

New TIM Administrator Training-Leave and Timekeeping (Part 1 & 2)

Description: Time Information Management (TIM) provides tools to help you carefully track worked and non-worked hours to ensure your employees are compensated appropriately. You can also schedule your employees on a daily, monthly or permanent basis. This hands-on class will prepare you for maintaining and updating Time and Attendance information for each of your employee groups. In this class you will learn how to:

- Navigate the TIM System
- Use Online Help
- Maintain Accrual Balances
- Identify and Enter Appropriate Pay Codes
- Generate and Print Reports
- Manage Employee Timecards
- Perform Signoff
- Delegate Authority
- Schedule Special Entries

Prerequisites:

- ONYEN and Password
- Submitted and been approved as TIM Administrator. See TIM website for request form: <http://www.unc.edu/finance/payroll/tim/>

Important Information

- Attendance is Mandatory
- The number of classes is limited.

Scheduled Classes:

Date	Time	Location
Thursday, June 17	1:30p-5:00p	AOB, Room 3101