

# TIM Fall Semester Information

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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.
- It is very important 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.
- 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 date the position is imported into TIM.
- New secondary positions have a Position Start Date in TIM that is set to the date the position is imported into TIM.
- The TIM import interface runs nightly, Monday through Friday. Therefore, new hires may not appear in your list or be able to log into TIM until the following business day. Please Note - For pay period close, the import interface runs at 1:00pm on the first Tuesday of the biweekly pay period.



### *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.
- Please contact 962-HELP (4357) if the secondary position does not appear in the transfer search.

### *Timecard Entries in TIM*

To ensure prompt payment of hours worked to Non-Exempt employees, their times in and out must be entered on the actual dates worked in their timecards in TIM.

Every pay period close, there are employees with dates worked in TIM before their new hire effective date or after their termination effective date in HRIS.

- For new hires, the dates worked in TIM must be on or after the HRIS effective date for the new position.
- For terminating employees, the dates worked in TIM must be before or on the HRIS effective date for the terminating position.

The issue results from either the incorrect effective date being entered by the HR Facilitator in HRIS or from the time in and out being entered on the incorrect date in TIM by the TIM Administrator or Manager.

Also, 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.



### *New Employee Accrual Review in TIM*

- TIM Administrators should review permanent new employees' accrual balances in TIM at the start of employment. If the accrual balances do not appear to be correct, run an accrual detail report with a range of dates from 06/29/2007 to today's date. Review the report to determine if previous accrual balances were not removed in TIM at termination. In that case, historical edits would need to be entered in TIM to manually adjust the accrual balances.
- A permanent new hire that qualified for Vacation and Sick at the end of the previous month but the new hire action was not entered in the HR system until the current month will need to have historical edits entered in TIM to manually grant the Vacation and Sick earned amounts. You will need to make sure that only the 'Impacts Accruals' box is checked in the historical edit.
- The Total State Service Date (TSSD) is used to determine how many vacation hours a SPA Permanent employee earns on the last day of each month in TIM. HR Records enters the TSSD date in HRIS, and it is automatically imported into TIM. If the TSSD in TIM is wrong or missing, the TIM Administrator or HR Facilitator will need to contact the HRIS Help Desk at 962-HELP (4357) for assistance.
- When notified by HR, TIM Administrators will enter historical edits to update permanent new hires' accrual balances with previously earned accruals at UNC-CH or another State Agency.
- Community Service Leave (CSL) balances are updated in TIM automatically only for employees that are active on January 1st. When needed, TIM Administrators will enter historical edits to manually update new hires' CSL balances on a prorated basis, so they will be able to take CSL in TIM.
- For detailed instructions on how to enter historical edits to adjust accruals, please review the Historical Edits section in the TIM Administrator Manual Part 1, <http://finance.unc.edu/finance-division/training/training-overview.html#timadmin>



## Terminations

### *HR System Actions*

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

- It is very important that the effective date of the termination in the HR System is the last date the employee can have hours worked applied to the terminated position in the timecard in TIM.
- It is recommended that termination actions for SPA permanent employees are entered in HRIS on the effective date of the termination.
- It is recommended that 'maintain temporary appointment' actions for SPA temporary or student employees are entered in HRIS 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 as of the date the termination action was received. Edits that impact accruals **must** be entered in the timecard on dates before the termination action was received in TIM.

- It is very important that **before** signing off the pay period in which the termination was effective, the following has been completed in TIM:
  1. All leave taken has been entered in TIM
  2. "Performing a Termination" actions have been entered in TIM
  3. An accrual detail report with a range of dates from 6/29/07 to the termination effective date has been saved and printed.
- Pay code entries such as, Applied Termination, must be made in the timecard on or before the termination date. The employee receives an 'Empty Profile' in TIM on the date following the termination. Therefore, entries made in the timecard after the termination date will **NOT** impact an employee's accrual balances in TIM.
- For detailed instructions on how to remove accrual amounts in TIM at Termination, please review the "Performing a Termination" section in the TIM Administrator Manual Part 2, [http://finance.unc.edu/training/#tim\\_mgr\\_ta](http://finance.unc.edu/training/#tim_mgr_ta)



## **TIM Training**

<http://finance.unc.edu/training/#tim>

- New hires should be instructed to take the applicable employee CBT and review the corresponding employee manual at the start of employment.
- New TeleTime users should be instructed to take the applicable employee CBT, review the corresponding employee manual, and review the Manual for Teletime-Students, Temps, and SPA Non-Exempt Employees.
- New Badge Terminal users should be instructed to take the applicable employee CBT, review the corresponding employee manual, and review the Manual for Badge Terminal Users-Students, Temps, and SPA Non-Exempt Employees.
- MAC users should be instructed to take the applicable employee CBT, and review the corresponding Non-Java user manual.
- New Managers should be instructed to take the applicable employee CBT, review the corresponding employee manual, take the Manager CBT, and review in detail Parts 1 and 2 of the TIM Managers Manual.
- New TIM Administrators are required to take the New TIM Administrator training class held monthly in the Administrative Office Building (AOB). They should also take the applicable employee CBT, review the corresponding employee manual, and review in detail Parts 1 and 2 of the TIM Administrators Manual.
- A Certificate of Completion appears after the survey at the end of each of the employee CBTs and should be printed and provided to the TIM Administrator to be placed in the employee's file.



## **TeleTime**

- A completed TeleTime Authorization Form should be submitted for new hires that are authorized to use TeleTime.
- TeleTime requests are processed only if the employee is currently active in TIM.
- TeleTime requests take 24-48 hours to be processed.
- If an employee is working remotely and does not yet have access to TeleTime, the employee's Times In and Out will need to be entered into the timecard manually by the Manager or TIM Administrator.
- A TeleTime Authorization Form will need to be resubmitted if the TeleTime employee becomes inactive or terminated in TIM for any period of time.
- A Quick Link to 'TIM Forms' is located on the right side of the TIM website, <http://finance.unc.edu/controller/payroll-services/tim/>
- TeleTime users can call into TeleTime when working remotely and can use the Time Stamp feature in the TIM application when they are working and have access to a computer.
- Please contact 962-HELP (4357) to report issues associated with TeleTime.

## **Badge Terminals**

- New hires that swipe at a badge terminal but are not yet active in TIM, may not have their swipes appear in the timecard.
- The timecards of new hires in departments using badge terminals should be reviewed before the pay period ends and any missing Times In or Out will need to be entered into the timecard manually by the Manager or TIM Administrator.
- Please contact 962-HELP (4357) for issues associated with Badge Terminals.



## TIM Login

- The link to the TIM Login for employees is located on the right side of the TIM website in the 'Quick Links' section, <http://finance.unc.edu/controller/payroll-services/tim/>
- TIM Managers and TIM Administrators may access TIM by going to <https://unctim.unc.edu> in one of the following supported Internet Browsers: Internet Explorer, versions 7, 8, or 9 and Mozilla Firefox, version 4 or higher. Other Internet browsers should **not** be used to access TIM.
- **NOTE:** New hires will not be able to log into TIM until 48 hours after the new hire action is in the HR system.

## Employee Cannot Login

If an employee cannot log into TIM using their Onyen and Onyen password but can log into other applications, like email, successfully with their Onyen:

1. Confirm that the employee is active in TIM and that it has been at least 48 hours since the new hire action was completed in the HR system.
2. If there is an issue, submit a Help Ticket online or by calling 962-HELP (4357) for assistance.
  - Provide the employee's full name, PID, and Onyen and mention that the employee can log into other Onyen applications successfully. Also, mention that it has been 48 hours since their new hire action was completed in the HR system.

## Employee Cannot Transfer

When an employee in a secondary position has logged into TIM, but cannot find their position number listed under the department and manager's names in the transfer box:

1. Confirm that the employee is Active and that the secondary position is set up correctly in HRIS.
  - If needed, submit a Help Ticket online or by calling 962-HELP (4357) to report the issue to the HRIS Help Desk.
2. Then, submit a Help Ticket online or by calling 962-HELP (4357) and provide the following information-
  - a. Employee's full name and PID
  - b. The Department's official name and number
  - c. The manager listed in the employee's reports to field in HRIS
  - d. The employee's position number
  - e. Mention that you have confirmed that the employee and position are active in HRIS and that the employee was unable to find the position number in the transfer box.