TIM Manual for Managers and TIM Administrators
Introduction to TIM

The Time Information Management System (TIM) is the University’s system for tracking employee hours worked and leave taken. The accurate tracking of hours ensures that employee pay is calculated correctly. This also allows the University to maintain comprehensive information for reporting purposes. This manual will cover the TIM features and procedures relevant to TIM Administrators and Managers.

TIM Manager

To be a TIM Manager, you must be identified in an active employee’s TIM Approver Field in ConnectCarolina.

- A TIM manager may be identified for employees who are in different departments from their own.
- TIM Managers must be university employees who are SHRA or permanent EHRA employees.
- EHRA Temporary and non-University employees are not included in TIM and therefore, will not appear in your list.

If you do not see an employee in your list, please contact your HR Representative to make sure that you are in the employee’s TIM Approver Field in ConnectCarolina and that the employee is active.

TIM Administrator

In order to be a TIM Administrator, a TIM Administrator Access Request Form must be submitted.

TIM Administrators see all of the employees in the department(s) they have access to. However, TIM Administrators cannot see employees who are in a home department that they do not have access to. For example, if you have access to department 300100 you will not see an employee whose home department is 300200 even if you are identified in that employee’s TIM Approver Field. You must have access to 300200 to see that employee in TIM.

TIM Administrators must be University employees who are SHRA or permanent EHRA employees.
Logging in & Signing Out

You can log in to TIM either by going directly to the TIM URL or via ConnectCarolina.

To use the TIM URL

1. Go to https://unctim.unc.edu in your browser.

Result: The standard UNC Single Sign On screen will appear as seen below.

1. Type your Onyen in the Onyen -or- UNC Guest ID field and click **Next**.
2. Type your Onyen password in the Password field.
3. Click **Sign in**.

Result: The TIM application will open.

To access via ConnectCarolina

1. Go to https://connectcarolina.unc.edu/.
2. If the UNC Single Sign On screen appears, sign in as described above.
3. From the **Self Service** home page, select **TIM**.

Result: The TIM application will open.
Signing Out of TIM

1. To sign out securely, click the **Menu bar** in the top left of your screen.

2. Click **Sign Out**.

3. After you have signed out of TIM successfully, use the **X button** in the top right corner to close the web browser.

**Note:** TIM is set to automatically sign out after 30 minutes of inactivity.
Navigating the Home Page

The Home page will display once you have logged in. Highlighted below are areas of the homepage that will be referenced in the following pages of the manual. Be sure to familiarize yourself with these areas.

**Home button** - Returns users to the homepage within TIM.
**Slider Menu** - Used for signing out of TIM as well as accessing additional options.

**Quickfind** - Allows users to search within TIM for specific employees.
**Alerts** - Shows notifications for employee requests.

**Tiles** - Note: These vary based on access.
Home Page Tiles

The **Home Page** displays tiles. A TIM Administrator or Manager will see the following tiles once logged in. To access the information within any of the tiles, you must click the arrow in each tile.

![Home Page Tiles](image)

**Manage Timecards Tile** opens all of the timecards for the employees you have access to in TIM.

**Employee Information Tile** opens a **dataview** that lists all of your employees in the current pay period and displays detailed information.

**Pay Period Close Tile** opens a **dataview** that lists all of your biweekly employees in the previous pay period and is used by Managers and TIM Administrators to ensure their biweekly employee’s timecards are updated, approved, and then signed off by a TIM Administrator.

**My Timecard Tile** opens your individual timecard. Please review the TIM employee manual that corresponds with your employee type (e.g. SHRA permanent Exempt) for detailed information about the employee tiles that appear on your home page and how to use them.

**My Notifications Tile** is used primarily by Managers and shows if there are any requests, such as employee time off, that have been received.
Manage Timecards Tile

Opening the Tile

Opening the Manage Timecards Tile will automatically open all timecards in alphabetical order. It is not recommended for use by Managers or TIM Administrators that have a lot of employees in TIM. The Employee Information Tile should be used instead.

Exceptions

The number of exceptions, such as missed punches, that appear in employees’ timecards in the current pay period will appear in the main section of the Manage Timecards tile. This indicates that there is a timecard(s) that may need to be reviewed and updated.

Missed punches are also included in the Pay Period Close Dataview and is a better location for Managers and TIM Administrators with many employees to review this information.

Refer to Resolving Missed Punch instructions for more information.
Employee Information and Pay Period Close Tiles: Navigating Dataviews

A Dataview (DV) shows a list of employees in a specified time period with detailed information.

Features of a Dataview

When a Dataview is opened (Employee Information Mgr., Pay Period Close, etc.) you will see the following features.
Accessing a Dataview

Dataview tiles provide a snapshot of information. To access the detailed information within the Employee Information or Pay Period Close Dataviews you will need to:

1. Click the **Access Arrow** within the tile.

![Dataview tiles](image)

**Result:** You can now view detailed information about the employees assigned to you in TIM.

2. To select a different Dataview or return to the home page, click on the **Home Button** at the tops of the screen to return to the home page.

![Home Button](image)

3. Click on the **Access Arrow** within a tile to open other dataviews.
Navigating a Dataview- Time Period, Hyperfind, Refresh

Time Period Dropdown Menu

The **Current Pay Period** (Employee Information DV) or **Previous pay period** (Pay Period Close DV) **time period** is automatically selected when opening the dataview.

The **Pay Period Selector** allows you to change the pay period.

**Note:** It is recommended that users only select the following options: Previous Pay Period, Current Pay Period, or Next Pay Period.

**Select Range** opens the Date Range window and allows you to select a specific range of dates to display on the screen. Range is limited to 365 days.

**Note:** Select the **Start Date** and the **End Date**, then click **Apply** to see a specific range of dates.
Important: To Remove the time period selected, use the Pay Period Selector and select Current or Previous Pay Period.

Hyperfind

The All Home Employees (Employee Information DV) or Sign Off-Biweekly (Pay Period Close DV) hyperfind is automatically selected when opening the dataview.

Utilizing Hyperfinds to Display Specific Employee Types

Hyperfinds allow you to filter your employee list by specific employee settings (SHRA, EHRA, temporary, etc.). Hyperfinds are accessed via the Hyperfind Selector.

Employee List Reminders:

TIM Managers: By default, your employee list in TIM includes all SHRA Exempt and Non-Exempt employees as well as any EHRA permanent employees that have you listed in their TIM Approver field in Connect Carolina. You will also see SHRA Temporary or Student employees who have a secondary position that report to you.

TIM Administrators: By default, your employee list includes all SHRA & EHRA employees in your department(s) and those who have a secondary position in your department.

EHRA Temporary and non-University employees are not included in TIM and therefore, will not appear in your list.
About Public Hyperfinds:

**All Home Employees:** This is the default hyperfind that appears when you first log in. It includes both employees that report to the manager or are in the TIM Administrator’s departments and those that have a secondary position in their employee group.

**EHRA and SHRA Employee Type Hyperfinds:**

- EHRA or SHRA Permanent employees
- Classification Type- all Exempt or Non-Exempt employees
- SHRA Student or SHRA Temporary employees
- Multiple Assignment employees (more than one active SHRA Student/Temp position in TIM as of today)

**Sign Off-Biweekly:** Displays all SHRA Non-Exempt and Exempt employees only.

**Sign Off-Monthly:** Displays all EHRA permanent employees only.

**Refresh Button**

This small button is located next to the hyperfind selected and is very important! It is used to refresh the information showing or to reset back to the original information and defaults. This ‘cleans up’ the dataview by removing any changes made, such as sorting or grouping columns.
Navigating a Dataview - Icons

Icons in the Dataview

**Select All Rows Icon**: Will select all the rows displayed on the screen. Click the icon a second time to unselect all rows.

![Select All Rows Icon](image)

**Refine Icon**: This icon is **not** supported, please see the *Navigating a Dataview - Columns* section for how to refine the information that appears in the Dataview.

![Refine Icon](image)

**Zoom Icon**: Allows you to zoom in and out on information. Click the plus or minus symbol to increase or decrease the zoom.

![Zoom Icon](image)

**Note**: 100% is the default and is the maximum you can zoom.

Continued...
People Icon: This icon is not active, please disregard.

Track Time Icon: This icon appears for TIM Administrators and is not active, please disregard.

Approval Icon: Allows you to approve employee timecards.

If you are a TIM Administrator, it also lets you sign off employee timecards. If you have historical corrections access, you can enable historical corrections. ‘Enable Edits’ must be selected within a dataview, the option does not appear in employee timecards.

You can perform each action for a single highlighted employee, or you can highlight multiple employees to perform each action for more than one employee at a time.

IMPORTANT: Approve or sign off timecards in the Pay Period Close dataview ONLY. This enables you to see if any employees have missed punches and if their timecards have been approved.
**Details Icon:** This icon is not active, please disregard.

![Image of Details Icon]

**Share Icon:** Allows you to:

A. **Export:** This option will automatically export all data in the Dataview into Excel for your use. You may be required to sort, format, etc. some of the data once it has been exported into Excel.

B. **Print:** This option opens a new tab in the browser where you can print or save the information as a PDF.

![Image of Share Icon]

**Restore Icon:** This important icon allows you to restore the Dataview to original settings. Please use this when you have made adjustments and need to reset the dataview back to its original settings. If you are allowed to save dataviews, the Restore Icon removes any changes you have saved. You should Restore the dataview before contacting support.

![Image of Restore Icon]

After selecting the Restore Icon, a warning message will pop up. To Restore the Dataview to the original settings, click **OK.**

![Warning Message]
**Save Icon: TIM Administrators Only** - Allows you to save some adjustments taken in the dataview, such as the hyperfind selected, while in the current use, and since your last time saving.

**Note:** The icon will be grey if there are no current actions to save. It will turn purple if there are new actions to be saved. The Restore button removes the last adjustments you have saved.
Navigating a Dataview- Columns & Filters

Column Options- Sort, Group, Hide

You can sort columns in ascending or descending order or hide or group the column by selecting the dropdown arrow beside each column header.

**Important:** Click the Refresh button to reset the list of employees and columns back to the original selection and defaults. This ‘cleans up’ the dataview by removing any changes made, such as sorting or grouping columns. TIM Administrators may also need to click the Restore button if you need to remove the last saved adjustments from the dataview.

**Sort:** Allows you to sort a column in ascending or descending order.

**Note:** Remember to click the Refresh Button to return to default sorting.
**Group By this Column:** Allows you to group employees based on the categories provided in the column.

For example, you can group employees by Pay Rule.

To do so, click the dropdown arrow on the right side of the Pay Rule column that you want to group and select **Group By this Column**.

**Note:** Selecting a public hyperfind before or instead of grouping could be more helpful.

**Result:** A Grouped By column appears and employees are grouped by their pay type.

The blue triangle points to the right; the grouping information is shown collapsed. To expand it click on the Pay Rule group you wish to view. The blue triangle will point down when expanded.
Note: You can collapse the expanded information by clicking the Pay Rule group you have expanded. The blue triangle points to the right again.

Result:

To Remove the Group By this Column: Select the dropdown arrow in the Grouped By column. Then click Group by this Column to remove the grouping.
**Grouping by multiple columns:** You can also group by more than one column at a time.

For example, you could group by Pay Rule and then by Home Department.

To do so, once you have grouped by Pay Rule, select the dropdown in the **Home Department column** and click **Group by this Column**.

**Result:** Information displayed is grouped by Home Dept.
Filters and Optional Columns

**Filter Icon**: allows you to manipulate columns shown and also search within column information.

![Image of Filter Icon](image-url)

**Show Filters Row**: Allows the user to search within a column or columns.

![Image of Show Filters Row](image-url)

To remove the filter row, click the Filter Icon and then select Hide Filters Row.

**Columns**: This list provides users the ability to select columns to display or hide. Some are by default unchecked. Selected columns (indicated with a check mark) will display. Deselected columns (indicated with the absence of a check mark) will not display.

**Note**: Clicking on the Restore icon, or logging out of TIM without saving will remove the filter setting changes you make.

Continued...
Navigating a Dataview- Go To Widgets

To access the Go To Icon you must select at least one employee from the list in the Dataview. You can select multiple employees or all employees using the check boxes in the first column or by using the Select All icon.

In this example, 3 employees have been selected.

Right click on the name of one of the selected employees to access the Go To icon.

Important: The Approve Timecard or Sign-Off buttons also appear. It is recommended that you do NOT use these buttons in the Go To icon. Instead, select the employee(s) and use the Approval button in the Pay Period Close Dataview.

Result: You can now click the Go To icon to access its Widgets as seen below.
Timecard Widget: Opens the employees’ timecards for the time period selected in alphabetical order by last name. Use the left and right arrows in the top left of the tab to scroll through employee timecards.

Note: To go back to the Dataview, click on the back button in the browser.

Schedule Widget: Opens the schedules for the selected employee(s).

Note: Be advised that it typically takes a significant amount of time for TIM to display the schedules for all your employees after you have clicked the Schedule Planner Widget. For this reason, it is better to select one or just some employees at a time.
**Reports Widget**: Allows you to run a report for the selected employee(s).

Select the Run Report icon and then select the report you wish to run from the Select Report popup window.

**People Widget**: Allows you to view detailed information about the selected employee(s).

**Note**: To return to your list of employees after opening a Widget, click on the **back button** in the browser.
**My Notifications Tile**

**My Notifications Tile:** Clicking on the **Access Arrow** within the tile opens the Control Center.

**Timekeeping:** Selecting the Timekeeping tab displays a list of exceptions/missed punches that need addressing.

**Employee Requests:** Displays for the Manager any Time Off Requests submitted by employees.
As a TIM Manager or TIM Administrator to access your personal timecard, you will utilize the **My Timecard tile**.

To access your personal timecard:

4. Click the **Open My Timecard arrow** in the My Timecard tile.

**Result:** Your personal timecard displays.
Navigating Employee Timecards

Viewing Employee Timecards as a Manager or TIM Administrator

Managers and TIM Administrators will see the same timecard format for all employees regardless of their classification, Monthly or Biweekly, Non-Exempt or Exempt. This timecard format shows all of the columns included in employee timecards.

**Note:** The ‘Assignments’ column in employee timecards lists the employee’s position for the hours worked or leave hours taken. The transfer column shows TIM account codes only.

**Important:** TIM Administrators with historical corrections access must select the employee from their list in a Dataview and ‘Enable Edits’ from the Approval icon in the menu bar. They cannot Enable Edits from the employee’s timecard.

Opening Timecards

**QuickFind- To find an employee in TIM and open their Timecard:**

1. Click on the **Magnifying glass icon** in the upper right corner of the homepage to open the Employee Search tab.

2. In the search bar, type the employee’s name or PID. You can also use the Advanced Settings to select All Employee to include terminated employees.

3. Click **Search**.

4. Select the employee from the displayed results.
5. Click the **Go To icon** and then select **Timecard**.

**Result:** The timecard for the employee opens with Today’s date. Change the time period to the Pay Period you need to view.

**To access multiple employee Timecards:**

1. Click on the **Access Arrow** within in the Employee Information tile.

**Result:** The list of employees you are responsible for displays.
2. To view a single timecard, click on the employee’s name, click the Go To icon, and then select Timecard.

Note: You also have the option of selecting more than one employee at a time if you wish to view timecards for multiple employees.

3. To select more than one employee, you can select them using the Selector Column. To select all employees, use the Select All icon.
4. Next, click on a selected employee name(s), click the **Go To Icon** and select **Timecards**.

**Result:** Timecards will appear individually for each of the employees that you selected. The name of the employee whose timecard is displayed will appear in the top left of the Timecard Tab.

**Note:** To return to your list of employees after opening a timecard(s), click on the **back button** in the browser.
5. You can click the dropdown arrow to the left of the employee’s name to select an employee by name or you can scroll to the next employee’s timecard by clicking the arrow pointing to the right.

**Timecards Features**

- **Approve Timecard Icon**: Allows you to approve the timecard displayed on the screen. Timecard approvals cannot be removed but TIM Managers and TIM Administrators can edit timecards after they have been approved up until they are signed off.

- **Sign Off Icon**: Allows you to sign off on the timecard displayed on the screen. Sign Off removal requests must be emailed to timsupport@unc.edu by 4pm on the Tuesday after the Pay Period has ended. This feature is for TIM Administrators only.

- **Save Icon**: After you make an edit to a timecard, the Save Icon will turn purple. Click the Save Icon to save your changes.

- **Go To Icon**: Allows you to utilize a variety of widgets for the employee(s) that you have highlighted on the screen. You can select multiple employees at a time if necessary. Once you have highlighted the employee(s), click Go To Icon to display the drop down menu. Then, select the widget that you want to utilize for the employee(s) selected. See the “Using the Go To Icon” section on page Error! Bookmark not defined. for more information.
**Viewing Timecard Tabs**

At the bottom of each timecard, tabs are displayed. Use the links at the bottom of the screen to view the tab.

**Totals Tab**

In the **Totals tab** you will see the pay codes and hours for the selected time period.

To expand the window to display more information, click the Expand Icon. To minimize the window, select the Icon again.

To close the window selected, click the **X icon** the corner next to the Expand Icon.
‘All’ options in the Totals Tab- Period to Date hours

While the **Totals Tab** defaults to the ‘All’ view that shows all of the hours in the timecard for the selected time period, you can also select “Period to Date” in the dropdown.

![Period to Date view](image)

Period to Date shows the cumulative hours as of the date selected in the timecard.

Change the view back to “All” again to see all of the hours that will be sent to payroll for that pay period.

‘Location and Job’ options in the Totals Tab- TIM Account Codes

The Totals Tab also defaults to ‘Location and Job’. To see pay codes and hours assigned to a **TIM Account Code** in the timecard, you will need to select ‘All’ in the Location and Job drop down.

![Location and Job view](image)
Accruals Tab

The Accruals tab allows you to review your Accruals on a selected date in the timecard.

To see accruals for a select date, click the cell of the date you wish to review.

Result: Accrual balances are shown as of the date you selected only.

You must click on a date in the timecard after the leave was taken to see the change reflected in the Accruals tab.
Historical Corrections and Audits Tabs (TIM Administrators Only)

TIM Administrators have quick access to Historical Corrections and Audits information on timecard tabs.

- The Historical Corrections tab is used to set Historical Corrections to No, so the hours are not sent to payroll and do not affect the upcoming paycheck. Most historical corrections should be sent to Payroll, so this tab is used for leave balance adjustments only.
- The Audits tab provides easier access to the information in the Audits Widget.
Employee Timecard Features

Adding or Deleting a Row

1. To add a row in an employee timecard in order to enter leave or enter time worked in a secondary position on the same day click the plus sign on the left side of the row for the date that you want to modify.

   Before:
   
   ![Before Image]

   After:
   
   ![After Image]

2. To delete a row, click the minus sign in the row that you want to delete.

   ![Delete Row Image]
Save Icon

The Save Icon in the top right of the screen will turn purple after you make an edit to a timecard.

Click the **Save Icon** to save your work and the icon will return to its original grey color.

It is a good idea to click the Save Icon after each edit that you make in an employee’s timecard.

Manager Edit Indicator

If a TIM Manager or TIM Administrator edits a timecard **before** pay period close, a **small triangle** will appear in the top right corner each cell in which the edit was made.

Historical Correction Indicators

If a correction is needed **after** the pay period closes, an authorized TIM Administrator makes the correction(s) as Historical Corrections, and TIM adds the following Historical Correction indicators to the timecard:

- A **diamond** in each cell that has been corrected historically.
- A prominent **black dot** indicates that the data on that date was corrected. This is a new feature in July 2018. It also appears beside a date when all of the information on that date in the timecard was deleted historically.
Comment Indicator

When editing an employee’s timecard, the TIM Manager or Administrator has the option to add a comment in the Amount cell. A **lavender icon** in the cell indicates that a comment has been added. TIM Administrators should add comments to historical corrections.

Click the Comment icon to read the comment and note.
Editing Timecards

TIM Pay Codes

The following table defines the key pay codes in TIM.

When using these pay codes the number of hours is usually entered as a positive amount. There are a few situations noted below in which TIM administrators will need to enter hours as a negative number.

- This occurs because certain pay codes, such as Vacation, are used both to designate vacation time used (or “taken”) by the employee and vacation accrual granted (or “earned”).
- The most common situations that require hours to be added as negative amounts are described in the Historical Corrections and Terminations chapters.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Description</th>
<th>Used by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Weather Cond II Owed</td>
<td>• If allowed, an employee may be granted leave hours during an Adverse Weather Condition II. Those hours must be paid back within 90 days. • Adds amount to Adverse Weather Cond II Owed balance.</td>
<td>Emp: X</td>
</tr>
<tr>
<td>Adverse Weather Cond II Paybk</td>
<td>• Entered in the timecard instead of hours worked when additional hours were worked to payback Adverse Weather amount owed. • Adds hours into the Adverse Weather Repaid accrual and one day later, those hours move into Adverse Weather Expired accrual in TIM.</td>
<td>Mgr: X</td>
</tr>
<tr>
<td>Adverse Weather Paybk-AW ETO</td>
<td>• Used to payback Adverse Weather amount owed. • Deducts amount from Adverse Weather ETO balance.</td>
<td>TA: X</td>
</tr>
<tr>
<td>Adverse Weather Paybk-Award PTO</td>
<td>• Used to payback Adverse Weather amount owed. • Deducts amount from Awarded PTO balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather Paybk-Bonus</td>
<td>• Used to payback Adverse Weather amount owed. • Deducts amount from Bonus balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather Paybk-Bonus 2017</td>
<td>• Used to payback Adverse Weather amount owed. • Deducts amount from Bonus 2017 balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather Paybk-Bonus 2018</td>
<td>• Used to payback Adverse Weather amount owed. • Deducts amount from Bonus 2018 balance.</td>
<td></td>
</tr>
<tr>
<td>Pay Code</td>
<td>Description</td>
<td>Used by:</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Used to payback Adverse Weather amount owed.</td>
<td></td>
</tr>
<tr>
<td>Paybk-Comp Time</td>
<td>• Deducts amount from Compensatory Time balance.</td>
<td>Emp</td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Used to payback Adverse Weather amount owed.</td>
<td>Mgr</td>
</tr>
<tr>
<td>Paybk-HOL ETO</td>
<td>• Deducts amount from Holiday ETO balance.</td>
<td>TA</td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Used to payback Adverse Weather amount owed.</td>
<td></td>
</tr>
<tr>
<td>Paybk-OCTO</td>
<td>• Deducts amount from On Call Time Off balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Used to payback Adverse Weather amount owed.</td>
<td></td>
</tr>
<tr>
<td>Paybk-Travel ETO</td>
<td>• Deducts amount from Travel Time ETO balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Used to payback Adverse Weather amount owed.</td>
<td></td>
</tr>
<tr>
<td>Paybk-Vacation</td>
<td>• Deducts amount from Vacation balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Paid time off, deducts amount from Adverse Weather ETO balance.</td>
<td>Emp, Mgr</td>
</tr>
<tr>
<td>ETO Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• SHRA Non-Exempt severe weather essential employees required to work during Adverse Weather Condition II or III receive Adverse Weather ETO on an hour-for-hour basis for those hours worked.</td>
<td></td>
</tr>
<tr>
<td>ETO ER Emp</td>
<td>• Adds hours to Adverse Weather ETO balance.</td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>• Employees who do not work during Adverse Weather Condition III must be paid at their regular rate.</td>
<td></td>
</tr>
<tr>
<td>Cond III Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Bonus 2017 No Payout leave balance in TIM when an employee terminates.</td>
<td></td>
</tr>
<tr>
<td>2017 Bonus</td>
<td>• These hours are not sent to Payroll.</td>
<td></td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Bonus 2018 No Payout leave balance in TIM when an employee terminates.</td>
<td></td>
</tr>
<tr>
<td>2018 Bonus</td>
<td>• These hours are not sent to Payroll.</td>
<td></td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Bonus Leave balance in TIM when an employee terminates.</td>
<td></td>
</tr>
<tr>
<td>Bonus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Comp Time balance in TIM when an employee terminates.</td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Holiday ETO balance in TIM when an employee terminates.</td>
<td></td>
</tr>
<tr>
<td>Holiday ETO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Code</td>
<td>Description</td>
<td>Used by:</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the On Call Time Off balance in TIM when an employee</td>
<td>Emp</td>
</tr>
<tr>
<td>OCTO</td>
<td>terminates.</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Sick balance in TIM when an employee terminates.</td>
<td>Emp</td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Travel ETO balance in TIM when an employee terminates.</td>
<td>Emp</td>
</tr>
<tr>
<td>Travel ETO</td>
<td></td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Applied Termination</td>
<td>• Used to zero out the Vacation balance in TIM when an employee terminates.</td>
<td>Emp</td>
</tr>
<tr>
<td>Vacation</td>
<td></td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Awarded PTO Given</td>
<td>• An SHRA employee may receive an award of paid time off.</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>• Adds amount to Awarded PTO balance.</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Awarded PTO Taken</td>
<td>• Paid Leave Awards must be used within 12 months of receipt of the award,</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>or the leave is forfeited.</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from the Awarded PTO balance.</td>
<td>TA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Leave Taken</td>
<td>• Paid time off, deducts amount from Bonus Leave balance.</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>Note to TIM Administrators: When adding Bonus Leave Taken that a new</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td>employee has carried over from previous state service, the hours should</td>
<td>TA</td>
</tr>
<tr>
<td></td>
<td>be added as a negative amount.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus 2017 Taken</td>
<td>• Paid time off, deducts amount from Bonus 2017 No Payout balance.</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>• These hours do not expire and are not paid out at termination.</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Bonus 2018 Taken</td>
<td>• Paid time off, deducts amount from Bonus 2018 No Payout balance.</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>• These hours do not expire and are not paid out at termination.</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td>• See August 2, 2018 memo.</td>
<td>TA</td>
</tr>
<tr>
<td>Callback Guarantee</td>
<td>• Employees required to return to work shall receive a minimum of two hours</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>paid time for callback at the employee's hourly rate. If the time on</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td>callback exceeds two hours, the employee shall be compensated for all</td>
<td>TA</td>
</tr>
<tr>
<td></td>
<td>hours worked on callback.</td>
<td></td>
</tr>
<tr>
<td>Civil Leave</td>
<td>• Civil Leave is a form of paid leave at the employee's normal hourly rate</td>
<td>Emp</td>
</tr>
<tr>
<td></td>
<td>to compensate employees for absences required due to jury duty or to</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td>subpoenas for court appearances.</td>
<td>TA</td>
</tr>
<tr>
<td>Community Serv-</td>
<td>• Up to 120 hours of paid leave may be used for participation in designated</td>
<td>Emp</td>
</tr>
<tr>
<td>Disaster Recovery</td>
<td>• Deducts amount from Community Service Disaster Recovery Balance.</td>
<td>Mgr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Description</td>
<td>Used by:</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Community Service-Blood Donation</td>
<td>• Paid leave for Blood-Related and Bone Marrow Donation donations. There is no defined maximum amount of hours for this leave.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Community Service Blood Donation Balance.</td>
<td>x</td>
</tr>
<tr>
<td>Community Service Leave Opt A</td>
<td>• This Option provides 24 hours of paid leave for participation in the educational process of children through the high school level and/or to support community service organizations.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Community Service Option A Balance.</td>
<td>x</td>
</tr>
<tr>
<td>Community Service Leave Opt A HR</td>
<td>• This Option provides 16 hours of paid leave for participation in Hurricane Florence relief efforts.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Community Service Opt A Hurricane Relief Balance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hours expire on December 31, 2018.</td>
<td></td>
</tr>
<tr>
<td>Community Service Leave Opt B</td>
<td>• An alternative to Option A, this Option provides 36 hours of paid leave for tutoring/mentoring a student in an eligible school.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Community Service Option B Balance.</td>
<td>x</td>
</tr>
<tr>
<td>Community Service-Organ Donation</td>
<td>• Up to 180 hours of paid leave may be used for organ donation.</td>
<td>x</td>
</tr>
<tr>
<td>Comp Time Earned</td>
<td>• Compensatory time is paid time off equal to one-and-one-half times the amount of time worked in excess of 40 hours in a work week.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Note to TIM Administrators: The amount is always entered as a positive number.</td>
<td></td>
</tr>
<tr>
<td>Comp Time Taken</td>
<td>• Compensatory time used.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Amount is deducted from the Comp Time balance in TIM.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Note to TIM Administrators: The amount is always entered as a positive number.</td>
<td></td>
</tr>
<tr>
<td>CT to Paid OT</td>
<td>• Used in conjunction with the CT Used as Pay Out pay code to pay the employee the correct amount of Overtime when changing Comp Time hours to Overtime hours.</td>
<td>x</td>
</tr>
<tr>
<td>CT Used as Pay Out</td>
<td>• Used in conjunction with the CT to Paid OT pay code to remove the amount of Comp Time earned from the Comp Time Current bank when changing Comp Time hours to Overtime hours</td>
<td>x</td>
</tr>
<tr>
<td>Expired Comp Time Pay Out</td>
<td>• Used to payout hours in the Comp Time Expired leave balance.</td>
<td>x</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Description</td>
<td>Used by:</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Expired Holiday ETO Pay Out</td>
<td>• Used to payout hours in the Holiday ETO Expired leave balance.</td>
<td>x</td>
</tr>
<tr>
<td>Expired Travel Time ETO Pay Out</td>
<td>• Used to payout hours in the Travel Time ETO leave balance.</td>
<td>x</td>
</tr>
<tr>
<td>FACULTY Disability</td>
<td>• Faculty member’s hours of paid leave for serious illness or major disability.</td>
<td>x</td>
</tr>
<tr>
<td>FACULTY-Parental Leave</td>
<td>• Faculty member’s hours of paid leave for parental leave.</td>
<td>x</td>
</tr>
<tr>
<td>Family Illness LWOP</td>
<td>• Family Illness Leave is provided for an employee to care for the employee’s child, parent or spouse where that child, spouse or parent has a serious health condition</td>
<td>x</td>
</tr>
<tr>
<td>FMLA PD – AdvW ETO</td>
<td>• Employees may use Adverse Weather ETO Leave for FMLA absences.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD – Bonus</td>
<td>• Employees may use Bonus Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Bonus Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD – Bonus 2017</td>
<td>• Employees may use Bonus 2017 Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD – Bonus 2018</td>
<td>• Employees may use Bonus 2018 Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD – Comp Time</td>
<td>• Employees may use Comp Time Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD - Shared Leave</td>
<td>• Employees may use Donated Voluntary Shared Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Shared Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD – Sick</td>
<td>• Employees may use Sick Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Sick Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA PD – Vacation</td>
<td>• Employees may use Vacation Leave for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>• Deducts amount from Vacation Leave balance.</td>
<td></td>
</tr>
<tr>
<td>FMLA-LWOP</td>
<td>• Employees may use leave without pay for FMLA absences from work.</td>
<td>x</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Description</td>
<td>Used by:</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Holiday</td>
<td>• Paid time off, up to 8 hours (pro-rated for part-time employees) for hours not worked on a University holiday as established on the University Holiday Schedule.</td>
<td>Emp: x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mgr: x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TA: x</td>
</tr>
</tbody>
</table>
| Holiday ETO Taken | • Holiday ETO time used.  
• Amount is deducted from the Holiday ETO leave balance in TIM.                                                                                           |         |
| Holiday Prem SD | • An employee who is required to work a Shift Differential qualifying shift on a University holiday receives straight pay, shift differential pay, and holiday premium pay for each hour worked. Permanent employees also receive paid time off up to 8 hours (pro-rated for part-time employees) for each hour worked. |         |
|          |                                                                                                                                                                                                          | Emp: x  |
|          |                                                                                                                                                                                                          | Mgr: x  |
|          |                                                                                                                                                                                                          | TA: x   |
| Holiday Premium | • An employee who is required to work on a University holiday receives straight pay and holiday premium pay for each hour worked. Permanent employees also receive paid time off up to 8 hours (pro-rated for part-time employees) for each hour worked. |         |
|          |                                                                                                                                                                                                          | Emp: x  |
|          |                                                                                                                                                                                                          | Mgr: x  |
|          |                                                                                                                                                                                                          | TA: x   |
| Overtime | • Amount over 40 hours in a work week that was worked by a SHRA Non-Exempt employee.                                                                                                                      |         |
|          |                                                                                                                                                                                                          | Emp: x  |
|          |                                                                                                                                                                                                          | Mgr: x  |
| Overtime SD | • Amount over 40 hours in a work week that was worked by a SHRA Non-Exempt employee in a Shift Differential qualifying shift.                                                                              |         |
|          |                                                                                                                                                                                                          | Emp: x  |
|          |                                                                                                                                                                                                          | Mgr: x  |
| Regular  | • Hours worked by an employee.                                                                                                                                                                               |         |
|          |                                                                                                                                                                                                          | Emp: x  |
| Regular SD | • Hours worked by an employee during a Shift Differential qualifying shift.                                                                                                                                  |         |
|          |                                                                                                                                                                                                          | Emp: x  |
| Sick     | • Paid time off.  
• Deducts amount from Sick balance.  
Note to TIM Administrators: When adding sick time to an employee’s accrual balance the hours should be added as a negative amount.                          |         |
|          |                                                                                                                                                                                                          | Emp: x  |
| Travel Time ETO | • Paid time off earned on a hour-for-hour basis for travel.                                                                                                                                          |         |
|          |                                                                                                                                                                                                          | Emp: x  |
| Travel Time Taken | • Travel time earned hours taken.  
• Amount is deducted from the Travel Time Off balance in TIM.                                                                                   |         |
|          |                                                                                                                                                                                                          | Emp: x  |
| Vacation | • Paid time off.  
• Deducts amount from Vacation balance.  
Note to TIM Administrators: When adding vacation to an employee’s accrual balance the hours should be added as a negative amount.                   |         |
|          |                                                                                                                                                                                                          | Emp: x  |
### Pay Code Details

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Description</th>
<th>Used by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vol Shared Leave</td>
<td>• Deducts amount from the shared leave donor’s Bonus Leave balance.</td>
<td>X</td>
</tr>
<tr>
<td>Donated-BON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vol Shared Leave</td>
<td>• Deducts amount from the shared leave donor’s Sick Leave balance.</td>
<td>X</td>
</tr>
<tr>
<td>Donated-SCK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vol Shared Leave</td>
<td>• Deducts amount from the shared leave donor’s Vacation Leave balance.</td>
<td>X</td>
</tr>
<tr>
<td>Donated-VAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary Shared</td>
<td>• Adds amount into the shared leave recipient’s Voluntary Shared Leave</td>
<td>X</td>
</tr>
<tr>
<td>Leave Received</td>
<td>balance.</td>
<td></td>
</tr>
<tr>
<td>Voluntary Shared</td>
<td>• Deducts amount used from the shared leave recipient’s Voluntary Shared</td>
<td>X</td>
</tr>
<tr>
<td>Leave Taken</td>
<td>Leave balance.</td>
<td>X</td>
</tr>
</tbody>
</table>

### Resolve a Missed Punch

SHRA Non-Exempt Employees set to Manual Time Entry are able to enter time to address missed punches in their timecards. Typically, these employees will notice that they have a missed punch and can enter the time themselves. If not, the TIM Manager or TIM Administrator will need to do this for them.

However, SHRA Non-Exempt Employees set to Time Capture, Student Employees, and Temporary Employees are unable to enter time to address a missed punch. Therefore, the TIM Manager or TIM Administrator will need to do this for them.
Steps Required to Resolve a Missed Punch

1. If you have an employee with a missed punch, you will notice that the Manage Timecards Tile has an alert listed. The number represents the number of missed punches in the time period selected that require your attention.

![Image of Manage Timecards Tile]

2. Clicking on the ‘Missed Punch’ alert in the Manage Timecards tile will open the timecards that have missed punched that need addressing. You will notice you can toggle through the timecards if there is more than one with a missed punch by using the arrows at the top of the screen. Once you have corrected the first timecard, proceed to the next.

![Image of Timecard with highlighted missed punch]

3. When the employee’s timecard appears, the cell where the missed punch took place will be highlighted in red. Click the highlighted cell.

![Image of Highlighted Missed Punch]

4. Enter the time for the missed punch time into the highlighted cell and click **Save**.

![Image of Employee Timecards](image1.png)

**Result:** The cell should display the saved time and the red highlight will be removed.

![Image of Employee Timecards](image2.png)

5. After you have successfully resolved all missed punches, the alerts in the Manage Timecards Tile should disappear.

**Before addressing the missed punches:**

![Image of Manage Timecards Tile](image3.png)

**After addressing the missed punches:**

![Image of Manage Timecards Tile](image4.png)
To Enter Hours Worked by an Employee

SHRA and EHRA Non-Exempt Employees set to Manual Time Entry are able to enter time that they may have forgotten to enter earlier in the pay period prior to approving their timecards. Typically, these employees will notice that they have forgotten to enter time worked and can enter the time themselves. If not, the TIM Manager or TIM Administrator will need to enter it for them.

However, SHRA Non-Exempt Employees set to Time Capture, Student Employees, and Temporary Employees are unable to enter hours worked if they forget to record a timestamp in or out. Therefore, the TIM Manager or TIM Administrator will need to do this for them.

Steps Required to Enter Hours Worked in an Employee Timecard

1. Click the appropriate cells to enter the time for the employee.

   For example, let’s say that the employee below forgot to record a timestamp in upon returning from lunch at 1:00pm on Monday, 1/01 as well as a timestamp out upon leaving work at 5:01pm that day.

2. Enter the times in and out in the appropriate cells and click **Save**.
Assign a Shift Worked to a Secondary Assignment

Sometimes SHRA Students and Temporary employees with multiple positions forget to transfer to their secondary position when performing a timestamp in.

If this occurs, you will need to change the Assignment selected in the shift worked.

To Assign a Shift Worked to a Secondary Assignment

1. In the employee’s timecard, locate the date a different assignment should have been selected. Click the cell in the Assignment column and select the correct assignment. All active Assignments will automatically appear.

![Timecard screenshot](image)

**Note:** Do not use the Transfer cell to select a position. Transfers are only used to select a TIM Account Code, referred to as Cost Centers in TIM, for the shift worked.

Transferring Hours Worked to a TIM Account Code

When an employee works a special event or needs Overtime hours charged to a different source account, the shift worked may be transferred to an account code in TIM. TIM Account Codes are created in ConnectCarolina by those with access.
To Transfer a shift to a TIM Account Code

1. In the employee’s timecard, locate the date that requires an account transfer.
   - Click the Transfer cell located between the In and Out columns for the hours worked that need to be transferred.
   - Then, click Search.

   ![Employee Timecard Screenshot]

   **Result:** The Transfer Window will display to the right of the screen.

2. Click **Add Cost Center** from the options listed and then search for the appropriate option/account.
   Select the account number when it appears in the search results. Then, click **Apply**.

   ![Transfer Window Screenshot]
3. Click **Save** to update the timecard.

**Result:** The new account number will be displayed in the Transfer column.

Pay codes and hours and the Cost Center (TIM Account Code) transferred do not automatically appear in the timecard Totals tab.

To view, Click the Totals tab link at the bottom of the timecard and from the second drop down, select **All**. A Cost Center column will appear in the Totals tab. The pay codes and hours will be listed according to the TIM Account Code(s) used in the timecard.
Enter Leave Taken on a Day that Hours were Worked

If a SHRA or EHRA permanent employee forgets to enter leave taken on a day that he or she also worked, you will need to add an additional row in order to enter the leave taken.

Steps Required to Enter Leave Taken on a Day that Hours were Worked

1. Find the row for the date on which leave was taken and needs to be entered and click the plus sign on the left side of the screen to add another row.

2. After the row has been added, click the cell in the Pay Code column for that day in the new row and select the appropriate Pay Code for the leave taken. Here we have selected “Vacation”
3. Enter the amount of leave taken in the cell in the Amount column in the new row. Then click **Save**.

![Image of timecard with Vacation and 40 entry]

**Note:** You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.

**Entering Leave Taken for a Permanent Employee**

1. To enter leave taken for an SHRA or EHRA Permanent Employee, identify the date that the leave was taken and select the correct pay code in the Pay Code column for that date. Here the pay code for Vacation was selected.

![Image of timecard with Vacation selected]

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**TIM MANUAL FOR MANAGERS AND TIM ADMINISTRATORS**  p. 53
2. Enter the amount of leave taken on the same row under the Amount column. Here 8 hours was entered as the amount. Click Save.

**Note:** You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.
Alerts in TIM

This section will cover the Missed Punch Alert and the Request Alert. A general overview is provided below and is followed by a more detailed explanation of each.

**A. Missed Punch Alert**: Notifies you if employees have missed punches on their timecards. This will be shown in the Manage Timecards Tile on your homepage. The red bubble indicates how many missed punches require your attention.

**B. Request Alert**: Notifies you when an employee assigned to you in TIM submits a Time-Off request, or for TIM Managers, when another manager has submitted a Delegate Authority request to you. TIM Manager’s delegation requests will also appear. The notification appears in the My Notification Tile and beside Employee Requests. The number inside of the circle on the icon represents the number of Time Off or Delegate Authority requests that require your attention. You will also receive an email notification when an employee submits a Time-Off Request as seen below.
Missed Punch (Exceptions) Alerts

1. If you have an employee with a missed punch, you will notice the alert in the Manage Timecards tile with a number inside a circle. The number represents how many timecards have missed punches that require your attention.

![Manage Timecards](image1)

2. To view and correct the missed punch, click the alert in the Manage Timecards tile. This will take you directly to the timecard(s) that have a missed punch and need addressing. Click the individual employee’s name for the timecard you wish to view or use the toggle arrows to click from one timecard to the next that needs a missed punch addressed.

![Employee Timecards](image2)

3. When the employee’s timecard appears, the cell where the missed punch took place will be highlighted in red. Click the cell.
   - If there is more than one employee with a missed punch, click the right pointing toggle arrow to scroll through the timecards.
4. Enter the time for the missed punch and click Save. 
   **Note:** Cells in a timecard edited by anyone other than the employee will be indicated by a grey triangle in the top right corner of that cell.

5. After you have successfully resolved all missed punches, and saved your work, the alert(s) in the Manage Timecards tile will disappear.
My Requests Alert

There are two types of Request Alerts:

- **Time-Off requests**: Indicates that an employee assigned to you in TIM has submitted a Time Off Notification Request.

- **Delegate Authority requests**: (TIM managers only). Indicates that another manager has submitted a request for you to perform the TIM manager role for the employees assigned to them in TIM while they are away from the office.

Reviewing Time-Off requests

1. In the **My Notifications Tile**, click the **Employee Requests link**. Time Off Notification Requests that require your attention will display.
2. Click an employee on the list and then click Details to view the Time-Off Request Details that he or she submitted.
3. After reviewing the time off request details, you can choose from the following options at the top of the screen:
   - Approve: Approves the Time Off Notification Request
   - Refuse: Refuses the Time Off Notification Request
   - Pending: Awaiting your review and processing
   - Retract: Employee requested removal of request
   - Request Time Off: Allows you to submit a new Time Off Notification Request on behalf of one of your employees. However, it is easier to just enter the hours of leave taken directly into their timecards.
4. The employee will receive an email notifying them of your decision.

Reviewing Delegate Authority requests

See Delegate Authority (TIM Managers Only) on page 52 for details on delegating authority and reviewing Delegate Authority requests.
Processing Pay Period Close

Pay Period Close Process

1. Employee Approves Timecard: Ensures correct hours worked and leave taken hours have been recorded. After an employee has approved his/her timecard, it is no longer available for further edits by the employee. The TIM Manager or TIM Administrator will need to make edits for the approved time period.

2. TIM Manager Reviews, Edits, and Approves Timecards: TIM Manager approval at the end of the pay period lets the TIM Administrator know the timecards are ready for processing. A TIM Manager can edit data after approving a timecard.

3. TIM Administrator Signs Off Timecards: Locks the timecard for payroll processing. After the TIM Administrator signs off, the timecard can no longer be edited in the signed off pay period.

Remember!

- All employee timecards must be signed off by the deadline even if the employee has worked 0 hours or employee or manager approvals have not been applied to the timecard.

- The employee’s home department is responsible for performing sign off. If an employee works for multiple departments, the TIM Administrator should try to wait until as close as possible to 5:00pm on the scheduled sign off day. This will allow other departments time to review, edit, and approve the employee’s hours worked.

- If employee or manager approvals have not been applied before the signoff deadline, a time detail report for that pay period should be printed, signed by the employee and/or manager, and placed in the employee’s file.
Applying TIM Manager Approval

- SHRA Exempt and Non-Exempt employees must approve their timecards each biweekly pay period. EHRA Exempt employees must approve their timecards each monthly pay period. Deadline for employee approval is set by your department. Employees cannot edit or capture their time after approving their timecards, and approvals cannot be removed.
- After the TIM Manager has reviewed and edited employee timecards so they are ready for payroll and employee approval has been applied, he or she approves the timecard. Employees cannot edit or approve their timecards after TIM Manager approval has been applied.
- TIM Manager approval at the end of the pay period lets the TIM Administrator know the timecards are ready for processing.
- A TIM Manager can edit data even after approving a timecard.
- The TIM Manager approval deadline is set by your department.

Steps for Approving Timecards: Managers

1. Log in to TIM and select the **View Details arrow** in the **Pay Period Close tile**.

![Image of TIM interface](image.png)

**Result:** The Pay Period Close window will display.

**Important:** Use the hyperfind selector to adjust your view. For instance, you may need to select **All Home and Transferred-in** to see all employees for which you are responsible.
2. Check to see if there are any employees who have not approved their timecards. The employee’s name will appear in the Employee Approval column if they have approved their timecard.

**Note:** A TIM Manager can approve an employee’s timecard even if the employee has not. If you approve a timecard that the employee has not approved, print a time detail report for that pay period, have the employee sign it, and place it in his or her file.

3. Check to see if there are any employees who have a missed punch. A number will appear in the Missed In Punch or Missed Out Punch column indicating the employee has a missed punch or punches.
4. If there are missed punches, click the name of the employee with the missed punch, select the Go To Icon, and then select Timecard to display their timecard.

5. If needed, contact the employee to find out the time in/out that is missing. Enter the time of the missed punch in each of the cells that appear red on the screen. Then click Save.

6. Click the back button in your browser to return to the Pay Period Close window.

   **Note:** The Hyperfind selector may revert to the default and need to be reapplied.
7. The missed punch notification, indicated in the Missed In Punch or Missed Out Punch column by a number, is no longer present.

The missed punch check mark and the orange circle in the top right corner of the Exceptions Alert should disappear if the employee timecard was edited successfully.

8. After you have reviewed and updated timecards as needed, approve those employee timecards by selecting them in the **Selector Column** on the far left and then clicking the **Approval Icon**. Then select **Approve Timecard**.

**Result:** The manager’s name who approved the timecard will appear in the Manager Approval Column.

**Remember!** Before your department’s manager approval deadline, be sure to review and approve timecards.
Applying TIM Administrator Sign Off

After the employee and the TIM Manager have approved the timecard, it is ready to be signed off by the TIM Administrator and processed for payment.

- TIM Administrators must sign off timecards for SHRA Exempt, and all Non-Exempt, and Student and Temporary employees by 5:00 pm on the Tuesday after the pay period has ended.

- TIM Administrators must sign off timecards for EHRA Exempt employees by 5:00 pm on the 15th of the month.

1. Log in to TIM and select the View Details arrow in the Pay Period Close tile.

Result: The Pay Period Close window will display.

Important: Use the hyperfind selector to adjust your view. For instance, you may need to select All Home and Transferred-in to see all employees for which you are responsible.
2. Check to see if there are any employees who have not approved their timecard. The employee’s name will appear in the Employee Approval column once approved.
   - Also check to see if there are any managers who have not approved the employee’s timecard. A number or name in the Manager Approval column indicates that TIM Managers have signed off on the employee’s timecard.
   - If there are timecards that have not been approved, notify the TIM Manager.
   - After timecards have been approved by both employee and TIM Manager, the TIM Administrator can sign off. However, TIM Administrators must sign off by the deadline even if employee or manager approval has not been applied.

3. Check to see if there are any employees who have a missed punch. A number in the Missed In Punch column or Missed Out Punch column indicates that an employee has a missed punch. This is also indicated if a number appears in Timekeeping line under the My Notifications Tile on the homepage.
4. If there are missed punches, click the employee’s name, then click the Go To Icon, and select Timecard to access their timecard and enter the missed punch.

5. If needed, contact the employee to find out the time out that is missing. Enter the time of the missed punch in each of the cells that appear red on the screen. Then click Save.
   **Note:** If the manager has already approved the timecard, it will appear a lavender color as seen below.

Result: The missed punch has been saved, and the number notification is removed.
6. Click the back button in your browser to the Pay Period Close window. You may have to change the Hyperfind view to see all employees.

**Alerts for missed punches**

TIM will also notify you of missed punches in two other locations on the homepage. One is the notification bell in the top right corner where a number in red will appear. The other is located in the My Notifications tile, in the Timekeeping Row. A number will be present representing missed punches that need to be corrected.

**Before correcting a missed punch**

![Image of TIM interface before correcting a missed punch]

**After correcting a missed punch**

![Image of TIM interface after correcting a missed punch]
7. After all missed punches have been addressed and employee and manager approvals have been applied, sign off employee timecards by selecting them in the selector column, or by clicking the Select All Icon. Then select the Approval icon and click Sign-Off.

Result: A check mark will appear in the Signed Off column in the Pay Period Close window for each of the employees you selected.

Important! Before the TIM Administrator sign off deadline, double-check to be sure you have signed off all timecards. Select all rows, including any that were not signed off by the employee or the manager, and click Approval and select Sign Off.
Using the Audits Tab

If you are signing off employee timecards and wish to view additional details related to an employee’s timecard you can access the Audits Link.

The Audits Link opens the audits tab that will display all of the audits made for the selected employee(s) in the time period selected including historical corrections, comments, time off notification requests, signoffs, and approvals.

To access the Audits Tab:

1. Open the employee(s) timecard, select the Pay Period or date range that you wish to view information for.
2. Click the **Audits link** at the bottom of the timecard(s).

**Result:** The Audits Window opens.

You can view the various types of audits that have been made in the time period selected by clicking the arrow on the right side of the Category field to display the dropdown menu and selecting the type of audits that you want to view.

**Note:** Click the X in the top left corner to close the Audits Window.
Historical Corrections

If a timecard needs to be modified after the TIM Administrator has signed off, the revisions must be made as Historical Corrections by an authorized TIM Administrator.

- If you are a TIM Administrator and need to be authorized to make Historical Corrections in TIM, an HR Officer must email TIM Support (timsupport@unc.edu) to request that access for you.
- TIM Managers cannot make historical corrections.

Enable Edits (TIM Administrators Only)

The ability to edit a timecard is turned off when the TIM Administrator signs off. To make any edits after you sign off and the pay period closes, you must enable edits before you can make your historical corrections. You can enable edits for either one employee or multiple employees.

1. Open the Employee Information window via the arrow in the Employee Information Tile. You can also access Enable Edits by opening the Pay Period Close window via the arrow in the Pay Period Close Tile.
2. Select the employee(s).
   - To enable edits for all employees, click the Select All Rows button.
• To enable edits for one employee, select the employee by checking the box beside their name in the Selector row. If you want to select more than one employee, select multiple boxes in the Selector row.

3. Click the **Approval Icon** and select **Enable Edits**.

4. Click **Yes** in the pop-up message.
Important! If you need to correct time in the ‘previous pay period’ you must wait until after 12:00 p.m. on the first Thursday of the current pay period before entering historical corrections. This is to ensure the corrected hours are **not** sent to payroll twice.

**Enter Historical Corrections (TIM Administrators Only)**

1. With edits enabled, open the affected timecard.
2. Go to the date that needs to be corrected in a signed off pay period by using the **Calendar Icon** and selecting the Previous Pay Period or select the appropriate range of dates.

3. Revise the timecard as needed so that it reflects the employee’s actual activity.

**Add a Comment to Your Historical Correction**

When making Historical Corrections you should always add a comment to explain why the correction is needed.

4. Right click on the cell that contains the diamond to open the Actions dialogue window.
5. Click Comment to add a note.

**Result:** The Comments window will display to the right.
1. Select the appropriate comment from the drop-down list and add a note explaining the correction, click the **Add button**, then click **Apply**.

![Comment Selection](image1)

**Result:** A comment is added to the edited cell.

![Comment Added](image2)

**Note:** A message will appear warning you that new corrections to the timecard were made. The save button will still be purple, indicating that the correction has not yet been saved.

![Warning Message](image3)

7. **Click Save** again to complete the correction.

After saving, the timecard will be locked while TIM processes the information. If you need to make additional corrections, you will need to refresh the screen.

8. **Click Refresh** if you need to make additional corrections. This must be done after each save.
Important Reminder! All historical correction hours are automatically included in the Totals tab for the upcoming payroll. When making a leave balance adjustment historically, such as updating a vacation balance for a new hire with previous state service, these hours must not be included in the totals. See page 78 to learn how to use the Historical Corrections tab to adjust historical corrections that affect leave hours so that they do not impact upcoming pay totals.

A small diamond will appear in the top right corner of the cell and a dot will appear next to the affected date, indicating that a Historical Correction has been made.

The Historical Correction edit to the timecard is now complete. It is a good idea to review your work to make sure the accruals and pay totals have updated as you intended.

View Historical Corrections in the Timecard Totals Tab (Managers and TIM Administrators)

When Historical Corrections are made to a previous pay period, the hours added or subtracted will usually impact the upcoming payroll. After making Historical Corrections you should review the Totals tab for the current pay period to review your corrections.

To view the impact of Historical Corrections on the current pay period:

1. With the timecard open, select the Current Pay Period.
2. Click the Totals link at the bottom.
By default, the Totals tab shows all hours to be sent to payroll in the time period selected. You can also select to view just the Corrections or No Corrections.

So, for this time period:

The No Corrections view on the Totals tab shows only the hours directly entered into the timecard for the pay period selected.

The Corrections view lists each correction that was made in a previous time period that is effective in the selected time period.

The diagram below shows:

A. The previous pay period timecard showing the historical correction. In this situation the employee entered 8 hours of vacation on Monday, 1/22, but she forgot she worked 2 hours that day. The TIM administrator added the worked hours time, but made a mistake: at first he didn’t remove the 8 hours of vacation and change it to 6 hours. So the
TIM administrator had to make another edit to remove 2 hours of vacation time for that day.

B. **The current pay period timecard** with the Totals tab set to view Corrections. Here you see the original entry of 8 vacation hours, followed by -2 hours of vacation showing that the TIM Administrator changed the amount from 8 to 6.

A. **Previous Pay Period Timecard: Historical Edit**

B. **Current Pay Period Totals Tab Viewing: Corrections**

1. First, 2 hours of work time were added, showing in Totals as a 2.0 regular hour correction.
2. Then 8 hours of vacation leave were then changed to 6, resulting in a -2.0 hour correction in Totals.

**Note:** These hours were worked or earned in a previous pay period, so will not impact Overtime or Comp Time for the current pay period.

The **All Totals** view shows both the Historical Corrections and the current hours. The employee will be paid for a total of 82 regular hours and be credited (-2) hours of vacation in the upcoming pay period. The 2 regular hours and -2 vacation hours will cancel each other out and neither need to be removed from totals.

**Modify Historical Corrections in the Historical Corrections Tab (TIM Administrators Only)**

When Historical Corrections are made to adjust leave balances, those hours should **not** be sent to payroll. The entries were made in the timecard to only increase or decrease the employee’s
accrual balance in TIM. You will need to edit the correction to **not** be included in the timecard totals.

**Historical Date** refers to the date in the timecard that was corrected.

- **Amount** shows the number of hours added or subtracted.
- **Effective Date** is the first day of the first open pay period in which the hours will be added or subtracted from the totals and sent to payroll.

Each correction will show up on its own line. If you have revised a specific date in the timecard more than once, each revision will be listed separately. If a signed-off pay period has been corrected multiple times the list of corrections in the Historical Corrections tab can get confusing.

**Historical Leave Balance Adjustments and Pay Totals**

Most Historical Corrections **should** impact an employee’s upcoming paycheck, either by adding to or subtracting from the pay they will receive. However, when setting up new hires in TIM and when terminating employees, corrections may be needed to update the employee’s accrual balances. These corrections **should not** impact an employee’s pay. The TIM Administrator will need to adjust the historical correction to ensure the hours are not sent to payroll.

*Common leave balance adjustment situations when corrections should NOT impact pay totals:*

- An employee who qualifies to earn leave at the end of each month terminates their employment on the 25th of the month. The employee’s leave hours for the month will not be added automatically to their accruals since they will not be active in TIM on the last day of the month. The accruals need to be added as Historical Corrections, but the corrections **should not** impact pay. (The employee will receive the payout in a later step. For details on this process, see Termination: Balancing Final Accruals starting on page 90.)

- A new hire transferred to the University from another North Carolina agency. The employee has accrual hours from their previous state service that need to be added to TIM. The accrual hours will be available for the new hire to use, but **should not** impact the upcoming pay.

**Stop TIM from Sending Historical Corrections to Payroll (TIM Administrators Only)**

All Historical Corrections are automatically included in the timecard totals, and, if accrual hours are involved, will also affect the accruals balance. As stated above, most Historical Corrections should be sent to payroll. The following steps are only needed in specific situations when accrual balances need to be updated in TIM.
To edit a saved historical correction so that accrual hours will not be sent to Payroll:

3. Click **Historical Corrections link** to open the Historical Corrections tab.
4. In the Selector column, select the correction or corrections that need to be set to *No*.

![Historical Corrections Tab](image)

5. Select the **Pencil** icon to edit.

![Edit Corrections](image)

6. Uncheck the **Include in Totals** box.
7. Click **Apply**.

**Note:** The Historical Correction dialogue includes an option to Add a Comment. Comments that you add here will not show up as blue text balloons on the timecard, so always add your comments by right-clicking on the cell in the timecard.

### Historical Correction Scenarios

Historical Corrections directly affect an employee’s paycheck and leave accrual, so it is important to understand the implications of the changes you make. Use the following scenarios to get practice using Historical Corrections in specific situations.
When working through the scenarios refer to the step-by-step instructions starting on page 71 if needed.

**Scenario #1: Leave Hours Not Entered and Not Paid**

An Employee took four hours of vacation on March 25 and forgot to enter them into their timecard. Their paycheck for the period was short by 4 hours.

The TIM Administrator needs to add the 4 vacation hours into the employee’s timecard on the date taken (March 25) and make sure that he receives pay for the 4 hours in his next paycheck.

**Steps:**

1. Enable Edits for all employees.
2. Open the specific employee’s timecard.
3. You will need to enter leave hours on the actual date that they were taken. Go to the time period that needs to be corrected using the Pay Period drop-down.
4. Next, add a row to the date, click into the Pay Code field for that row and select the appropriate Pay Code. For this example, you would select Vacation. Then enter the hours into the Amount field and click Save.

5. When the message appears warning you that the timecard has been corrected, then click Save again.

After you save the corrections, a small diamond will appear in the cell and a dot will appear next to the affected date, indicating that a Historical Correction has been made.

- The Vacation hours added to the corrected pay period need to be included in Bryce’s next paycheck.
- You do not need to revise the Include in Totals setting since Yes is the default.
6. Click the **Refresh icon** to activate the timecard.
7. Right click on the cell that contains the diamond to add a Comment and a Note, then click **Comments**.

8. This correction will affect Bryce’s vacation accruals, so select Manual Accrual Adjustment from the dropdown list.
9. Enter a detailed note explaining why the Historical Correction is being made and save the comment by clicking **Apply**.

10. Click the **Save** icon on the Employee Timecards page.
11. Right click on the comment icon to view your saved comment.
12. To view the employee's accrual balance after making the Historical Correction, select the cell in the timecard that was modified.

13. Click the Accruals tab at the bottom of the timecard and scroll down to Vacation.

The Vacation accrual will show that four hours of vacation leave have been used. (To see what the accrual was before the correction, click on the previous day in the timecard, in this case March 24. It will show that the employee's vacation accrual was 266.67 hours on that date.)

14. To view how the Historical Correction impacted the totals that will be sent to payroll for employee's upcoming paycheck, select **Current Pay Period**.

15. Go to the **Totals** tab. The Amount column displays all of the hours that will be sent to payroll when the pay period closes. You will see a line item for the 4 hours of vacation that were added doing the Historical correction.
16. If the pay period has not been signed off yet, you can also click the drop-down menu to view only the corrections or none of the corrections.

**End Result**

- The correction reduced the employee’s Vacation accrual by 4 hours.
- The correction added 4 hours of pay to the employee’s current pay period Totals.
Scenario #2: Hours Worked and Paid Were Entered as Vacation

An employee planned to take a day off to play golf. Unfortunately, the weather was horrible, so they ended up working instead. They had already entered the time as vacation and forgot to change it to hours worked before the pay period ended. They were paid for the 8 hours, but those hours were subtracted from her vacation accrual. The TIM Administrator needs to change the hours from Vacation to Time Worked so that the employee’s vacation hours will be restored.

Steps:

1. Enable Edits for all employees.
2. Open the specific employee’s timecard.
3. Go to the time period that needs to be corrected. Note the 8 hours of Vacation that need to be replaced with Time Worked.
4. Delete the Vacation hours on the day that the employee worked.
5. Add the hours back in as Time Worked and click Save.
6. Add a comment as to why the correction was made.
7. When the message appears, click Save again to confirm the changes.

The Historical Correction indicators will appear in the revised cells.

End Result

- The correction added 8 hours back to the employee’s Vacation accrual.
- 8 hours of vacation time were removed (negative 8 hours) and 8 hours of work time (positive 8 hours) were added, so the net result is that the employee’s upcoming paycheck will not be impacted.
Scenario #3: Previous State Service Accrual Balance Adjustment

An employee transferred into her new Exempt position at UNC from the Department of Public Instruction (NCDPI), another state agency. They had accrued 125 hours of vacation and 200 hours of sick leave at NCDPI. They elected to not cash out her vacation accrual when she left NCDPI, so both accruals need to be transferred to TIM (sick leave can only be transferred, it cannot be cashed out). HR sends a memo to the TIM Administrator with details about the vacation and sick leave accrual balances that need to be added to the employee’s accruals in TIM.

- Accruals from previous state employment are added in to TIM in one lump sum. They must be added to a time period that has been signed off.
- Note: This is similar to the process that you would follow for an employee who is terminating prior to the end of the month so that they will be paid out for the hours that they have accrued in the partial month. For details on this process, see Termination: Balancing Final Accruals starting on page 90.

About the Vacation and Sick Pay Codes

- The Vacation and Sick Pay Codes are used for two different kinds of tracking: hours used (+) and hours accrued (-).
- When an employee enters vacation or sick time used, it is entered as a positive number (hours for which the employee will be paid), and is included in the payroll total.
- When the system adds vacation or sick time accrued (on the last day of the month) or when it is added manually (in the case of a terminated employee) the time is added as a negative number (hours “credited” that are available to be used), and is not added to the payroll total.

Accruals that are Always Entered as a Positive Number

- Certain accruals, such as Comp Time and Travel Time, are entered using one pay code to increase the available balance (Comp Time Earned, Travel Time ETO) and another pay code to decrease the balance and add the amount to the payroll total (Comp Time Taken, Travel Time Taken).
- In the rare circumstance that these accruals need to be adjusted, the amount is always entered as a positive (+) number. Just be careful to select the correct pay code to reflect hours earned vs. hours taken.
Steps:

1. Enable Edits for all employees.
2. Open the employee’s timecard.
3. Select a previous period with the employee’s start date that has been signed off. In this example, the employee started on Thursday 3/28.
4. On the employee’s start date select Sick from the pay code list.
5. Enter the amount of sick leave hours that were carried over from the previous state agency. The employee has 200 hours of sick leave from NCDPI, so enter -200.
6. Add a new row on the employee’s start date by clicking on the plus sign and select Vacation from the pay code list.
7. This time in the Vacation row, enter -125 to show the 125 hours that the employee carried over from NCDPI.
8. Click on the cell with the negative number to add your comment as to why the edit was made. Click **Comments**.

![Paycode Actions](image)

9. Add your comment and click **Apply**.

![Comments (1)](image)

**Result:** You have added a comment to the edits and the Comment icon will display.

![Result](image)

10. Click **Save**.

11. A message appears warning you that the timecard has been corrected, then click **Save** again.
12. Click the **Accruals tab** to see that these hours have been added to the Sick and Vacation accruals as positive numbers. You may need to click Refresh before moving on to the next step.

![Accruals Tab](image)

The employee should not be paid for these hours until they are used, so **Include in Totals** must be set to **No** for both entries.

13. Click the **Historical Corrections tab**.

![Historical Corrections Tab](image)

14. Select both entries from the selector column, and right click the **Pencil icon** to open the Historical Corrections dialogue. You can also edit these one at a time, but it can save time to do both at once.

![Pencil Icon](image)

15. Uncheck the **Include in Totals** box.
16. Click **Apply**.
17. Remember to add a comment to the affected cell in the timecard to document why the accrued hours were added if you have not already done so.

*End Result*

The employee now has access to use the 125 vacation and 200 sick hours they accrued in their previous state service at NCDPI. These hours will not be included in Totals and will not be sent to Payroll.
Termination: Balancing Final Accruals

When an employee terminates their employment with the University, all accrual balances—positive or negative—must be paid out, docked, transferred, or removed before submitting the final pay period to payroll.

Accrual balance steps must be followed **in this order**.

1. If the employee’s last day is not the last day of the month, any accrual earned during the partial month should be added as a Historical Correction on the last day of the most recent signed-off pay period.
2. Any payout owed to the employee for the final accrual balance should be added on the last day of the final pay period.
3. Any negative leave balances should be docked from the last day of the final pay period.
4. Any final leave balances should be zeroed out on the last day of the final pay period.

1. Add Accrued Vacation and Sick Hours

When a permanent employee who qualifies for Vacation and Sick time terminates on the last day of the month, the system will automatically apply any Vacation or Sick time accrued for the month.

If, however, they terminate before the last day of the month, these steps will need to be entered manually into TIM.

- If you do not have access to enter historical corrections, you will need to pass on this information to the TIM Administrator who processes historical corrections.
- If you have questions about how to enter historical corrections, see the Entering Historical Corrections manual for more detail.
Verify Eligibility

1. Verify whether the employee qualifies for Vacation and Sick accruals. If you are not sure, check with your HR representative.

2. Verify whether the employee is eligible for payouts and how much they are eligible for. For payout guidelines see the Vacation Leave for SHRA Employees and Leave, Paid time off, Payouts and Transfers pages on the HR site.

Enter Historical Vacation and Sick Accruals

3. Find out how many Vacation and Sick hours the employee will have earned in the final Pay Period as of their termination date.
   - Run an Accrual Detail report to find how many hours of vacation and sick were earned in the previous month. For help see “Running Reports” on page 139.
   - Prorate the results to reflect the portion of the final month worked.

Note: It is also useful to check the total Vacation and Sick time available so that you can check your week at the end of this process.

4. Add the accrued vacation and sick leave as a Historical Correction on the terminating employee’s timecard. See the previous chapter for help adding Historical Corrections.

Reminders:

- Historical Corrections can only be applied to a signed off pay period, so if the current pay period has not been signed off, go to the previous pay period or select the most recent range of days that has been signed off. The accruals should be added to the last day of the selected period.
- When adding the accruals, enter them as a negative number. For example, 8 hours of vacation should be entered as -8.

5. On the Include in Totals tab, select each correction and change Include in Totals to No. Leaving it set to Yes would send the negative hours to payroll and the employee would be docked these hours in his or her last paycheck.

Note: Payment for the allowable accrual hours is a separate process. See Payout Vacation and Other Hours starting on page 97 for details.

Double Check Your Work

6. In the employee’s final pay period, click on the last day worked.
7. Go to the Accruals tab.
8. Scroll down within the Accruals list to check the Sick and Vacation balances.
9. Check to be sure that the Accrual Available Balances are equal to [the original amounts identified on page 91] + [the amount accrued in the final pay period.]

- Even though you entered the final Vacation and Sick time accrued as negative numbers, the Accruals tab displays them as positive numbers.
- For example, if the starting balance for Vacation was 241 and for Sick was 166, then you inserted -11 vacations hours and -8 sick hours, the final balances should be Vacation 254 (241 + 11) and Sick 174 (166 + 8).

2. Payout Vacation and Other Hours

If an employee is eligible for a leave or other payout on termination, the number of hours to be paid out must be added to the final day worked. For payout guidelines see the Vacation Leave for SHRA Employees and Leave, Paid time off, Payouts and Transfers pages on the HR site.

**Vacation Hours**

- For most employees the maximum amount of Vacation that can be paid out is 240 hours (30 days). Payout maximum is decreased for part-time employees and employees who have worked less than 24 months.
- Using the steps described on page 35, identify the number of Vacation hours the employee has accrued. If the vacation accrual shows a negative balance, jump ahead to “Dock Overdrawn Vacation and Sick Hours” on page 97.
1. Add a new line to the last day worked.
2. In the Pay Code cell, select *Applied Termination Vacation* from the drop-down.
3. In the Amount cell, type in the number of hours accrued, up to maximum (240 hours or less depending on length of service and hours worked per week).
4. Click **Save**.

**Other Types of Accrued Hours**

5. Repeat the steps above to payout any Bonus, Comp time, Holiday ETO, and Travel ETO balances.
6. Be sure to select the appropriate Pay Code for each, e.g. Applied Termination Bonus etc.
   - There is no limit on the number of hours that can be paid out for Bonus, Comp time, Holiday ETO, and Travel ETO.
   - Accrued sick time cannot be paid out. However, the following options are available for Sick Leave balances:
     - If moving to another North Carolina state position, Sick hours will transfer with you.
     - If you return to state employment after termination, your sick hours will be restored after five years of continuous employment.
     - You can transfer the hours to an approved employee or to the Voluntary Shared Leave program.
3. Dock Overdrawn Vacation and Sick Hours

If an employee has used more Sick or Vacation hours than they have accrued, their final pay will need to be docked to make up for the negative balance. The process for Docking Accruals is the same as for Accrual Payouts, except that amounts are entered as negative numbers.

1. Identify the overdrawn Sick or Vacation hours to be docked.
2. Add a new line to the last day worked.
3. In the Pay Code cell enter *Applied Termination Sick* or *Applied Termination Vacation*.
4. In the Amount cell enter the number of hours overdrawn as a **negative number**.
5. Click **Save**.

4. Remove Remaining Accrual Balances

**Important:** If you need to pay out or dock accruals, you must do this before zeroing out or transferring the accrual balances.

**Identify Remaining Accrual Balances**

1. Open the employee’s timecard and click on the last day worked.
2. Click the Show Timecard Totals tab, then go to the Accruals tab.
3. Scroll through the list of Accruals to see if there are any remaining balances.
   - There may be a remaining Vacation balance if the employee’s original Vacation balance exceeded the number of hours that could be paid out. In the example below, the employee had an original balance of 254 Vacation hours. The 240 hour maximum was paid out, leaving a balance of 14 hours to be removed.
   - There is often a Sick balance that needs to be removed in TIM at termination.

4. Make a note of all of the remaining balances in the list.

**Remove the Remaining Accrual Balance**

5. Enter historical corrections for the remaining accruals on the last day of the most recent sign-off pay period.

6. In the Pay Code cell select the appropriate Pay Code. The following Pay Codes can be used to zero out an employee’s accrual balances:
   - **Applied Termination Bonus**
   - **Applied Termination Comp Time**
   - **Applied Termination Holiday ETO**
   - **Applied Termination OCTO (On Call Time Off)**
   - **Applied Termination Sick**
   - **Applied Termination Travel ETO**
   - **Applied Termination Vacation**

In this example, we will use both Applied Termination Vacation and Applied Termination Sick.
7. In the Amount cell enter the remaining Vacation balance as a **positive number**. (You are adding to the number of vacation hours used or unavailable.)

8. In this example, there is also Sick Leave remaining, so it must be removed by repeating the steps above using the Pay Code Applied Termination Sick, and again entering the balance as a **positive number**.

9. Click **Save**.

10. On the Historical Corrections tab, select these corrections and set Include in Totals to **No**.
Appendix A: Custom Hyperfind (TIM Administrators Only)

In addition to the public hyperfinds, TIM Administrators have the option to create custom hyperfinds. This allows administrators, who manage a large number of departments, to pull up a list of selected departments. This is especially useful when doing pay period close or reconciling timecards.

TIM has two types of customizable hyperfinds:

- **Ad Hoc**—Use this to setup a temporary custom hyperfind. Your customizations stay active in your workspace until you modify the Ad Hoc hyperfind again or log out of TIM.
- **Personal**—Create personal hyperfinds for very frequently reviewed departments. You can name these hyperfinds, and they will stay in your Hyperfind Selector. You should create an Ad Hoc hyperfind and review it to make sure it works as expected first. If you will use the selection frequently in the future, you may then elect to save it as a personal hyperfind. Instructions on how to create an ad hoc hyperfind and review it before saving it as a personal hyperfind are below.

**Create an Ad Hoc Hyperfind**

1. From the Hyperfind Selector Dropdown, select the **Edit Ad Hoc icon** beside Ad Hoc from the top of the Hyperfind Selector list. You can also click **New Hyperfind** in the dropdown.
2. This opens the Hyperfind Editor window. At the bottom of the window, select Add or Edit Conditions.

Result: The Select Conditions window will display.
Use Ad Hoc to Display One or More Departments

If you know the department number:

1. On the Filter Conditions tab select **Additional Information**.
2. Change the dropdown in the Additional Information to **Home Department**.

Option 1: Enter the department number you need and click **Add**.

**Note:** To add additional departments, continue entering department number(s) and clicking Add.
Option 2: If you want to see all the departments starting with certain number (example 234) enter 234* then click add and all departments starting with that number will display.

**Note:** You will only see departments you have access to.

3. Once you have completed adding conditions, click **Apply**.
If you don’t know the department number but you know part of the name:

1. On the Filter Conditions tab select Primary Job.
2. Within Primary Job select the Location.

3. Before you select your department(s), decide whether you want to Include or Exclude the department(s) you will be adding to the hyperfind condition. You will usually leave this set to Include, but if you want to view all of your departments except for the one(s) you identify, select the ‘Exclude people who meet this condition’ button instead.

4. Enter the department name or number in the Available Items box to search using one of the options below:
Enter it into the Search box and click search.

- In the example below we know that the department name includes the word “Train,” but we don’t know the department number.
- We type “Train” into the search box and click Search. This brings up every department that the TIM Administrator has access to that has the word “Train” in it. In this case there are 4 zTrain Departments.

If you want to find one or more departments that start with the same numbers:

- For example, we want to find all employees we have access to who are in a training department. From experience we know that all the training departments in this example start with 09.
- Type 09 into the search box and click Search. This brings up all departments that we have access to in TIM that start with 09.
5. Add the department(s) you want to use into the Selected Conditions box.
   - Check the selector box beside the desired departments.
   - Click the expand arrow at the bottom of the list to see all listed departments.

6. Once you have all the departments that you want to view selected, click the Add button to move them into the Selected Conditions list.
7. Review the list of Selected Conditions to verify that your settings are correct.
   - The Effective Date must always be left to “As of today” to avoid inadvertently overriding the conditions you specify.
   - By default, Ad Hoc hyperfinds include any “Employee employed and working as of today,” which selects only active employees.

8. Click **Apply**.
9. Then click **Save** when the current window closes.

### Add Employment Status to an Ad Hoc Hyperfind

Another useful filter is Employment Status, which allows you to view Terminated employees only.

1. Be sure **Ad Hoc** is selected in your Hyperfind Selector.
2. Click the **Edit Icon** beside the Ad Hoc Hyperfind selector.
   
   **Note:** Unless you have logged out or edited the hyperfind since selecting the department in the previous step, the department(s) you selected should still be listed in the Selected Conditions box.
3. Click the **Add or Edit Conditions link** at the bottom of the Hyperfind Editor Window.
4. Click the > to open the **Timekeeper filter** options.
5. Select **Employment Status**.
6. Select **Terminated from the Status drop-down**.
7. Click **Add**.

**Result:** The new condition will appear in the list of Selected Conditions.

Based on the settings you chose when initially creating this Ad Hoc, you may now have the following conflicting conditions in your list:

- Employee employed and working as of today.
- Employee no longer employed as of today.

You need to remove any conflicting conditions. In this example we want to see only the employees who terminated during the pay period. We need to remove the “Employee employed and working as of today” condition.

8. Select the condition(s) you want to delete.
9. **Click Delete.**
10. **Click Apply** and then Save the hyperfind.

**Note:** The Ad Hoc hyperfind will maintain these settings until you edit it again or sign out of TIM. Save an Ad Hoc Hyperfind as a Personal Hyperfind

### Save a Personal Hyperfind (TIM Administrators)

After creating an Ad Hoc hyperfind, you may decide to save it as a personal hyperfind, if you are a TIM Administrator and want to be able to select this hyperfind again.

**Note:** Personal hyperfinds **cannot be removed**, so only save personal hyperfinds you will use often.
1. Next to Ad Hoc, select the *No* option.
2. Click the **Pencil icon** in the upper left corner and name the hyperfind.
3. Click **Save As** in the lower right corner to save the personal hyperfind.

**Result:** The hyperfind selector will now list any personal hyperfinds you have created.
- Hyperfinds will appear in alphabetical order.
- Personal Hyperfinds will always appear in normal (not bold) text.
- Public Hyperfinds, which you cannot edit, will always appear in **bold text**.
- No one but you will be able to see or use the Personal hyperfinds you create.

**Custom Hyperfind Reminders:**
- If the edits you made to an Ad Hoc hyperfind are not working, you may need to Refresh your workspace.
- If a personal hyperfind you created is not showing up in the list, you may need to sign out and back into TIM.
Converting Overtime to Comp Time (TIM Administrators Only)

When permanent non-exempt employees have worked over 40 hours in one week, they either earn overtime or comp time. The default setting of either overtime or comp time is determined by the employee’s department. All employees in a department have the same default.

- Overtime is time worked over forty hours in one week.
- Weeks run from Monday through Sunday.
- Holiday and leave time are not included.
- Overtime is paid to the employee at the time and a half rate.

Departments that default to overtime occasionally need to convert that overtime to comp time. This is done by adding one new line in the affected timecard to show the comp time, and another new line to negate the existing overtime.

Requirements:

- Department must approve conversion.
- Conversions must be performed at the end of each week that overtime is earned.
- Conversions must be performed in the current open pay period before the TIM Administrator signs off on the timecard.
- The employee’s department must follow the employee’s pay rule. To verify, check the Timecard Pay Rule column for either an OT or a CT. Pay rules may still start with SPA or EPA in your list in TIM. These will be updated to SHRA or EHRA in the future.
Steps:

4. Using the Employee Information Tile, access the employee’s timecard.
5. Confirm that the employee has earned overtime in the pay period.
6. Identify how much overtime has been earned for each week in the pay period. In the example below, 2 hours of overtime were earned in each week of the pay period.
7. Click **Totals Tab** to display the totals for the week selected.
Result: The Totals Tab will display the hours worked, both Regular and Overtime.

NOTE: If the week being modified is the first week of the pay period, the amount listed under Period to Date is the amount available for conversion for the selected week.

If the week being modified is the second week of the pay period, the amount available for the week can be calculated by subtracting the first week total from the total amount for the pay period.

8. In the row for the appropriate Sunday, click the cell in the Pay Code column and select Comp Time Earned from the dropdown.
9. Click the cell in the Amount column on the same row and type in the number of hours to be converted, then click **Save**.
10. Click the **plus sign** the left side of the row to add another row to Sunday.
11. In the new row, select **Overtime** from the **Pay Code dropdown**.
12. In order to subtract the overtime amount, type in the number of hours as a negative number (e.g., for 2 hours comp time added, type in -2 hours of overtime), then save again.
13. Repeat the process for the next week in the pay period if Overtime was earned that week as well. Click **Save**.
14. The Totals tab will now show Comp Time Earned as the amount entered, and the Overtime will have changed to show the original amount minus the amount converted to Comp Time.

15. With the appropriate date selected, click the **Accruals tab** and scroll down to show the Comp Time Current row.
   The system automatically calculates the time and a half rate, so the Accrual Available Balance will show 1.5 times the number of hours entered.

   If you are viewing the second week of a Pay Period, remember that the amounts listed will include the totals from the first week as well.
Converting Comp Time to Overtime (TIM Administrators Only)

When permanent non-exempt employees have worked over 40 hours in one week, they either earn overtime or comp time. The default setting of either overtime or comp time is determined by the employee’s department. All employees in a department have the same default.

- Comp time is time worked over forty hours in one week.
- Weeks run from Monday through Sunday.
- Holiday and leave time are not included.
- Comp time accrues at the time and a half rate. For example, an employee who works 45 hours in a week has 5 hours of comp time. Multiplied by one and a half, this means the employee accrues 7.5 hours of comp time.

Departments that default to comp time occasionally need to convert that comp time to overtime. This is done by adding one new line in the affected timecard to show the overtime, and another new line to negate the existing comp time.

Requirements:

- Department must approve conversion.
- Conversions must be performed at the end of each week that comp time is earned.
- Conversions must be performed in the current open pay period before the TIM Administrator signs off on the timecard.
- The employee’s department must follow the employee’s pay rule. To verify, check the Timecard Pay Rule column for either an OT or a CT.

*Pay rules may still start with SPA or EPA in your list in TIM. These will be updated to SHRA or EHRA in the future.*
**Steps:**

1. Using the Employee Information Tile, access the employee’s timecard.
2. Confirm that the employee has earned overtime in the pay period.
3. Identify how much overtime has been earned for each week in the pay period. In the example below, 2 hours of overtime were earned in each week of the pay period.
4. Click the **Totals Tab** icon to display the totals for the week selected.
Add the Overtime and Remove the Accrued Comp Time

1. To view the comp time vs. regular time breakdown for the specific week, go to the Totals tab and select Period to Date.

2. Click the Sunday date in the Date column for the week that is being modified and view the totals tab to verify the amount of comp time earned.
   - If the week being modified is the first week of the pay period, the amount listed under Period to Date is the amount available for conversion in the selected week.
   - If the week being modified is the second week of the pay period, the amount available for the week can be calculated by subtracting the first week total from the total amount for the pay period.

3. Click the cell in the Pay Code column and select CT Used as Pay Out from the dropdown.

About the CT Used as Pay Out code

- This code removes comp time that has accrued.
- When entering CT Used as Pay Out amounts, you always enter the Comp Time accrued (1.5 times the amount earned), not the Comp Time earned.
• Unlike the process in which overtime is converted to comp time by entering a negative amount, CT Used as Pay Out should be entered as a positive amount.

4. Click the cell in the Amount column and enter the number of comp time hours accrued, making sure to multiply the number of comp time hours earned by 1.5.

5. Click **Save**.

6. Click the **plus sign** to the left of the date to add a line for Sunday.

7. Select **CT to Paid OT** from the Pay Code dropdown. This indicates the number of comp time hours that are to be converted to overtime hours.

8. Enter the amount of Comp Time Earned in the Amount column as a positive number.

9. Click **Save**.

10. Repeat the process if Comp Time was earned in the second week of the pay period as the example below shows.
Check the Totals

1. Make sure you have the correct date selected.
2. Review the amounts listed on the Totals tab.
   - CT to Paid OT should reflect the number of hours converted to overtime, which must be less than or equal to the amount of Comp Time Earned.
   - The CT Used as Pay Out should be equal to 1.5 times the CT to Paid OT amount.
   - If you are viewing the second week of a Pay Period, remember that the amounts listed will include the totals from the first week.
Entering Shared Leave

Voluntary shared leave allows one employee to help another employee in the case of a prolonged medical condition that uses up the employee's available leave. Without the offer of shared leave to an employee with a long-term illness, that person would be placed in leave without pay status, resulting in a loss of income and benefits.

Once HR has approved for one employee to offer sick, bonus or vacation time to another, the following actions are taken in TIM:

1. On the day the hours are donated:
   - Record the amount of voluntary shared leave hours donated in the donor's timecard.

After HR has approved the shared leave hours to be received by the employee:

1. On the date provided by HR that the employee receives the shared leave hours:
   - Record the amount of voluntary shared leave hours received in the recipient's timecard.
2. On the day the recipient uses the hours:
   - Record the amount of voluntary shared leave hours taken in the recipient's timecard.

Donating Shared Leave Hours (TIM Administrators Only)

1. Open the Timecard for the employee who is donating hours.
2. Check the Accruals Tab to be certain the employee has enough vacation, bonus or sick hours available to donate.
3. Click the cell in the Pay Code column that corresponds with the date of donation.
4. Scroll down and choose Vol Shared Leave Donated-VAC.

   - **Note:** The other two choices available are BON for bonus and SCK for sick.
5. Enter the number of hours to be donated in the Amount field.
6. Click Save.

7. Review the balance in the Accruals tab, that the person is donating from, i.e. Vacation, Sick or Bonus.

**Adding the Hours Donated (TIM Administrators Only)**

If the employee who is receiving the time is in your department and HR has approved the employee to receive the shared leave hours, follow these next steps.

1. Open the timecard for the employee who is receiving the hours.
2. Click the Pay Code cell for the date on which the leave time was donated.
3. Scroll down and choose **Voluntary Shared Leave Received.**
4. Enter the number of hours that were donated in the Amount field.
5. Click Save.
6. Review the Voluntary Shared bank in the Accruals tab.

Recording the Number of Voluntary Shared Hours Taken (Managers and TIM Administrators)

The TIM Administrator or Manager of the employee who is on leave must edit the employee’s timecard to record any Voluntary Share Hours used.

1. Open the employee’s timecard in the usual manner.
2. Click the down arrow in the pay code column of the date the leave was taken.
3. Select Voluntary Shared Leave Taken.

Note: Use the Pay Code “FMLA PD – Shared Leave” when the employee is using Family and Medical Leave Act benefits.
4. Enter the hours taken in the corresponding Amount field.
5. Click **Save**.
6. Check the Accruals tab.
Adverse Weather (TIM Administrators only)

When adverse weather conditions affect University operations, pay considerations are determined by the condition level. The University will announce the upcoming condition level as soon as possible when adverse weather may potentially interfere with the ability of employees to safely travel to work. Any Adverse Weather pay codes used for Conditions II and III must be entered by managers or TIM Administrators.

Important Reminders!

- Refer to the SHRA Leave and Holidays page on the Human Resources website (http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/) for in-depth details about the Adverse Weather and Emergency Event policy.

- Contact the HR department directly with any policy-related questions.

Condition I

Operations are reduced. The University is open, but non-essential employees should use their discretion on whether they can safely travel to work.

Accounting for Scheduled Hours During Condition I

- If hours were worked during Condition I, record those hours worked in TIM as usual.
- If hours were missed during Condition I, employees have the following options:
  - Use available leave hours for the hours missed. Record the leave hours in TIM as usual.
  - If approved by the supervisor, the employee may work additional hours during that week to make up for the hours missed.
  - Receive a Dock in Pay.
    i. SHRA Non-Exempt employees should leave the time missed blank. They will not be paid for those hours.
    ii. SHRA Exempt employees need to process a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR. Please contact ConnectCarolina for assistance.
- Adverse Weather pay codes CANNOT be used for Condition 1 time missed.
Condition II

Operations are suspended. Non-mandatory employees must not report to work during Condition II, but they are required to account for their regularly scheduled hours.

Accounting for Scheduled Hours During Condition II

Use Available Leave

- The employee may use available earned time off or leave hours for the hours missed. Note that any available comp time must be used before the employee becomes eligible for the Adverse Weather Condition II Owed time explained below.
- Employees who are already out on approved leave will record the approved leave hours taken in TIM as usual.

Work from Home

If approved by the supervisor, the employee may work from home and record his or her time in TIM.

Receive a Dock in Pay

The employee may take a Dock in Pay for hours missed, and will not be paid for those hours.

- SHRA Non-Exempt employees should leave the time missed blank.
- SHRA Exempt employees need to process a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR. Contact ConnectCarolina for assistance.

Make Up the Time During the Current Week

If approved by the supervisor, the employee may work additional hours during the current week to make up for the hours missed. The employee records their hours worked as usual.

Use Adverse Weather Condition II Owed Time

- If employees either do not have any available leave time or do not want to use the leave they have, they can use Adverse Weather Condition II Owed time if approved by their supervisor.
- Adverse Weather Condition II Owed time must be repaid within 90 days either by working extra hours in a week with a Holiday or leave hours taken or by applying accrued leave time.
Adverse Weather Condition II Owed Instructions

Adverse Weather Condition II Owed pay codes must be entered by the manager or TIM Administrator.

Recording Adverse Weather Cond II Owed in TIM

1. Open the employee’s timecard.
2. Click the Pay Code cell that corresponds with the date time was missed due to Condition II adverse weather. Widen the column if needed.
3. Scroll down and choose **Adverse Weather Cond II Owed**.
4. In the Amount column, type the number of Adverse Weather Cond II Owed hours taken due to adverse weather as a positive number. If the employee worked some hours that day, enter only the amount of Owed hours that will bring the total to the employee’s regular schedule.
5. Click Save.
6. View the Adverse Weather Cond II Owed timecard and accrual results:
   - The timecard shows as +8 hours because the employee will be paid for that time.
   - The Adverse Weather Cond II Owed accrual balance shows as **-8 in the Accruals Tab** because the employee will need to repay.

**Note:** Within 90 days of using Adverse Weather Condition II Owed hours, employees must repay the hours either by coding regular hours worked as leave payback or by working extra hours in a week.
Paying Back Adverse Weather Condition II Owed—Using Leave Hours (TIM Administrators)

The following types of accrued leave can be used to pay back Adverse Weather Condition II Owed hours:

- Adverse Weather Paybk-AW ETO, Adverse Weather earned time off
- Adverse Weather Paybk-Award PTO, Awarded paid time off
- Adverse Weather Paybk-Bonus, Bonus leave hours
- Adverse Weather Paybk-Comp Time, Compensatory time
- Adverse Weather Paybk-HOL ETO, Holiday worked earned time off
- Adverse Weather Paybk-OCTO, On Call time off
- Adverse Weather Paybk-Travel ETO, Travel time earned time off
- Adverse Weather Paybk-Vacation, Vacation leave hours

1. On the employee’s time sheet go to the Pay Code cell for the day on which hours worked will be used as payback.
2. Select the appropriate “Adverse Weather Paybk-‘accrual type’” pay code, such as Vacation, from the drop down list.
3. Enter the amount of hours to pay back as a positive number on the last day of the pay period.
4. Click Save.
5. Review the Accruals tab.

When first entered, the Accrual balance shows total hours owed (-8) and total hours repaid (+6).
(The vacation accrual will also have decreased by 6 hours.)

The timecard will soon update to show that the Adverse Weather Cond II Repaid hours have moved to the Adverse Weather Cond II Expired balance.

- The employee owes 8 hours and has now repaid 6. The new expired balance is 6.
- The employee must pay back 2 more hours so that the Expired balance will cancel out the Owed balance (+8 Expired + -8 Owed=0) after 90 days.
- This must be done within 90 days of the severe weather event.
- **Note:** The Owed hours will not move into the Expired balance until after 90 days. There needs to be the same amount of positive hours in Expired as the negative hours in Owed before 90 days have passed. After 90 days the negative Owed hours will move into the Expired balance, which will then have 0 hours.

**About the employee’s paycheck:**

The employee will not be paid for the extra hours worked because they were already paid for those hours following the severe weather event. The relevant leave accrual balance will be reduced by the number of hours recorded in the timecard.

**Paying Back Adverse Weather Condition II Owed—Working Extra Hours**

With the supervisor’s approval, an employee may work extra hours within 90 days of the severe weather event to pay back Adverse Weather Cond II Owed hours. When working additional hours to pay back Adverse Weather, the employee must do it in a week when leave hours were taken or in a week with a Holiday. Additional hours worked to payback Adverse Weather must not be recorded in a week in which the employee earned Overtime or Comp Time.
1. Check the employee’s timecard for the week in which extra hours were worked. You will subtract the extra time from the logged hours and add them to a new row indicating that the hours are to be used for payback.

2. On an empty row select the pay code Adverse Weather Cond II Paybk.
3. Enter the Amount of extra hours worked.
4. Adjust the logged hours to reflect the reclassification of hours from Overtime to Adverse Weather Cond II Paybk.

5. Click **Save**.
6. View the Totals for the week.
7. The accruals will show the payback time as Adverse Weather Cond II Repaid for a short period of time, then the payback hours will move to the Adverse Weather Cond II Expired accrual balance.

**About the employee’s paycheck:**

The employee will not be paid for the extra hours worked because they were already paid for those hours following the severe weather event.
Understanding TIM Adverse Weather Condition II Accruals

**Adverse Weather Cond II Owed accrual balance**
Shows the number of Adverse Weather Cond II Owed hours that have been accrued in the last 90 days as a negative number.

**Adverse Weather Cond II Repaid accrual balance**
When time owed is paid back, the time briefly appears in the Adverse Weather Cond II Repaid accrual balance. After a short period of time the positive Repaid amount moves to the Adverse Weather Cond II Expired balance.

**Adverse Weather Cond II Expired accrual balance**
There are two conditions in which hours will appear in the Adverse Weather Cond II Expired balance.

1. When Owed time is repaid—either by using leave time or by working extra hours—the hours paid back move to the Expired balance after a short processing period. In this case the Expired hours show as a positive number. 90 days after the severe weather event the Expired balance (+) plus the Owed balance (-) should equal 0. If they do, these two balances will revert to 0.0 at that time.

2. When Owed time is not repaid within 90 days, the overdue Owed hours move into the Expired balance as a negative number. These hours must be repaid immediately.

**Accrual Example**

**January 4, 2017:** After a snowstorm a manager adds 8 hours of Adverse Weather Cond II Owed to an employee’s timesheet. The Owed accrual balance shows -8 hours.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Date Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Weather Cond II Expired</td>
<td>0.0</td>
</tr>
<tr>
<td>Adverse Weather Cond II Owed</td>
<td>-8.0</td>
</tr>
<tr>
<td>Adverse Weather Cond II Repaid</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**January 19, 2017:** The employee works an extra four hours in the week with a Holiday and the manager codes the hours as payback. After briefly appearing in the Repaid balance, the +4 hours move to the Expired balance.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Date Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Weather Cond II Expired</td>
<td>4.0</td>
</tr>
<tr>
<td>Adverse Weather Cond II Owed</td>
<td>-8.0</td>
</tr>
<tr>
<td>Adverse Weather Cond II Repaid</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**January 31, 2017:** The employee works four more hours in a week when leave was taken to use as payback, which brings the expired balance to +8.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Date Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Weather Cond II Expired</td>
<td>8.0</td>
</tr>
<tr>
<td>Adverse Weather Cond II Owed</td>
<td>-8.0</td>
</tr>
<tr>
<td>Adverse Weather Cond II Repaid</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**April 4, 2017:** 90 days have passed since the January 4 hours Owed time was added. The balance Expired (+8) cancels out the balance Owed (-8) so both balances go back to 0.0 (+8 + -8=0.0).
**Condition III**

The University is closed. All non-essential employees will be paid for time missed. TIM Administrators or Managers will need to enter the Adverse Weather Condition III Closed pay code and hours in employees’ timecards.

**Condition II & III—Severe Weather Essential Employees**

SHRA Non-exempt severe weather essential employees who are required to work during either Condition II or III will receive Adverse Weather ETO hours for each hour worked. To be eligible for Adverse Weather ETO hours, ‘Severe Weather Essential’ must be indicated on the employee’s record in ConnectCarolina.

- Hours worked by a designated SHRA Non-Exempt severe weather essential employee during the Adverse Weather Condition II or III timeframe should be recorded normally. The employee will earn regular pay for these hours.
- In addition to entering the time worked, the employee’s manager or TIM Admin should add a line with the **Adverse Weather III ETO ER Emp** pay code to TIM and enter the number of hours worked during the Condition II or III timeframes. This pay code assigns an hour of leave to the employee for every hour of Condition II or III time that they worked. Note that the Adverse Weather II ETO ER Emp pay code is only available to Managers in TIM immediately following adverse weather events.
- When the employee uses the extra time off, the manager needs to apply the **Adverse Weather ETO Taken** code for these hours.

**Note:** SHRA Exempt severe weather essential employees are not eligible for Adverse Weather ETO.
Employee Schedule Patterns in TIM

Schedule patterns are used by some departments to manage specific payroll situations. For example, a schedule pattern can be used to automatically log regularly scheduled on-call time, which the manager would otherwise have to add each pay period. Your TIM Administrator or HR representative will know whether your department uses schedule patterns.

Occasionally a TIM Administrator or TIM Manager in a department that does not use schedule patterns will need to remove the pattern for an employee who has transferred from a department that does. If you are in this situation, see page 137 to learn how to delete an existing schedule pattern.

Creating a Schedule Pattern

1. Navigate to the **Employee Timecards tile**, from the Employee list, select the employee or employees you would like to create a schedule pattern for and open their timecard(s).
2. Click **Go To** and select **Schedule**.
3. Double-click the employee’s name.
Or, if you are creating the exact same schedule for more than one employee, use the selector column to select the employees. Then, right click on a highlighted employee’s name and select Schedule Pattern.

4. On the Schedule Pattern dialogue, name the pattern, enter the date the employee will start working this pattern in Start Date box.
5. If the pattern is permanent, leave the End Date set to the default setting of Forever as shown below. If the pattern is temporary enter the appropriate end date by selecting Specify Date.
6. Determine the number of days or weeks included in the pattern. In this example, the employee is on call for three evenings every other week, so we will set Define Pattern to 2 weeks.

You now need to add the shifts to be worked.

In this example we are creating a pattern that sets the employee’s on-call hours for Tuesday, Wednesday, and Thursday evening every other week. These are the hours for which the employee will be paid at the on-call rate.
1. Select the cell or hold the Ctrl key and select the cells under the dates to which you want to add a shift.

2. In the cells, enter the shifts (start and end times including a.m and p.m) or click **Shift Template** to add from the list.

Note: You can right click on a cell to open additional options.

3. Click all cells necessary to add the Start Time and End Time. Be sure to include am or pm.

4. Right click on the cell (or select multiple cells by holding down the Ctrl key and clicking them, then right click) to select **Add Paycode**. Your selection here will define how this shift will affect payroll. In this example we select On Call 2, which means that the employee will be paid $2 for every hour that they are on call. (If they get called back during their on-call time, they will manually or via timestamp add those hours to her timecard and will be paid at her regular rate.)
5. Click **Apply**.

The Schedule Pattern will update to show the time entered. Note that the employee’s schedule now shows that they are on call three days in week one and none in week two. This pattern will repeat until it is deleted or modified.

6. Click **Apply** again.

**Note:** You can add another pattern or click Apply to confirm.
You can now scroll through the employee’s schedule to view the assigned schedule pattern(s).

7. Click Week Dates Displayed to move from one week to the next.
8. Right-click on any shift to see details, including the name of the shift if you added one.
9. Don’t forget to click **Save**!

10. Click the browser back button to return to the Employee Information window.

   - In most cases you should not use the Shift and Pattern Templates to create your pattern.
   - If your department is one of the very few that use these templates, your TIM Administrator or HR representative should provide details on what to use.

**Editing Existing Schedule Patterns**

Edits to an existing schedule pattern cannot be made to time periods that have been signed off. On the Manage My Department tab, check to be sure you are viewing the current pay period.

**Making a Temporary Change to an Employee’s Schedule Pattern**

If you need to make a temporary change to an employee’s schedule pattern for one or more days, you can enter the change without affecting the rest of the pattern.

A temporary change can only be made for one employee at a time.
1. In the Manage My Department tab, click to highlight the employee. Then, click Go To and select Schedules.

2. Locate the date that requires the change. If necessary, use the Date Range Selector to display a specific range of dates.

3. If the employee will not be working the shift at all, simply delete the shift. To modify the shift, double-click the cell located under the date that you wish to edit to open the Edit Shift dialogue.
4. Click into the cells under Start Time and End Time and enter the new start and end times for the date in the schedule that you are editing.

5. Click **Apply**.

6. Make sure that the change is reflected in the cell under the edited date and then click **Save**.
Making a Permanent Change to an Employee’s Schedule

1. In the Employee Information, select the employee that you wish to make a permanent schedule change for. Then click Go To and select Schedules.

2. On the Schedule Planner window, you should see the employee’s name with one or more lines showing the current schedule pattern.

3. Right click on any Schedule Pattern.

4. Click the dropdown beside Schedule Pattern name and click **Edit**.
5. Choose the appropriate option, then click **Apply**.

6. Modify the schedule pattern however necessary.
7. After you have made the edits, click **Apply**.

8. Make sure that the change is correctly reflected in the Schedule Planner screen.
9. Click **Save**.

You can then click the back button in your browser to return to the Employee Information window.
Deleting an Employee’s Schedule Pattern

This transaction can only be performed for one employee at a time.

1. In the Employee Information window, click to highlight the employee. Then, click Go To and select Schedule.

On the schedule tab you should see the employee’s name with one or more lines showing the current schedule pattern.

2. Right click on the employee’s name and select Schedule Pattern.
3. Click the dropdown beside the Schedule Pattern name and click **Delete**.

4. Click **Yes**.

5. Click the X to close the Schedule Pattern window.

6. You can then click the back button in your browser to close the Schedule Planner window and return to the Employee Information window.
Appendix: Delegate Authority (TIM Managers Only)

If a manager is not going to be available to perform their regular timekeeping and scheduling tasks for a limited period of time, he or she can delegate timecard management authority to another manager in TIM for the duration of his or her absence.

- This feature is for TIM Managers only, not TIM Administrators.
- Manager authority may be delegated only to another manager in TIM.
- Delegations cannot be made for more than 90 days. If the manager will be out for an extended period of time or authority needs to be delegated to someone who is not a current manager in TIM, the TIM Approver field on the employees’ records in ConnectCarolina must be updated with the other manager instead.

This section covers the delegation process for both the delegating manager and the delegate request recipient.

Steps for the Delegating Manager

- Submit Delegate Authority Request
- View Delegate’s Reply to Request
- If needed, Delete or Cancel a Delegate Authority Request

Steps for the Delegate Request Recipient

- Respond to a Delegate Authority Request
- Manage the Delegated Employees’ Timecards
- View Your Upcoming Delegate Authority Schedule
Delegating Manager

Submit Delegate Authority Request

7. Click the **Arrow** in the **My Notifications Tile**.

![My Notifications Tile](image)

**Result:** The Control Center window will display.

8. Click the **My Action Icon** at the top of the screen.

![Control Center](image)

9. Select **Business Processes** from the drop-down menu and then select **Manager Delegation**.

![Business Processes](image)

**Result:** The Manager Delegation window will appear.
10. Click on the **Delegate field drop-down** and select the manager you wish to delegate.

   **Note:** It's a long list, so it can be helpful to type the first letter of the name to move you through the list more quickly.

![Delegate field drop-down](image)

11. Enter a start date and end date by using the Calendar icons, then click **Submit**.

   **Note:** Delegations must not be made for longer than 90 days. The Role should be set to UNCCH Manager.

![Success message](image)

**Result:** Your delegate submission is complete and a notification via email will be sent.

**Important!**

- The delegation option includes both TIM Managers and TIM Administrators. Managers should only delegate to other managers. When delegating be sure the person you select is a manager, not an administrator.

- If the manager, you want to select is not in the list:
  Verify that the individual manages non-exempt employees in TIM. If they do not manage any employees or only manage exempt employees, they will not appear in the Delegate list and **cannot** be given delegate access.

  If they do manage non-exempt employees but are not in the list, call 962-HELP (4357) to report the missing data.
The following happens when you save a Delegation:

You will receive:

- A Task Alert in the My Notifications Tile.
- A email notification in your inbox.

The request recipient will receive:

- A Task Alert in TIM
- An Accept Delegation Form.
- A delegation request notification via Email.

View Delegate’s Reply to Request

Once the delegate request recipient approves or declines the request, a message is sent to the delegating manager’s TIM and Email Inboxes.

12. To view the responses within TIM, open the Control Center, via the My Notifications Tile arrow.
   - Click Tasks from the Categories Menu on the left.
   - Find the request in the list of tasks displayed.
13. The task details will note if the request has been accepted or not.

14. If the request recipient declines your Delegate Authority Request, you may submit a new request to a different manager.
   
   **Note:** The declined request will automatically be removed from your Task List.

15. Someone who is not currently a manager who is filling in for you during your absence cannot be delegated to in TIM. They may be assigned to manage your employees by updating the TIM Approver field in their records in ConnectCarolina.
Delete a Request or Remove an Active Delegation

If your plans change you can delete a request or remove an active delegation.

To delete a Request before it has been accepted:

16. Click the Arrow in the My Notifications Tile to open the Control Center.
17. Click Tasks from the Categories Menu on the left and select the task from the list.

Result: The Details window will open.

18. Click Cancel Delegation.

Result: The Delegation is cancelled and is removed from the Tasks.
After the Request has been accepted, the request manager alert will disappear, and you will no longer be able to delete the request. Instead, you will need to remove the existing Delegation.

1. In the My Notifications Tile, click the Arrow.

![Image of My Notifications Tile]

**Result:** The Control Center opens.

2. Click the **My Actions Icon**.

3. Click **Business Processes** and then **Manager Delegation**.

![Image of Control Center with My Actions and Business Processes highlighted]

**Result:** The Manager Delegation window displays.
4. Click **Delete Existing Delegation**.

5. Select the appropriate Delegation from the list in necessary.

6. Click **Submit**.

   **Result:** You have successfully deleted the delegation and a message will appear as confirmation.
Delegate Request Recipient

Respond to a Request for Delegate Authority

When a manager submits a delegate request to you, you will receive:

- A Request Manager Alert in TIM in the My Notifications Tile listed under Tasks.
- An Accept Delegation Form in your TIM inbox.
- A delegation request notification via Email.

You can access the request either via the alert or by opening your TIM Inbox. We will cover the alert option in this manual.

19. When a Request Alert appears in your My Notifications Tile, click the Tasks line in the tile to open the request details.

Result: The Control Center window will open, and the delegation request will display.

The details of the delegation will be displayed. Review the details.
20. Click the **Selection box** in the New Delegation details box and then in the details window on the right select **Accept or Reject**. You can add a comment if needed. Then click **Submit**.

![Control Center](image1.png)

21. The delegation has been successfully accepted or rejected and will be removed from the Task list.

![Control Center](image2.png)

**Manage the Delegated Employees’ Timecards**

On the day that the delegation request begins, a drop-down arrow will appear in your navigation menu bar beside the user’s name.

**Note:** If the triangle is not visible, either the delegation period has not started, or you need to complete your acceptance of the delegation request by logging out and back in to TIM.
22. Click the drop-down arrow. Select the **Roles tab** if necessary.
Result: The Delegated Role(s) will display.

23. Perform the required steps to manage your own employees. When done, click the drop-down arrow and select the delegated role to open the tasks for the delegated employees.

24. You are now acting as the employee who delegated you.
Note the following changes in your workspace:

- The navigation bar now says that you are functioning as the other manager.
- The Employee Information list shows the other manager’s employees, not yours.

25. Review, edit as needed, and approve the delegated employees just as you did your own.

Remember! The delegated role(s) will disappear from the Navigation Bar drop-down beside the user name when the requested delegate period ends or the other manager cancels the delegation.

To Switch back to Initial Role

4. Open Menu Bar and select the drop-down arrow beside the user name.

5. Select Initial Role from the options.

Result: You have now returned the system back to your role, with the employees you are assigned. A check mark will appear next to the role.
Running Reports

As a TIM Manager or TIM Administrator you have access in TIM to run detailed reports.

This section will cover the following:

- How to run a report.
- How to view reports that you ran earlier in the day.
- Recommendations on how to use the reports.

Reports vs. Audits

Reports and audits both provide detailed information about TIM user activity.
- Audits provide quick on-screen answers to your specific data questions.
- Reports create reader-friendly printouts, which generally include more in-depth information and take longer to generate.

This section will cover several of the most common reports, and previous chapters discussed common audits. * In most cases the information discussed can be accessed in either reports or audits.

* See Using the Audits Widget at Pay Period Close and Run an Audit to View Historical Correction Details.

Most Common Types of Reports:

Accrual Detail Report

Use to review accrual earnings, takings, and balances over a range of dates.

The Accrual Detail Report should be used if you or the employee has a question regarding their accrual balance, earnings, or usage.

Tip: When running an Accrual Detail Report you should always select a range of dates. This will ensure that previous accruals for the employee are shown and can be taken into account.

Time Detail Report

Use when an employee’s timecard was not approved by either the employee or the manager.

If the employee’s timecard was not approved prior to the sign off deadline for payroll processing, either by the manager or the employee, the TIM Manager or TIM Administrator must run and print the “time detail report” for that pay period.

As per Audit standards, the printed report must be signed by the employee and/or the manager, and placed in the employee’s file in the department.
Running a Report

1. You must first select the employees that you want included in the report. In the Employee Information Window, click to highlight a single employee or select multiple employees.

2. Then right click on the selected employees, select the Go To icon and then select Reports.

3. The Reports window will open. Click the Run Report icon to view a list of available reports.
4. Report Categories will display in a window to the right. Select a category to display report options.

5. For this example, we selected All as the category and will show how to run an Accrual Detail Report with Running Balance. To run an Accrual Detail Report, click Accrual Detail Report with Running Balance.

6. Click Select.

7. When the Accrual Detail Options Screen opens, select a Time Period for the report. TIM provides multiple time periods to choose from including Previous Pay Period, Current Pay Period, Next Pay Period, and Range of Dates. **Note:** If you select Range of Dates, it is generally a good idea to go back one year from the current date. For example, 2/1/2023 to 2/1/2024.
8. Click **Run Report**.

**Result:** The report will show as In Progress. When complete you will be notified.

9. Click **Ok**.

9. The report will show as Completed.
10. The report will appear in your downloads. Click Open File to view the report and save it if needed.

Note: Reports are PDF files and can be printed or saved.

11. To close the report, click the back button in your browser to return to the Employee Information window.