

Accrual Profile Effective Dates

Starting on Monday, July 11, 2011, Accrual Profile Effective dates will be tracked in TIM. An employee who has an accrual profile of SPA Non-Exempt for example, and changes to a SPA Exempt position, will have the SPA Exempt accrual profile effective as of the date it is received in TIM.

Required TIM Administrator Actions- New Hires and Terminations

TIM Administrators will continue to review permanent new hires accrual balances in TIM at the start of employment.

- In particular, a permanent new hire that qualified for earned Vacation and Sick amounts at the end of the previous month but was not entered in the HR system until the current month will need historical edits to manually grant the Vacation and Sick amounts in TIM.

TIM Administrators will continue to process Applied Terminations for permanent employees in TIM.

- In particular, a permanent employee who will be terminated on the 25th in the HR system and qualifies for earned Vacation and Sick amounts at the end of month will need historical edits to manually grant the Vacation and Sick amounts in TIM.

For detailed instructions on how to enter historical edits to adjust accruals, please review the Historical Edits and Performing a Termination sections in the TIM Administrator Manual Parts 1 and 2 online,

<http://finance.unc.edu/finance-division/training/training-overview.html#timadmin>

Detailed Information- Accrual Profile Effective Dates in TIM

#1 Active Permanent SPA and EPA Employees

Currently, active permanent SPA and EPA employees have accrual profiles with a start date that is set to the 'beginning of time' and an end date that is set to 'forever'. To implement accrual profile effective dates in TIM, all active SPA and EPA employees' current accrual profiles will be renamed to 'previously' and will show an end date as of June 30, 2011. Their current accrual profiles will show a start date as of July 1, 2011 to be in alignment with Fiscal Year timing.

- For example, an active SPA Non-Exempt employee will have a 'Previously SPA Non-Exempt' accrual profile that ends on June 30, 2011 and a 'SPA Non-Exempt' accrual profile that starts on July 1, 2011.

All active employees will be signed off by Payroll on July 9, 2011 before the accrual profile effective dates will be implemented in TIM. Therefore, no previously earned accruals will be impacted by these changes.

#2 Employees Who Do Not Earn Accruals in TIM

The following employee types do not earn accruals in TIM:

- Active SPA temporary and student employees
- Active permanent SPA and EPA employees with less than 50% FTE
- Inactive employees
- Terminated employees

These employee types will have the new 'Empty Profile' accrual profile, which will prevent accruals from being earned by the employee in TIM.

#2a Active SPA Temporary, SPA Student, and SPA & EPA Employees with less than 50% FTE

Active SPA temporary and student employees and active permanent SPA and EPA employees with less than 50% FTE will have the 'Previously Empty Profile' with an end date of June 30, 2011 and the 'Empty Profile' with a start date as of July 1, 2011 to be in alignment with Fiscal Year timing.

- For example, an active SPA Student employee will have the 'Previously Empty' accrual profile that ends on June 30, 2011 and 'Empty Profile' accrual profile that starts on July 1, 2011.

#2b Inactive and Terminated Employees

Although accruals and accrual profiles for Inactive and Terminated employees are not visible to users in TIM, they will have the 'Empty Profile' as of their Inactive or Termination status effective date in the TIM database. Inactive and Terminated employees in the future will receive the 'Empty Profile' accrual profile effective as of the date the action is received in TIM.

- Therefore, if a Terminated SPA Temporary employee is rehired as a SPA Permanent employee, the new SPA Permanent accrual profile will be effective as of the date it is received in TIM. This will prevent new hires from incorrectly receiving back-dated accruals.

#1 Example- Active SPA Exempt Employee Before Accrual Profile Effective Dates in TIM

The screenshot shows the Kronos Workforce Central interface in Mozilla Firefox. The browser title is "Kronos WORKFORCE CENTRAL(R) - Mozilla Firefox". The address bar shows "UNCTIM". The navigation bar includes "GENERAL", "MY GENIES@", "TIMEKEEPING", "SCHEDULING", and "MY INFORMATION". The main menu has "Timecard", "Schedule", "People", and "Reports". The "PEOPLE EDITOR" section is active, showing "Name & ID" as "Employee, Jennifer" and "100000003". The "PERSON" tab is selected, and the "JOB ASSIGNMENT" section is open. The "Accruals & Leave" section is highlighted in the left sidebar. The main content area shows a table with the following data:

Accrual Profile	Start Date *	End Date *
SPA EXEMPT	Beginning of Time	Forever

Below the table, the "Full-Time Equivalency" section is visible, with "Percentage" selected and "Value" set to "100 %". The "Ratio" section is also visible, with "Employee Hours" and "Full-Time Hours" input fields.

#1 Example- Active SPA Exempt Employee After Accrual Profile Effective Dates in TIM

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Accrual Profile	Start Date *	End Date *
Previously SPA EXEMPT	Beginning of Time	6/30/2011
SPA EXEMPT	7/01/2011	Forever

Below the table, the "Full-Time Equivalency" section is visible, with "Percentage" selected and "Value" set to "100 %". The "Ratio" section is also visible, with "Employee Hours" and "Full-Time Hours" input fields.

#2a Example- Active SPA Temporary Employee Before Accrual Profile Effective Dates in TIM

Kronos WORKFORCE CENTRAL(R) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNCTIM

KRONOS Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

PEOPLE EDITOR
Loaded: 10:14AM

Name & ID Employee, Marcus 100000007

PERSON JOB ASSIGNMENT

Save Actions History

Person Summary
Licenses
General Information
Approvals
Accruals & Leave
User Information
Contacts
Additional Information
Person's Dates
Process Profiles

Accruals & Leave

Accrual Profile	Start Date *	End Date *
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Full-Time Equivalency

Percentage Value: 11 % 100% = full time

Ratio Employee Hours: Full-Time Hours:

#2a Example- Active SPA Temporary Employee After Accrual Profile Effective Dates in TIM

Kronos WORKFORCE CENTRAL(R) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNCTIM

KRONOS Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

PEOPLE EDITOR
Loaded: 11:56AM

Name & ID Employee, Mar... 100000007 2 of 5

PERSON JOB ASSIGNMENT

Save Actions History

Person Summary
Licenses
General Information
Approvals
Accruals & Leave
User Information
Contacts
Additional Information
Person's Dates
Process Profiles

Accruals & Leave

Accrual Profile	Start Date *	End Date *
Previously Empty Profile	Beginning of Time	6/30/2011
Empty Profile	7/01/2011	Forever

Full-Time Equivalency

Percentage Value: 11 % 100% = full time

Ratio Employee Hours: Full-Time Hours:

#2b Example- Terminated Employee on 08/15/2010 Before Accrual Profile Effective Dates in TIM

[[NOTE- AFTER TERMINATION THIS SCREEN IS NOT VISIBLE TO USERS IN TIM]]

Kronos WORKFORCE CENTRAL(R) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNCTIM

KRONOS Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard Schedule People Reports

PEOPLE EDITOR
Loaded: 10:14AM

Name & ID Employee, Ronald 100000009

PERSON JOB ASSIGNMENT

Save Actions History

Person Summary Licenses General Information Approvals **Accruals & Leave** User Information Contacts Additional Information Person's Dates Process Profiles

Accruals & Leave

Accrual Profile	Start Date *	End Date *
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Full-Time Equivalency

Percentage Value: 11 % 100% = full time

Ratio Employee Hours: Full-Time Hours:

#2b Example- Terminated Employee on 08/15/2010 After Accrual Profile Effective Dates in TIM

[[NOTE- AFTER TERMINATION THIS SCREEN IS NOT VISIBLE TO USERS IN TIM]]

Kronos WORKFORCE CENTRAL(R) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNCTIM

KRONOS Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard Schedule People Reports

PEOPLE EDITOR
Loaded: 1:14PM

Name & ID Employee, Ronald 100000009

PERSON JOB ASSIGNMENT

Save Actions History

Person Summary Licenses General Information Approvals **Accruals & Leave** User Information Contacts Additional Information Person's Dates Process Profiles

Accruals & Leave

Accrual Profile	Start Date *	End Date *
Previously SPA NEX	Beginning of Time	8/14/2010
Empty Profile	8/15/2010	Forever

Full-Time Equivalency

Percentage Value: 11 % 100% = full time

Ratio Employee Hours: Full-Time Hours: