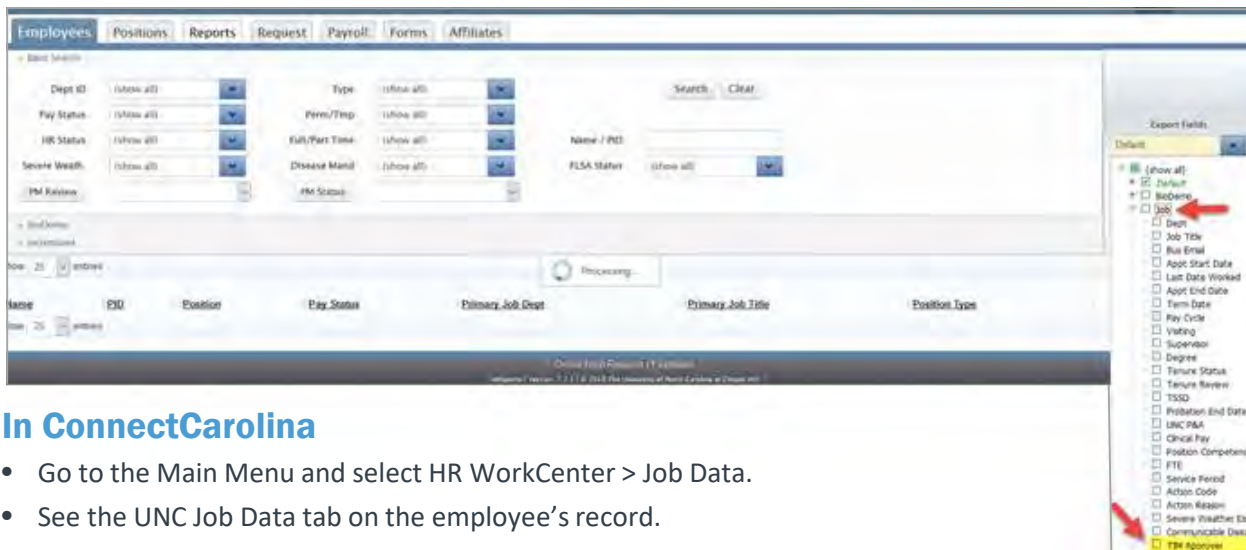


As of December 14, 2018 TIM Manager access in TIM has been expanded to include SHRA Exempt and EHRA Permanent leave accruing employees. TIM Managers are designated in the TIM Approver field in **ConnectCarolina**. Following the change to TIM Manager access, HR Representatives may need to update an employee's TIM Approver field in ConnectCarolina with the correct manager. This sheet provides a quick reference for HR reps who may not be familiar with the process for viewing and updating the TIM Approver field.

## View the TIM Approver Field

### In InfoPorte

- Open the HR Employees tab.
- To see all employees and their TIM Approvers: Click on the Export Fields drop down and select Job > TIM Approver.
- To find the TIM Approver for one employee: Enter the employee's name or PID and search.
- InfoPorte information is from the previous day.



### In ConnectCarolina

- Go to the Main Menu and select HR WorkCenter > Job Data.
- See the UNC Job Data tab on the employee's record.

## Update the TIM Approver Field

### SHRA Employees

- Submit an Edit Existing Job ePAR form.
- To access the form, go to the HR Workcenter > ePAR Home Page.
- See chapter six in the [ConnectCarolina Actions for HR Representatives](#) guide for help.

### EHRA Employees

Submit a [remedy ticket](#) to HR Business Systems Help Desk > ConnectCarolina > ConnectCarolina HR/Payroll > TIM Issues.

## Answer TIM Manager Questions

- TIM Managers have been instructed to contact their HR Representative for TIM Approver field corrections. For help explaining the changes to managers, see [TIM Manager Access Enhancement: What Managers Need to Know](#).
- TIM Managers have been instructed to contact their TIM Administrator if they have questions about using TIM.