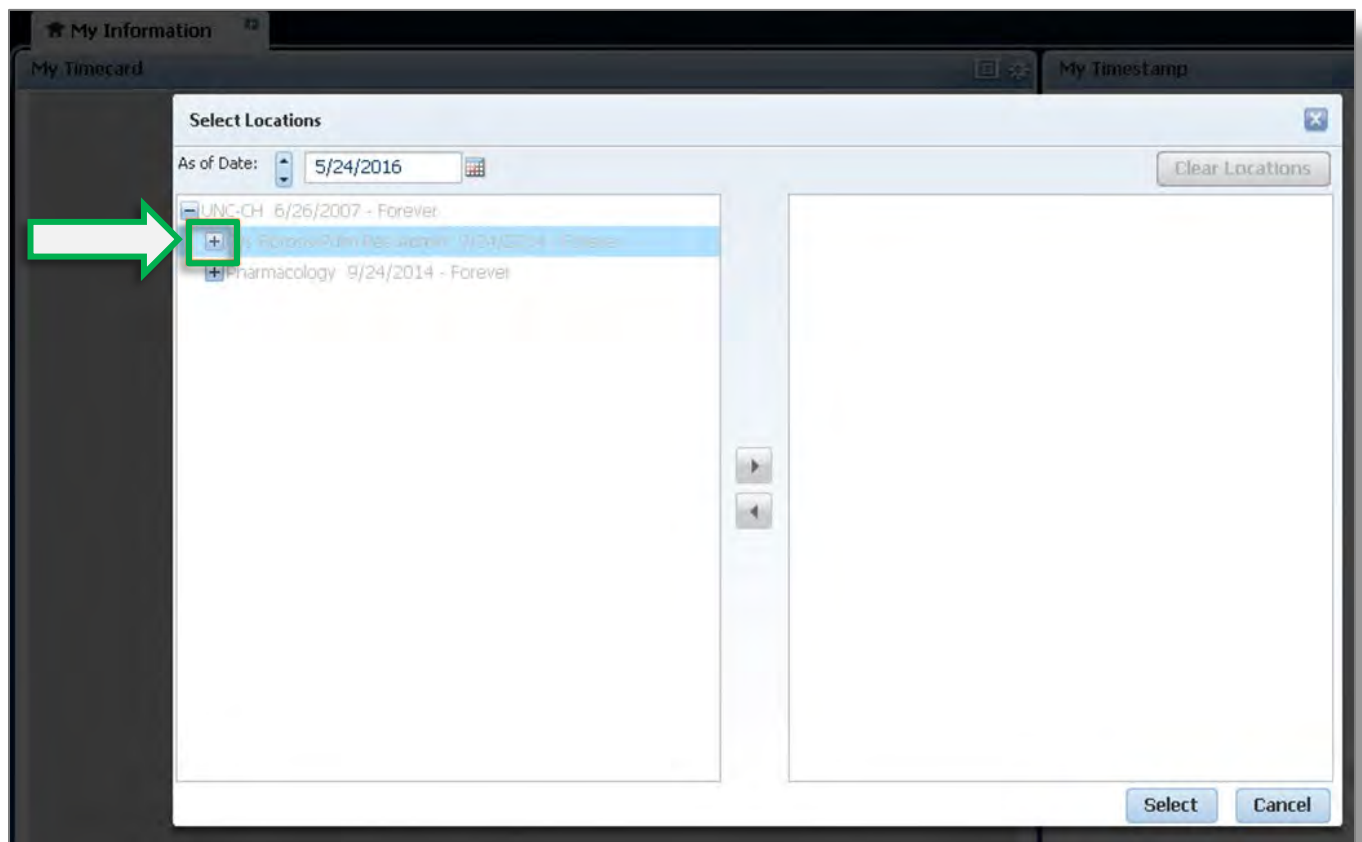
2. In the Select Transfer menu, click the dropdown arrow.



3. Then, click Select location(s).

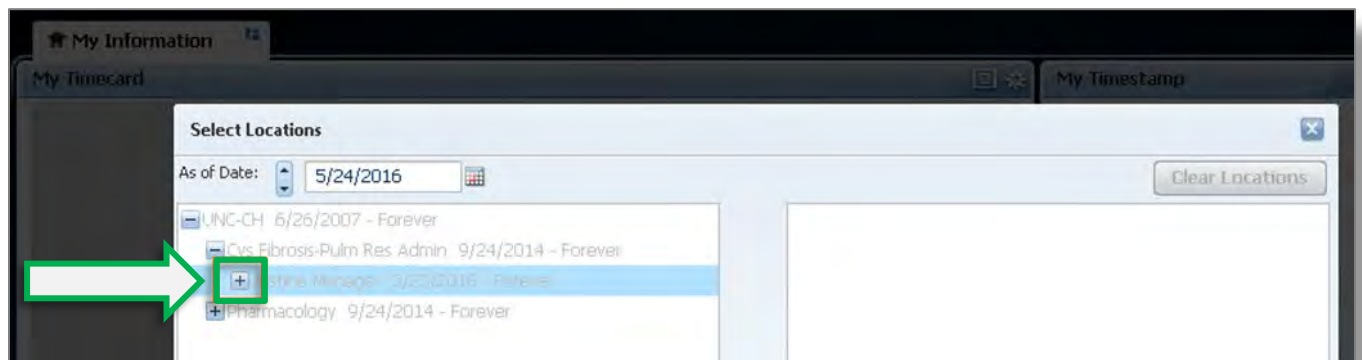


4. Click the plus sign to the left of the **Department** that your position is assigned to.

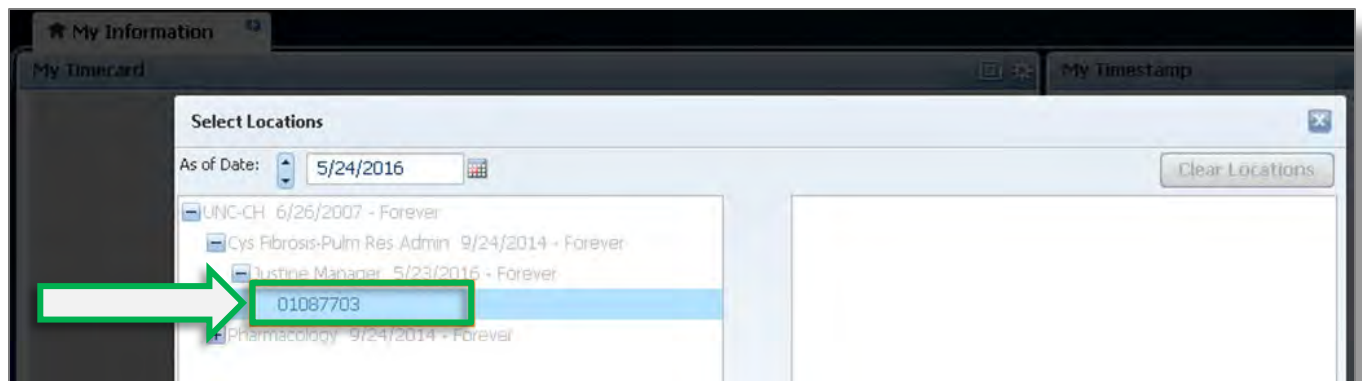




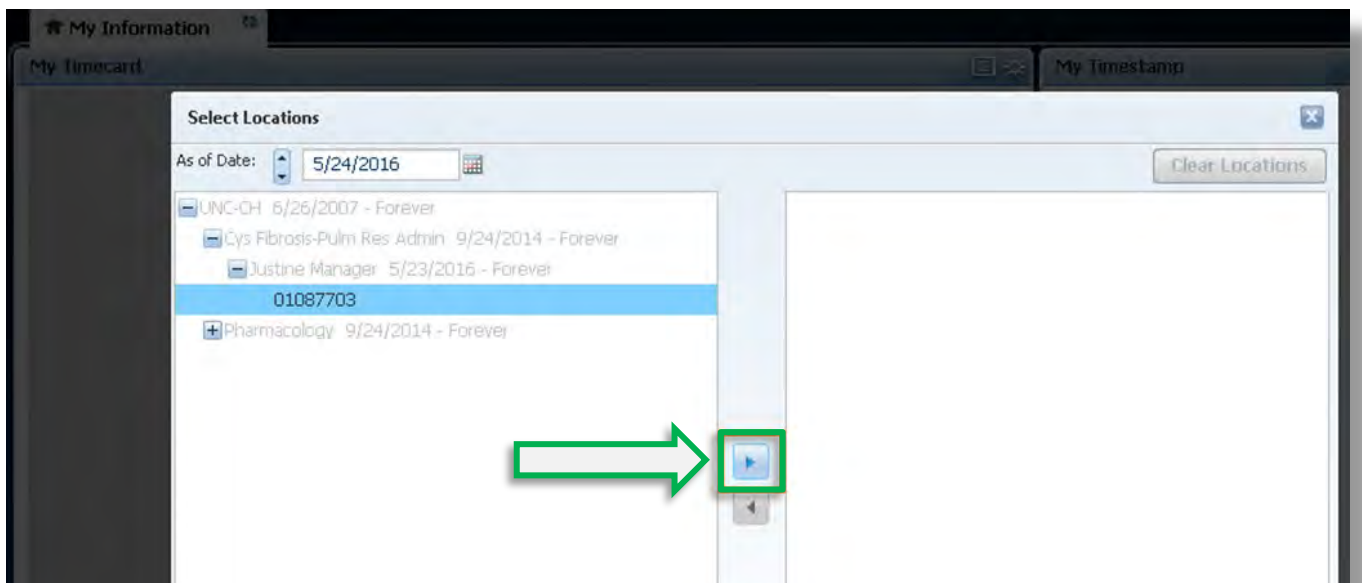
5. Now click the plus sign to the left of the **Manager** that your position reports to.



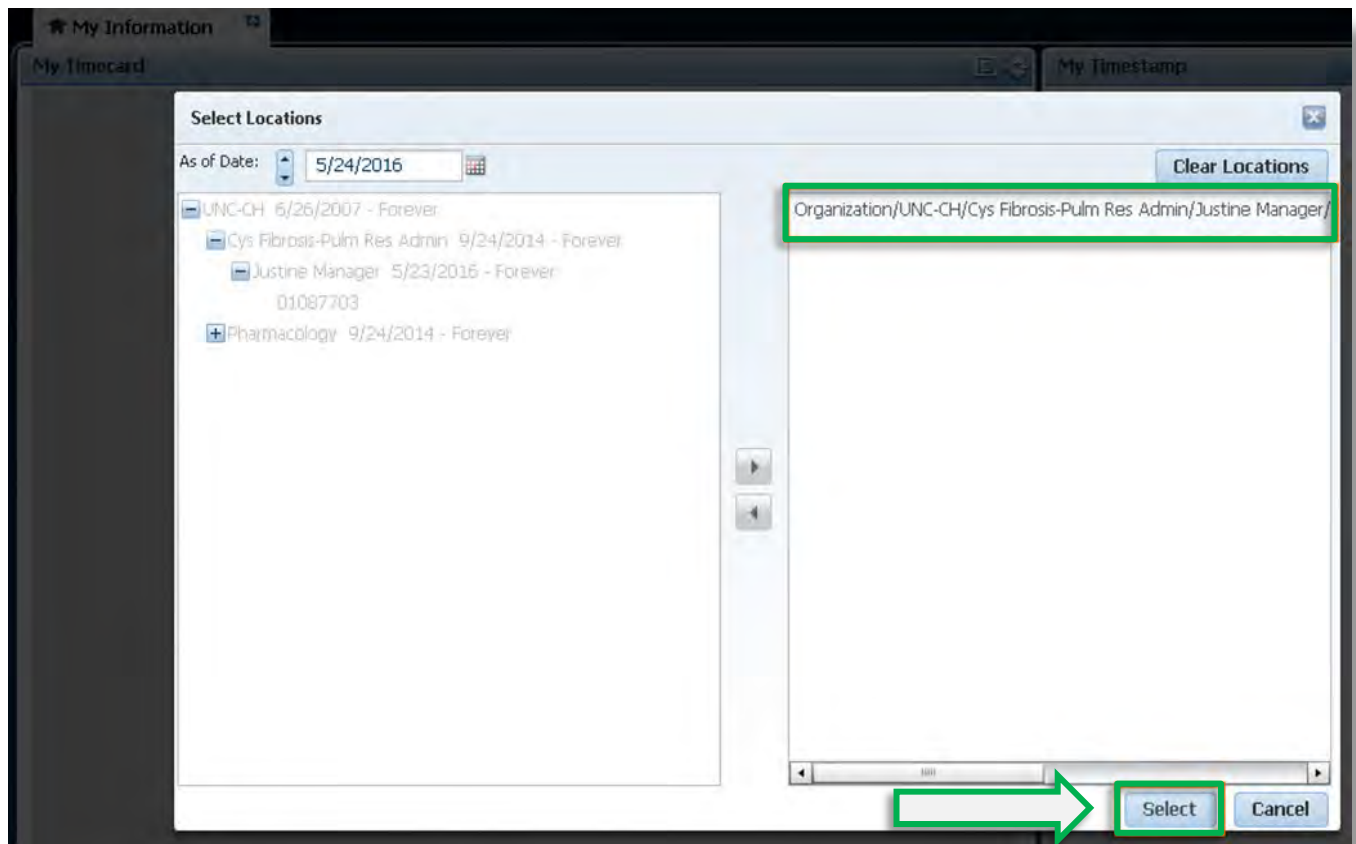
6. Click on the **Position** number.



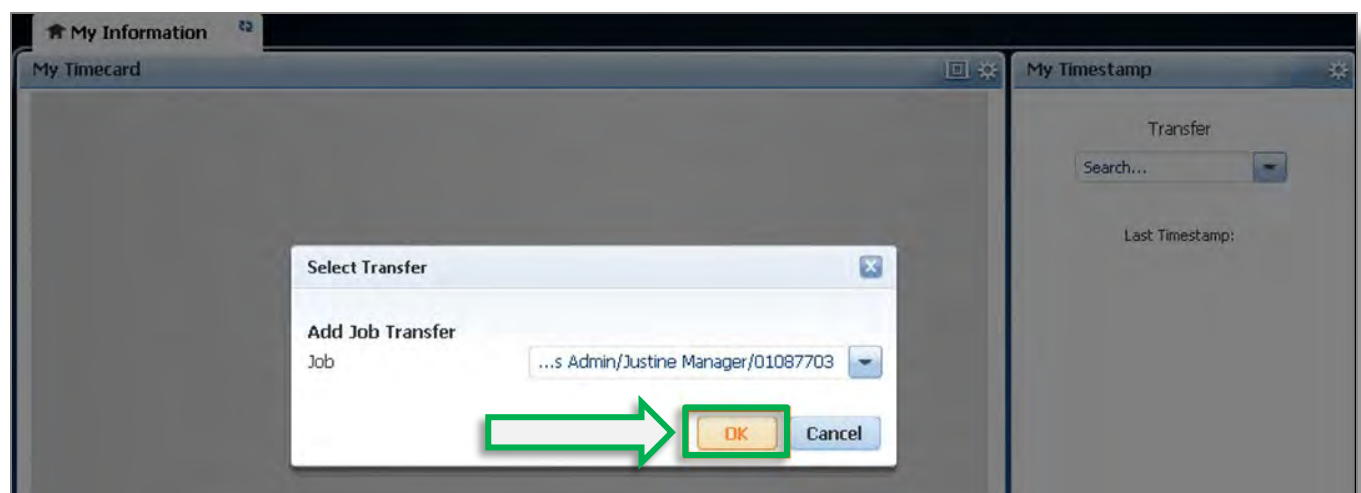
7. Click the arrow that points to the right to move the selected position number over to the box on the right side.



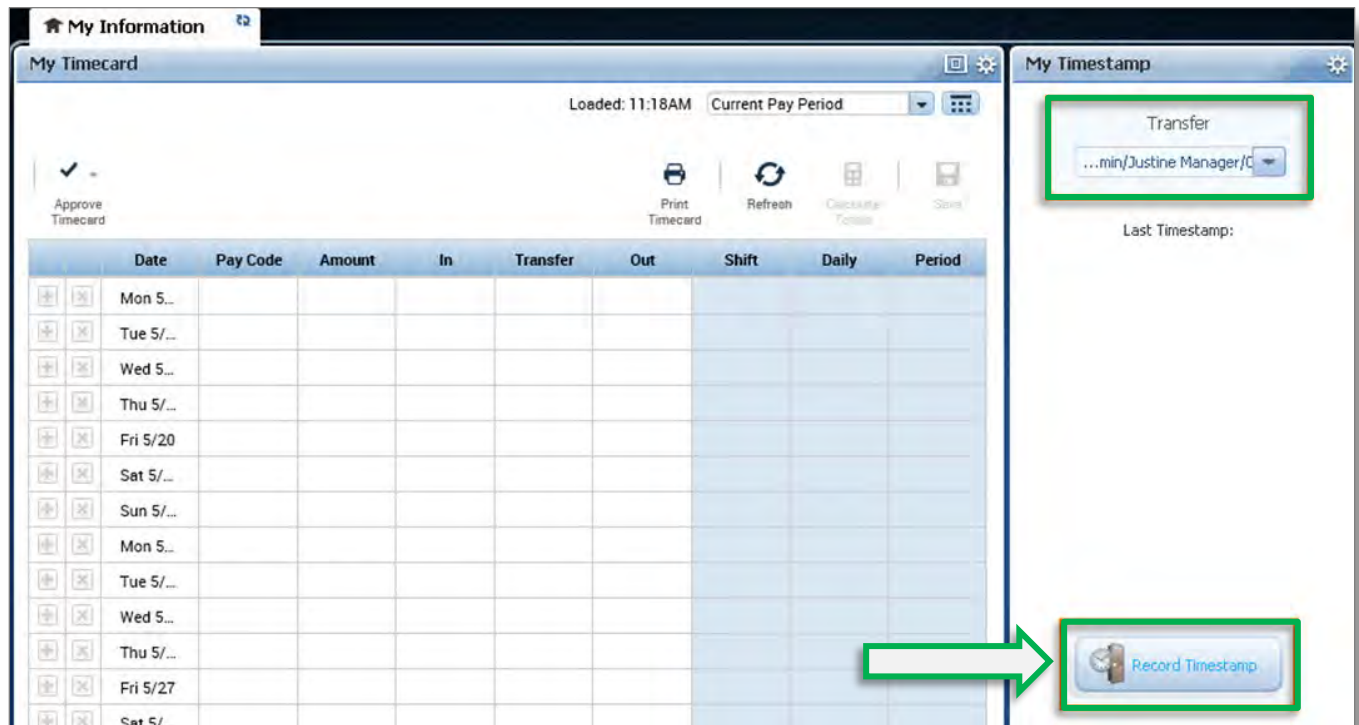
8. The position has been selected. To finalize the transfer, click Select.



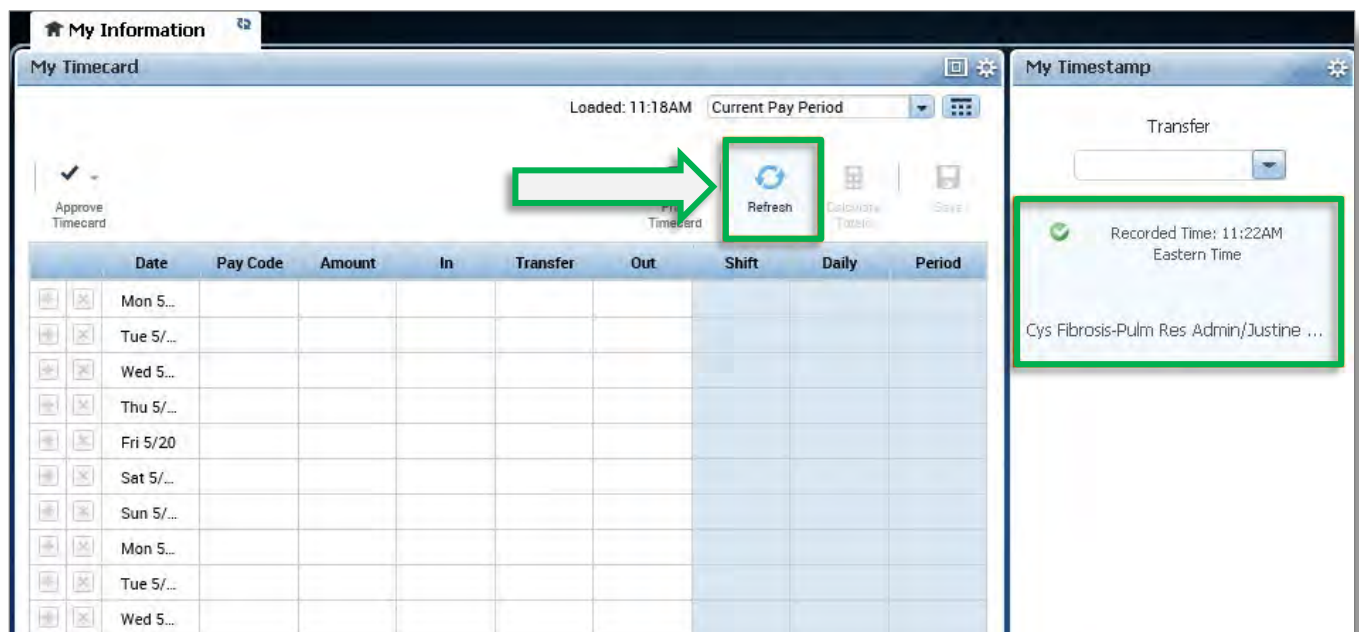
9. Then click OK.



10. After the secondary position you'll start working for is displayed in the Transfer field, click Record Timestamp.



11. The recorded time and position selected appear in the My Timestamp screen, but the recorded time does not automatically appear in the My Timecard tab. To see it, click Refresh in the My Timecard tab.



12. The recorded timestamp and position transfer will then appear in the timecard.

**My Timecard**

Loaded: 11:22AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
	Mon 5/...								
	Tue 5/...				11:22... /01087703				
	Wed 5/...								
	Thu 5/...								
	Fri 5/20								
	Sat 5/...								
	Sun 5/...								
	Mon 5/...								
	Tue 5/...								
	Wed 5/...								
	Thu 5/...								
	Fri 5/27								
	Sat 5/...								
	Sun 5/...								

**My Timestamp**

Transfer

Recorded Time: 11:22AM Eastern Time

Cys Fibrosis-Pulm Res Admin/Justine ...

Record Timestamp

- ❖ After you have successfully transferred to a position on a timestamp in, that position will be displayed automatically in the Transfer field dropdown menu.
- ❖ You will not have to repeat the search process the next time you log in to TIM and need to select that position.

# Recording a Timestamp Out

To record a timestamp out at the end of a shift worked, log into TIM and click the Record Timestamp button.

**IMPORTANT:** You should never transfer to a position when recording a timestamp **out**. Doing so will cause a duplicate punch to appear in the timecard and may cause the hours to not be paid.

The screenshot displays the TIM interface. The 'My Timecard' panel on the left shows a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The 'My Timestamp' panel on the right includes a 'Transfer' dropdown, 'Last Timestamp: Tuesday, May 24, 2016 11:22AM Eastern Time', and a 'Record Timestamp' button. A green arrow points to the 'Record Timestamp' button.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 5/...								
Tue 5/...								
Wed 5/...								
Thu 5/...								
Fri 5/20								
Sat 5/...								
Sun 5/...								
Mon 5/...								
Tue 5/...			11:22...	.../01087703				
Wed 5/...								
Thu 5/...								
Fri 5/27								
Sat 5/...								
Sun 5/...								

- ❖ Remember that you will need to click Refresh to see the timestamp in the timecard.

# Viewing My Timecard

1. You can view your timestamps in the My Timecard tab. Your timestamps for each day appear in the In and Out columns.
2. If you have transferred to a position, those transfers will appear in the Transfer column, in between the In and Out columns.

My Timecard

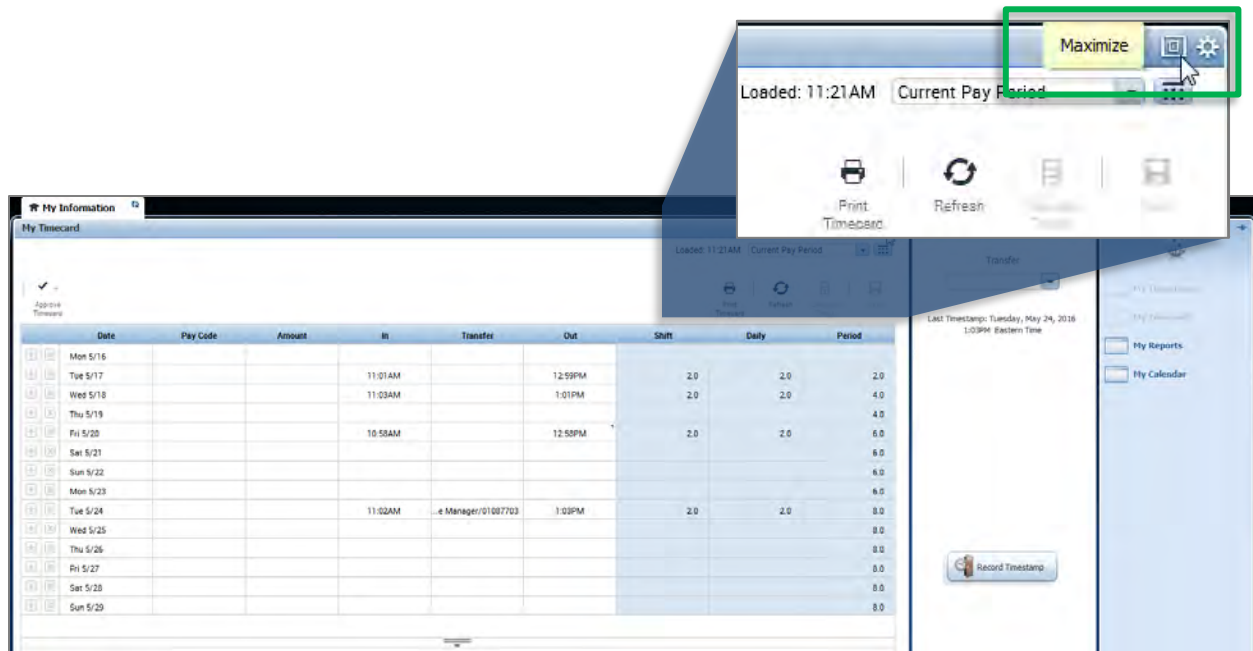
The screenshot shows the KRONOS My Timecard interface for Rebecca Employee. The main table displays timestamps for each day from Monday, May 16, to Sunday, May 29. The columns are Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. A transfer entry is visible on Tuesday, May 24, at 11:02AM, labeled 'Line Manager/01087703'. The right sidebar shows the 'My Timestamp' section with a 'Transfer' dropdown, the last timestamp (Tuesday, May 24, 2016, 1:03PM Eastern Time), and a 'Record Timestamp' button.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 5/16								
Tue 5/17			11:01AM		12:59PM	2.0	2.0	2.0
Wed 5/18			11:03AM		1:01PM	2.0	2.0	4.0
Thu 5/19								4.0
Fri 5/20			11:58AM		12:58PM	2.0	2.0	6.0
Sat 5/21								6.0
Sun 5/22								6.0
Mon 5/23								6.0
Tue 5/24			11:02AM	Line Manager/01087703	1:03PM	2.0	2.0	8.0
Wed 5/25								8.0
Thu 5/26								8.0
Fri 5/27								8.0
Sat 5/28								8.0
Sun 5/29								8.0

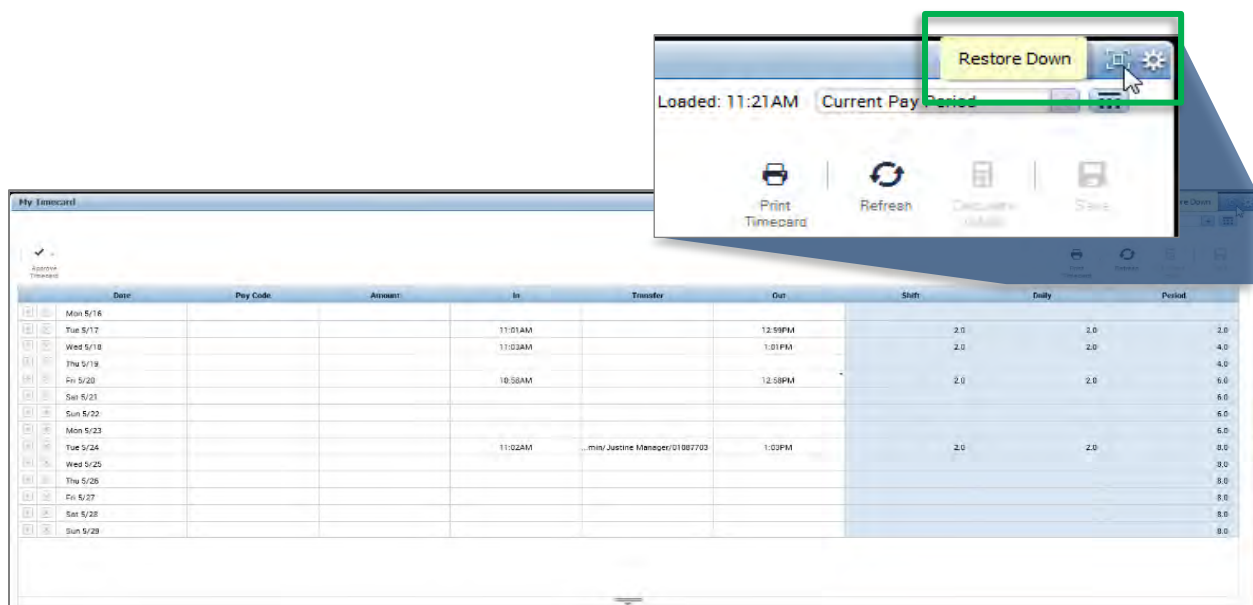


## Maximizing and Minimizing My Timecard View

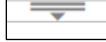
To expand the My Timecard tab in order to display a larger view, click the Maximize button in the top right.

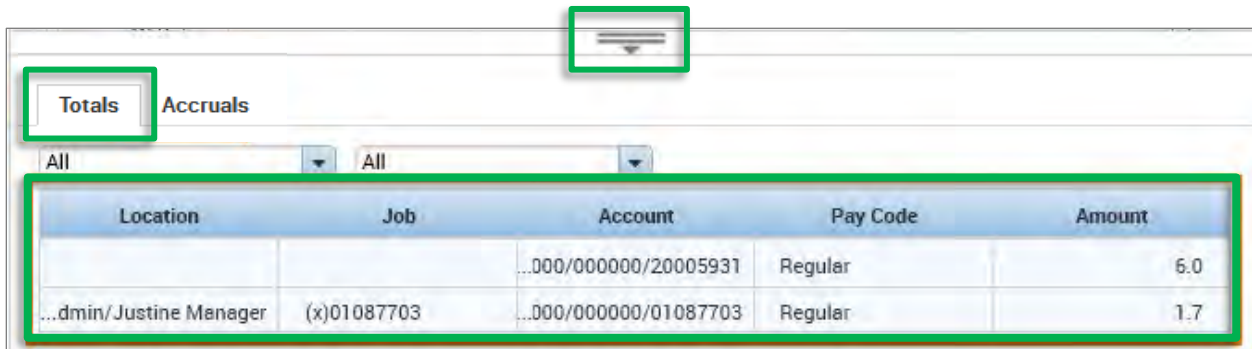


To restore the My Timecard tab back to the original size click the Restore Down button in the top right.



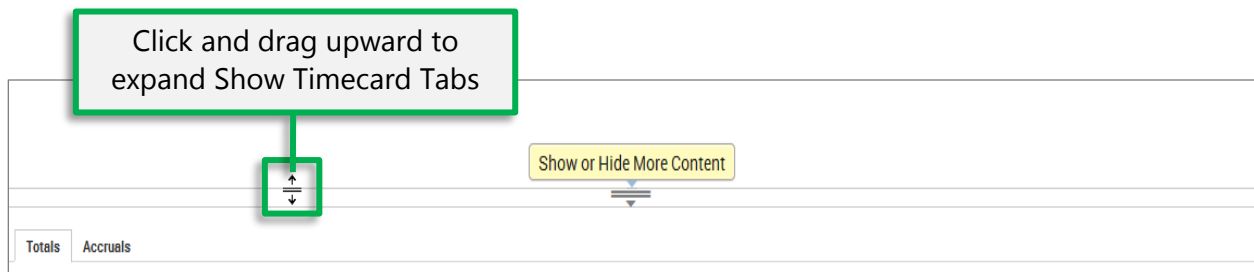
## Viewing Totals Tab

1. Note that you can click the Show Timecard Tabs icon  at the bottom of the screen to view the Totals tab.
2. In the Totals tab, you can review the total hours worked in the pay period. If you have any questions about the information that appears in the Totals tab, you will need to ask your manager.



Totals		Accruals		
All		All		
Location	Job	Account	Pay Code	Amount
		...000/000000/20005931	Regular	6.0
...dmin/Justine Manager	(x)01087703	...000/000000/01087703	Regular	1.7

3. 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.
4. Once the cursor appears, click and drag the row that contains the Show Timecard Tabs icon upward to expand the Show Timecard Tabs.

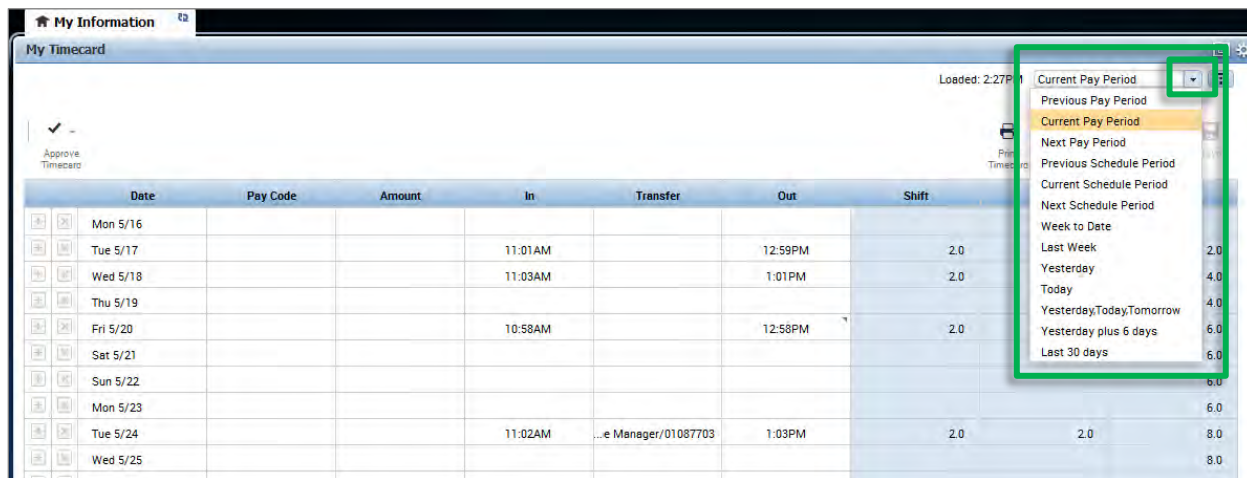


❖ For SHRA Student or Temporary employees, no data will appear in the Accruals tab.




## 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.

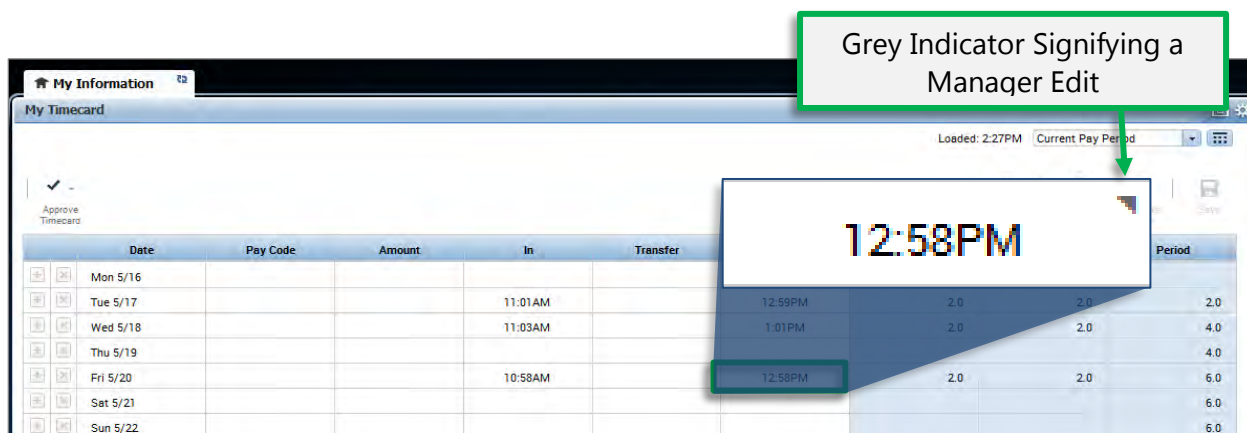


## Manager Timecard Edits

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.

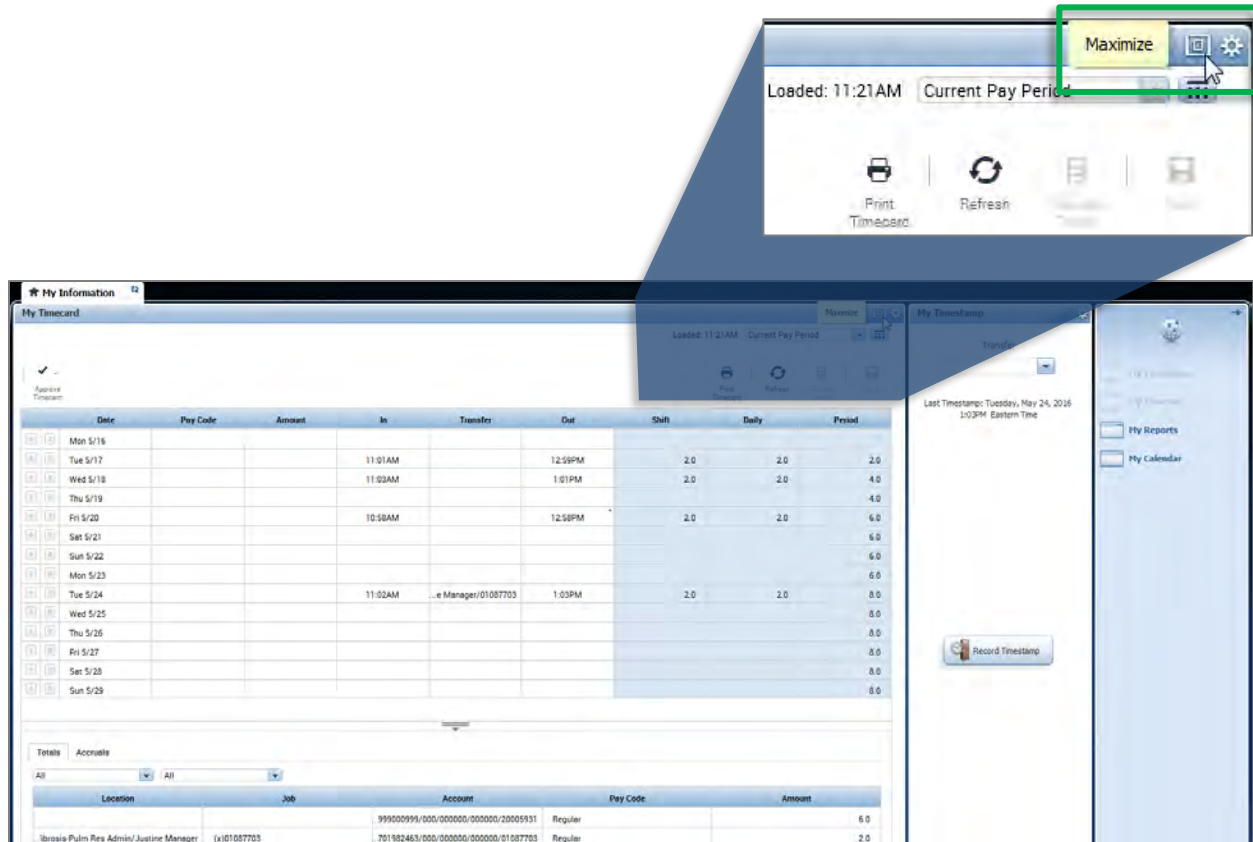
*Example:*

The employee below forgot to record a Timestamp Out on Friday May 20<sup>th</sup>. Upon realizing this the following Monday, he asked his manager to enter the time that he left on May 20<sup>th</sup> and the Out cell now has the grey indicator in the top right corner.



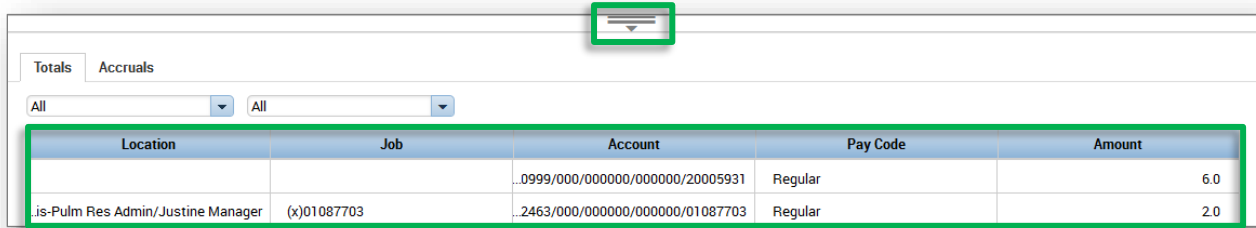
# Approving My Timecard

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.

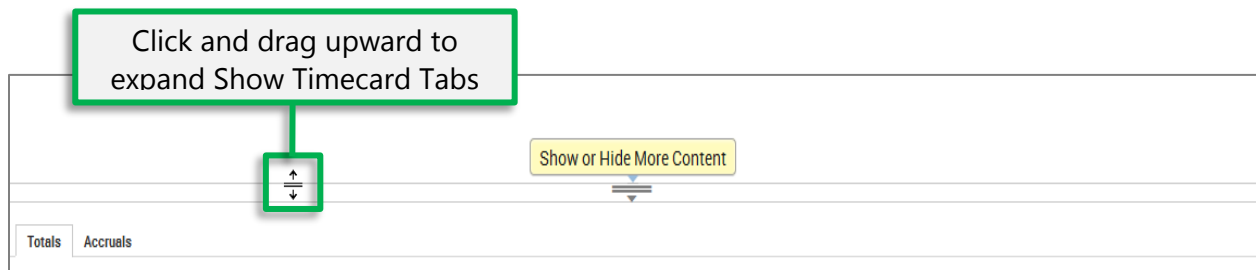
2. Then, click the Show Timecard Tabs  icon at the bottom of the timecard to review the total hours worked in the pay period.



Totals		Accruals		
All		All		
Location	Job	Account	Pay Code	Amount
		...0999/000/000000/000000/20005931	Regular	6.0
Jis-Pulm Res Admin/Justine Manager	(x)01087703	...2463/000/000000/000000/01087703	Regular	2.0

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 Totals tab to display more information.

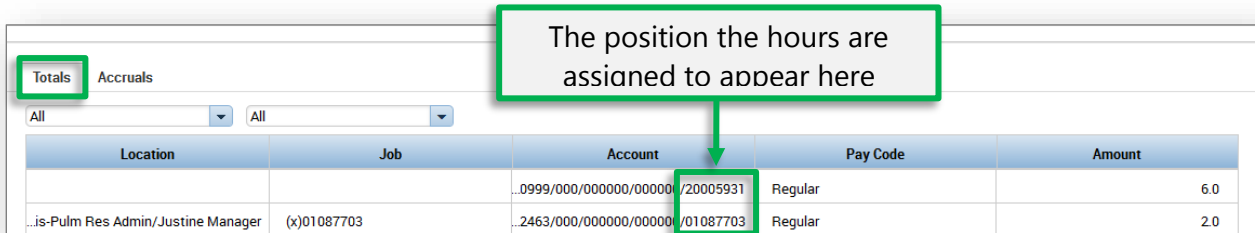
Once the cursor appears, click and drag the row that contains the Show Timecard Tabs icon upward to expand the Show Timecard Tabs.



4. Review the timecard and the hours in the Totals tab to make sure the hours worked are correct. If not, notify your manager immediately. If you have any questions about the information that appears in the Totals tab, you will need to ask your manager.

- ❖ For employees who work **more than one** SHRA position, you will see the shifts worked and transfers made in the Transfers column in the timecard. You will see the position number and total hours worked for each position in the Totals tab.

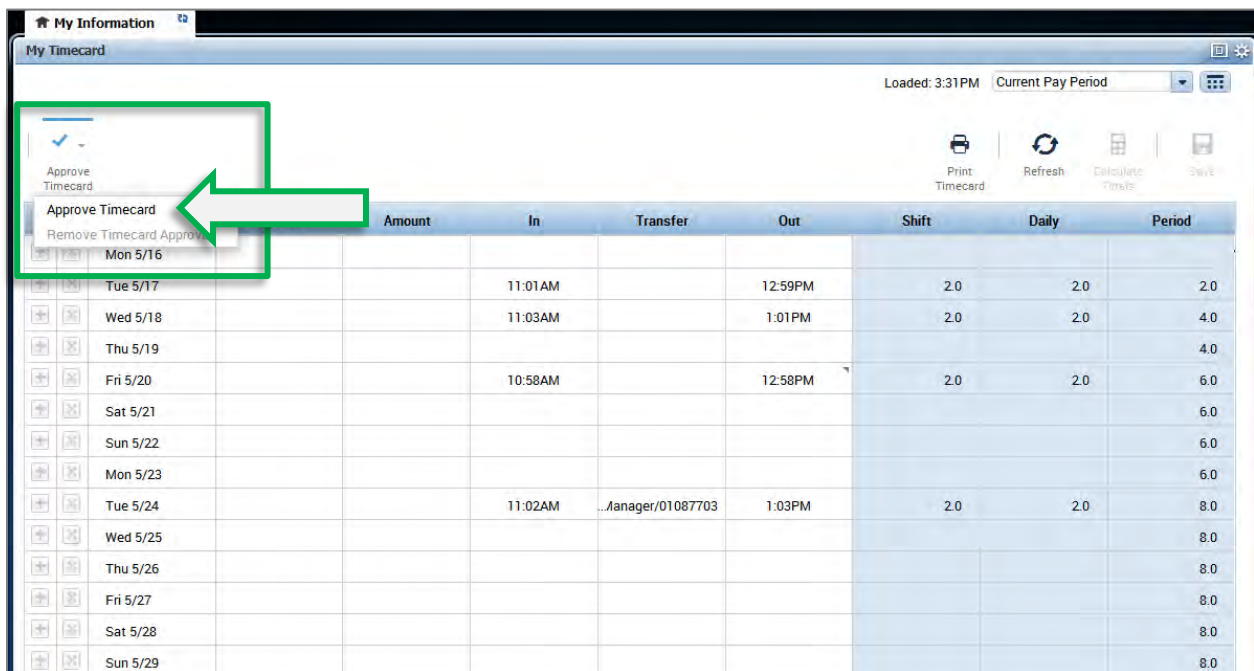
5. If the hours worked in a position are missing or are incorrect, notify the manager of that position.



The position the hours are assigned to appear here

Location	Job	Account	Pay Code	Amount
		...0999/000/000000/000000/20005931	Regular	6.0
...is-Pulm Res Admin/Justine Manager	(x)01087703	...2463/000/000000/000000/01087703	Regular	2.0

6. If the total hours are correct, click the Approve Timecard icon on the left side of the My Timecard tab and select Approve Timecard.



	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 5/16							
Tue 5/17		11:01AM		12:59PM	2.0	2.0	2.0
Wed 5/18		11:03AM		1:01PM	2.0	2.0	4.0
Thu 5/19							4.0
Fri 5/20		10:58AM		12:58PM	2.0	2.0	6.0
Sat 5/21							6.0
Sun 5/22							6.0
Mon 5/23							6.0
Tue 5/24		11:02AM	.../anager/01087703	1:03PM	2.0	2.0	8.0
Wed 5/25							8.0
Thu 5/26							8.0
Fri 5/27							8.0
Sat 5/28							8.0
Sun 5/29							8.0

7. The timecard changes color after it has been approved.

The screenshot shows a web application interface with two main panels. The left panel, titled 'My Timecard', has a sub-header 'My Information' and a 'Loaded: 8:09AM' status. It features a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table contains data for a week from Monday to Monday. Below the table are 'Totals' and 'Accruals' sections. The 'Totals' section shows a summary for 'All' locations and jobs, with a total amount of 6.0. The right panel, titled 'My Timestamp', has a 'Transfer' dropdown menu and displays the 'Last Timestamp: Tuesday, May 24, 2016 1:02PM Eastern Time'. A 'Record Timestamp' button is located at the bottom of this panel.

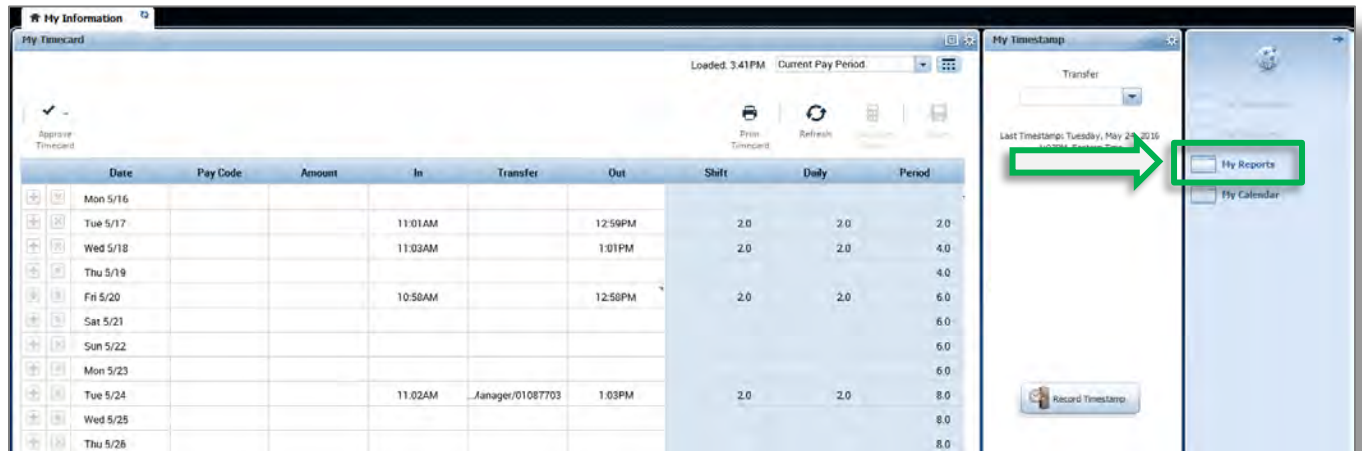
Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 5...								
Tue 5...			11:01...		12:59...	2.0	2.0	2.0
Wed 5...			11:03...		1:01PM	2.0	2.0	4.0
Thu 5...								4.0
Fri 5/20			10:58...		12:58...	2.0	2.0	6.0
Sat 5/...								6.0
Sun 5...								6.0
Mon 5...								6.0

Location	Job	Account	Pay Code	Amount
		...00/000000/20005931	Regular	6.0

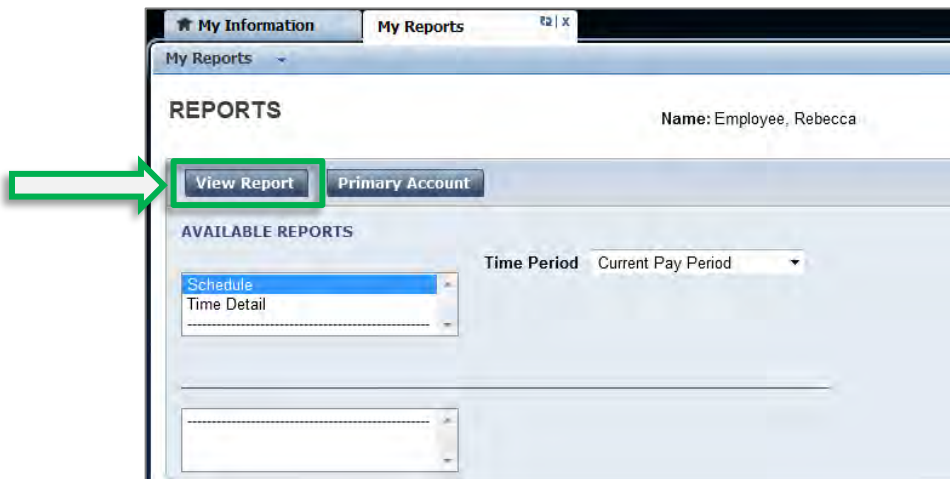
- ❖ Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.
- ❖ Employees with multiple positions should check to make sure the total hours worked in the pay period are assigned to each position correctly. If the hours worked in a position are missing or are incorrect, notify the manager of that position.
- ❖ 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.
- ❖ If you have any questions about the information that appears in the Totals tab, you will need to ask your manager.

# 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.

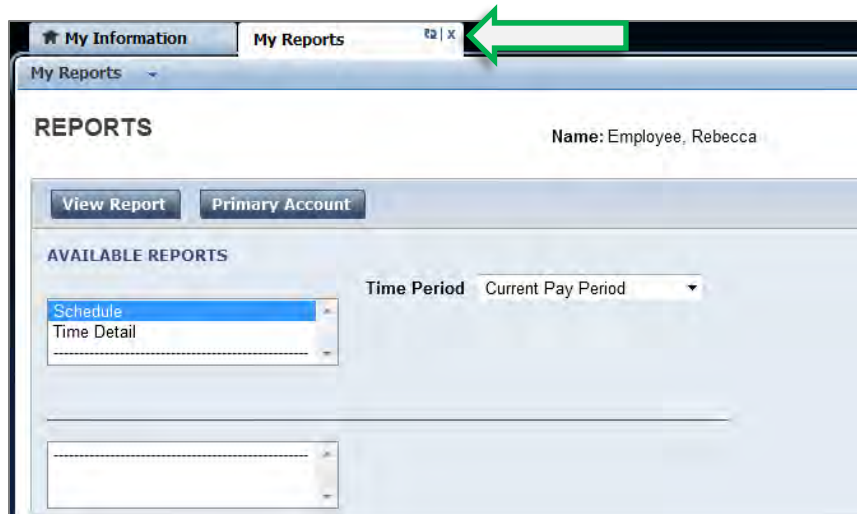


2. My Reports will open in a new tab to the right of the My Information tab. SHRA Students and Temporary Employees can view the following reports:



- Schedule- shows your schedule for the time period selected.
- Time Detail- shows the times in and out for the time period 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.