

## **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>

### **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-guidelines/spa-employee-policies/wage-hour-policies/index.htm>
  - Leave- <http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/leave-and-holidays/index.htm>
- You may wish to print the most current **TIM Administrator Manual** and bring it to class.
  - Part 1 <http://tinyurl.com/6yedse6>
  - Part 2 <http://tinyurl.com/664kwvf>
- If you have never used TIM before or you are unsure about how employees interact with TIM, please watch the **Employee CBTs** at <http://tinyurl.com/27xq6pc>

### **Next Class:**

Location: AOB Building 104 Airport Drive, Room 3101

Date: Thursday, June 21, 2012

Hours: 1:00pm – 4:30pm

### **Training Registration Web Page:**

<http://tinyurl.com/6frp324>