

Ensuring Timely Payment

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Ensuring Timely Payment of Hours Worked

New Hires and Rehires

Hiring and Rehiring SPA Employees

New hire and rehire actions should be originated and approved in ConnectCarolina before the employee starts work.

If for some reason this has not occurred, new hires and rehires must be **approved** in ConnectCarolina **within the week** the employee starts work in order to ensure timely payment of hours worked.

- It is recommended that the new hire or rehire is prepared in ConnectCarolina before the employee starts work.
- The new hire or rehire must be approved in ConnectCarolina no later than **3:00pm on Friday in the week** the employee starts work to ensure timely payment.
- If a new hire or rehire action is not approved in ConnectCarolina until the following pay period, this means that the position will **not** be active in the pay period when the employee started work.
- When the hire or rehire action is approved in ConnectCarolina after the pay period in which the employee starts work, TIM Administrators will need to sign off the timecard for that pay period and enter REG ADJ historical edits in the following pay period in TIM.
- When a position is **not active** in that biweekly pay period in TIM **due to late approval** in ConnectCarolina, hours will not be assigned to a position number but will instead appear on an all zero account in the timecard. These entries **must be removed** to ensure successful extract of hours to the Payroll system.
- 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.



Hire Effective Date

The effective date of a new hire or rehire action in ConnectCarolina is the first date of employment in the new position.

To ensure timely payment of hours worked, entries in the timecard in TIM must be made on or after the hire or rehire effective date.

- For employees that have worked at UNC-CH previously, all dates in the timecard appear to be available. However, the effective date of the action in ConnectCarolina is the earliest date that hours worked will be assigned to that position in TIM and paid to the employee.
- Hours entered before the effective date will not be assigned to a position number but will instead appear on an all zero account in the timecard. These entries must be removed to ensure successful extract of hours to the Payroll system.
- ONYENs for new hires and rehires are imported one day after the action is sent to TIM. So, new employees will not be able to log into TIM until the following business day. Therefore, it is important for managers to be aware of the employee's effective date and to enter their times in and out in the timecard on or after that date.

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 ConnectCarolina when making a transfer in the timecard. All of the positions that report to the Manager or TIM Administrator appear in TIM, so they must be careful to select the correct position number.
- Hours transferred to a position that is not assigned to that employee in ConnectCarolina will not be processed for payment.

Terminations

Terminations in ConnectCarolina

To ensure timely payout of leave hours, terminations must be executed in ConnectCarolina by **3:00pm on last Friday of the pay period** in which the employee is terminated.

- The Effective Date of the termination action in ConnectCarolina must be at least one day after the employee's last date worked. The effective date of the termination in ConnectCarolina is one day AFTER the last date the employee can have hours worked applied to the position in TIM.
- The 'Last Date Worked' in ConnectCarolina is the last date the position is active in TIM.
- Job End Dates should be reviewed to ensure they are accurate. SPA Student and Temporary employees will be terminated in ConnectCarolina when their job end date occurs. If the Job End Date is not accurate, an action to extend the date must be executed in ConnectCarolina before the job end date occurs.
- The 'Job End Date' becomes the termination effective date and is therefore, one day after the 'Last Date Worked'.
- Employees will appear as active in TIM until the termination action has been executed or the job end date has passed in ConnectCarolina. Hours must **not** be entered in TIM on dates when the employee does not have an active position.

Termination Actions in TIM

- For terminating employees, the dates worked and leave payout entries in TIM must be **on or before** the **Last Date Worked**. Be sure to insert rows on the last date worked when making multiple leave payout entries in the timecard.
- Hours entered **after the last date worked** will not be assigned to a position number but will instead appear on an all zero account in the timecard. These entries **must be removed** to ensure successful extract of hours to the Payroll system.
- Termination payouts **must** be processed in the pay period in which the employee is terminated. After the timecard when the termination was effective has been signed off, you will NOT be able to process leave payouts in TIM.
- For EPA terminations occurring within the current month, leave payouts must be entered in TIM by the deadline communicated to TIM Administrators each month.
- EPA leave payouts entered on dates that are not in the current month, and EPA leave payout entries made in TIM after the deadline will not be extracted.



In Summary- Timecard Entries to Ensure Timely Payment

- For hire or rehire **actions not approved** in ConnectCarolina **until the following pay period**, TIM Administrators will need to sign off the timecard for that pay period and enter REG ADJ historical edits in the following pay period in TIM. Hours entered in the timecard **before the position is active** will not be assigned to a position number but will instead appear on an all zero account in the timecard. These entries must be removed.
- For new hires or rehires, their dates worked in TIM must be **on or after** the **Effective Date** for the new position. Hours entered **before the effective date** will not be assigned to a position number but will instead appear on an all zero account in the timecard. These entries must be removed.
- Managers and TIM Administrators must select the **correct secondary position number** that is **assigned to that employee** in ConnectCarolina when making a transfer in the timecard. Hours transferred to a position that is **not assigned to that employee** in ConnectCarolina will not be processed for payment.
- For terminating employees, the dates worked and leave payouts entered in TIM must be **on or before** the **Last Date Worked**. Hours entered **after the last date worked** will not be assigned to a position number but will instead appear on an all zero account in the timecard. These entries must be removed.
- For **EPA terminations** occurring within the **current month**, leave payouts must be entered in TIM **by the deadline** communicated to TIM Administrators each month. EPA leave payouts entered on dates that are **not in the current month**, and EPA leave payout entries made in TIM **after the deadline** will not be extracted.

Resources

- Please review the Termination and Historical Edit 5-minute Snippets or sections in the TIM Administrator Manual, http://finance.unc.edu/training/#tim_mgr_ta
- Call 962-HELP (4357) or submit a help ticket online for assistance with ConnectCarolina actions or a TIM technical or data issue.
- For functional 'how to' TIM questions, contact TIM support by emailing timsupport@unc.edu be sure to provide the name(s), pid(s), and detailed information about the TIM question or issue.