

## **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:**

- Active ONYEN and Password
- Submitted and been approved as TIM Administrator, <http://financepolicy.unc.edu/form-section/payroll-benefits/>
- Review all TIM Audit information on the [TIM Administrator webpage](#) and recent [TIM Announcements](#).

### **Important Information:**

- **Attendance is Mandatory for New TIM Administrators**
- TIM Administrators need to 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/>
- The most current **TIM Administrator Manual** Parts 1 and 2 are located here, [http://finance.unc.edu/training/#tim\\_mgr\\_ta](http://finance.unc.edu/training/#tim_mgr_ta).
- 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, May 7, 2015

Hours: 1:00pm – 5:00pm

**Training Registration Web Page:** <https://apps.research.unc.edu/events/index.cfm>