



MEMORANDUM

To: TIM Administrators

From: Dennis Press
University Controller

Re: Leave Accrual for Fiscal Year-End June 30, 2011

Date: June 27, 2011

This memorandum provides information regarding the leave data required for the University's Comprehensive Annual Financial Report. Your assistance is requested again this year in providing information on leave data for each permanent employee (EPA and SPA, full and part-time) as of June 30, 2011.

For the fiscal year ending June 30, 2011, the University's Time Information Management (TIM) system will be used to obtain the leave information.

It is imperative that TIM is updated with the leave data for each employee so that leave hours as of June 30, 2011 are reported accurately and timely. If assistance is needed regarding the use of TIM for leave management, please refer to the TIM website at <http://finance.unc.edu/university-controller/time-information-management-tim/welcome.html> for training and other information or email timsupport@unc.edu for functional assistance with the system. Please note the following key deadlines:

Deadline	Description
July 5, 5:00 pm	SPA employees should complete data for biweekly 01. SPA Sign Off Deadline July 6, 10:00 am Note that the SPA sign off deadline has been extended due to the Holiday on Monday, July 4, 2011.
July 7, 5:00 pm	EPA Employees - all departments should complete data through June 30. EPA Sign Off Deadline July 8, 5:00 pm Note that the EPA sign off deadline has changed to allow for leave transfer and processing. Please inform EPA faculty and staff to ensure that June leave is reported timely.

Your assistance in using TIM for reporting leave information accurately, maintaining supporting documentation for the leave information reported, and performing timely reconciliations of employee leave balances is appreciated.

Thank you in advance for your assistance in this important matter.