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

Description: Time Information Management (TIM) provides tools to help you carefully track worked and non-worked hours to ensure your employees are compensated appropriately. In this class you will learn how to:

- Navigate the TIM System
- Use Online Help
- Maintain Accrual Balances
- Identify and Enter Appropriate Pay Codes
- Generate and Print Reports
- Manage Employee Timecards
- Perform Signoff
- Manage Comp Time and Overtime
- Enter Historical Edits

Prerequisites:

- ONYEN and Password
- Submitted and been approved as TIM Administrator. See TIM website for request form, **http://tinyurl.com/6879sj5**
- Please review all TIM Audit information on the TIM Administrator updates. Also review the TIM Announcements for the most up to date TIM information.

Important Information:

- **Attendance is Mandatory**
- It is recommended that TIM Administrators have a detailed understanding of the UNC-CH **Wage Hour and Leave Policies for SPA Non-Exempt employees**. These policies are located on the HR website,
  - Wage Hour- http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/
  - Leave- http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/
- You may wish to print the most current **TIM Administrator Manual** and bring it to class.
  - Part 1 http://www.unc.edu/finance/fd/c/pr/tim/docs/tim_manual_part1.pdf
  - Part 2 http://www.unc.edu/finance/fd/c/pr/tim/docs/tim_manual_part2.pdf
- If you have never used TIM before or you are unsure about how employees interact with TIM, please watch the **Employee CBTs** at http://finance.unc.edu/training/#tim

Next Class:

Location: AOB Building 104 Airport Drive, Room 3101

Date: Thursday, August 22nd 2013

Hours: 1:00pm – 5:00pm

Training Registration Web Page:

https://apps.research.unc.edu/events/index.cfm