

Ensuring Timely Payment

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Ensuring Timely Payment of Hours Worked

New Hires

HR System Actions

To ensure timely payment of hours worked, new hires and new positions must be activated in the HR System **within the week** the employee starts work.

- The new hire or new position must be activated in the HR System no later than 3:00pm on Friday in the week the employee starts work.
- It is recommended that the new hire or new position is prepared in the HR System before the employee starts work.
- With the new ConnectCarolina system, **it is critical** that the **effective date** of the new hire action in the HR System is the **first date** the employee can have hours worked applied to the new position in the timecard in TIM.
 - Hours worked entered on dates before the effective date will **not** be assigned to the new position in the timecard, which is why the effective date in ConnectCarolina **must** reflect the first date the employee can have hours worked in TIM.
- Please contact the HR Help Desk at 962-HELP (4357) for assistance with HR System actions.

Position Start Dates in TIM

- A new hire in a primary position that has not been employed at UNC-CH previously will have a Position Start Date in TIM that is set to the HR System Hire Date.
- A new hire in a primary position that has been employed at UNC-CH previously will have a Position Start Date in TIM that is set to the first date of the current pay period (if the effective date is earlier than the current pay period start date) **OR** the effective date of the action (if the effective date is on a date within the current pay period).
 - The current pay period is the biweekly pay period that includes today's date.
 - On the first Monday of a new biweekly pay period, actions imported into TIM with effective dates in the previous pay period will be effective in TIM as of the first Monday of the new/current pay period.
 - For example, Biweekly 11 starts on Monday, November 17th. A new hire or position action imported into TIM on November 17th that has an effective date before November 17th, will be given a position start date of November 17th. Therefore, employees should be hired within the pay period they start work.

Ensuring Timely Payment



- New secondary positions have a Position Start Date in TIM that is always set to the date the position is imported into TIM.
- The TIM import interface runs nightly, Monday through Friday, except for the first Tuesday of the biweekly pay period, when it runs at 1:00 p.m. Please note - onyens for new hires are imported one day after the new hire action is sent to TIM and therefore, new employees will not be able to log into TIM until the following business day.

New Secondary Positions

- Employees in secondary positions in TIM must log into TIM and process a transfer to their secondary position before the Manager or TIM Administrator will be able to find them in TIM.
- Employees who work secondary positions should be reminded that they need to transfer only on the Time Stamp In. A transfer on the Time Stamp Out will result in a 'double punch', a Time Out and a second Time In in the timecard.
- **It is critical** that the Manager or TIM Administrator select the correct secondary position number that is assigned to that employee in the HR System when making a transfer to a position in the timecard. When making a transfer, all of the positions that report to the Manager or TIM Administrator appear in TIM. So, the Manager or TIM Administrator must be careful to select the correct position number to ensure payment of those hours to the employee.
- Please contact 962-HELP (4357) if the secondary position does not appear in the transfer search field.

Timecard Entries in TIM

- To ensure prompt payment of hours worked to Non-Exempt employees, their times in and out must be entered daily in their timecards in TIM.
 - For new hires or positions, the dates worked in TIM must be on or after the HR System effective date for the new position.
 - For terminating employees, the dates worked in TIM must be before the HR System effective date for the terminating position.
 - Do not make pay code entries such as, Applied Termination, in the timecard on dates after the termination date. The employee receives an 'Empty Profile' in TIM on the date following a termination. Therefore, entries made in the timecard after the termination date will **NOT** impact an employee's accrual balances in TIM.



Terminations

HR System Actions

To ensure timely payout of leave hours, terminations must be entered in the HR System **within the pay period** the employee is terminated.

- With the new ConnectCarolina system, **it is critical** that the **Effective Date** of the termination action in the HR System is at least one day **after** the employee's last date worked. The effective date of the termination in the HR System should be one day AFTER the last date the employee can have hours worked applied to the position in TIM.
- It is recommended that 'maintain temporary appointment' actions for SPA temporary or student employees are entered in HR System **before** the planned end date.
- Please contact the HR Help Desk at 962-HELP (4357) for assistance with HR System actions.

Termination Actions in TIM

When a termination action for a permanent employee is received in TIM, the Accrual Profile is automatically changed to Empty Profile and the accrual balances are removed from view from that date going forward.

- Payout entries in the timecard **must** be made on the **last date worked**. Be sure to **insert rows** when making multiple leave payout entries in the timecard.
- Termination payouts **must** be processed in the pay period in which the employee is terminated. **After the timecard has been signed off**, you will NOT be able to process accrual payouts or removals in TIM.
- Performing a Termination in TIM for SPA and EPA employees now consists of two steps, '**Paying Out and Docking Accruals**' and '**Removing Accrual Balances**'. For detailed instructions, please review the "Performing a Termination" section in the TIM Administrator Manual Part 2, or the two snippets posted online, http://finance.unc.edu/training/#tim_mgr_ta
- You **must** always process the 'Paying Out and Docking Accruals' step FIRST. After that step has been completed or if there are no accruals to be paid out, please continue to the next step, 'Removing Accrual Balances.'
- Reminder- Do **not** make pay code entries such as, Applied Termination, in the timecard on dates **after** the termination/last worked date. The employee receives an 'Empty Profile' in TIM and therefore, entries made in the timecard after the termination date will **NOT** impact an employee's accrual balances in TIM.