

## **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](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](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, March 6, 2014

Hours: 1:00pm – 5:00pm

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

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