

TIM ADMINISTRATOR UPDATES- June 3, 2010

SPA Sign Off Deadline

- TIM Administrators should sign off all SPA employees' timecards, including employees with 0 hours and your own timecard, **by 5:00 PM on Tuesday after the pay period ends.**

SPA Sign Off Removal Requests

- To ensure all TIM and Payroll pay period close deadlines are met, sign off removal requests must be received in TIM Support **by 4:00 PM on Tuesday after the pay period ends.**
- No exceptions will be made. Instead, TIM Administrators will need to enter Historical Edits in TIM made effective in the current pay period.

SPA Employees Not Signed Off by Deadline

- Sign off will be applied to those employees in TIM manually by Payroll.
- The Primary TIM Administrator will be required to sign and return a form stating why the employees were not signed off by the deadline.

SPA Sign Off Recommendations

- SPA employees' hours worked and leave taken should be captured or entered in their timecards and employee approval should be processed before the current pay period ends.
- New hires should be active in the HR System prior to or on the date the employee starts work.
- Before the current pay period ends, TIM Administrators should look for new hires, especially those with secondary positions, in the Employee Information genie under the Timekeeping tab in TIM. Note: New hires with secondary positions will not appear until at least one transfer has been made to that position in the current pay period.
- Manager approvals should be processed in a timely manner.
- If the Primary TIM Administrator will be out of the office and unable to sign off, a Backup TIM Administrator should process sign off in their absence.

EPA Sign Off Deadline

- TIM Administrators should sign off all EPA employees' timecards, **by 5:00 PM on the 25th of each Month**. If the deadline falls on a Saturday or Sunday, then sign off is due on the Friday before the 25th of the Month.

EPA Sign Off Removal Requests

- To ensure all TIM and Payroll pay period close deadlines are met, **sign off removal requests must be received by 4:00 PM on the 25th of the Month**.
- No exceptions will be made. Instead, TIM Administrators will need to enter Historical Edits in TIM made effective in the current pay period.

EPA Employees Not Signed Off by Deadline

- Sign off will be applied to those employees in TIM manually by Payroll.
- The Primary TIM Administrator will be required to sign and return a form stating why the employees were not signed off by the deadline.

EPA Sign Off Recommendation

- EPA employees' leave taken in the previous month should be entered in TIM in advance of the EPA Sign Off Deadline.

Note: Sign off deadlines may be modified due to Leave Liability, Year End Processing, and some Holidays and will be communicated to TIM Administrators.

HOLIDAY FORFEIT

- The Holiday Forfeit pay code and a negative amount of hours should be entered in the timecards of employees that have holiday hours but do not qualify because they are not eligible. Holiday Forfeit must be entered in the timecard in same week as the Holiday. Then, the negative amount of Holiday Forfeit will offset the positive amount of Holiday hours in the timecard.