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 .
- 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, September 10, 2015

Hours: 1:00pm – 4:30pm

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