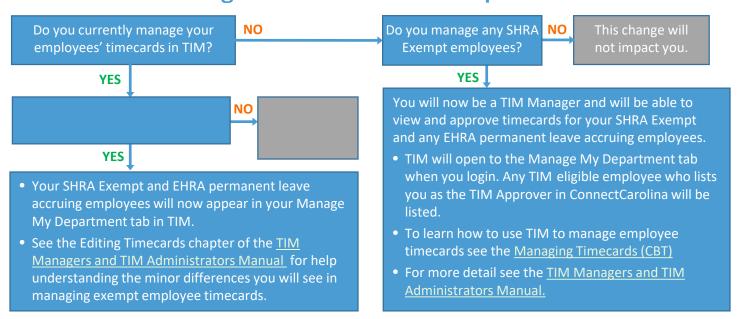
TIM Manager Access Enhancement: What Managers Need to Know

As of December 14, 2018 TIM Manager access has been expanded to include SHRA Exempt and EHRA Permanent leave accruing employees. Managers can use this sheet to resolve questions about your role and your employee list.

How will the TIM Manager access enhancement impact me?



I think I'm supposed to be a TIM Manager, but I don't see my employees in TIM.



- If at least one active SHRA employee has you listed as their TIM Approver in ConnectCarolina, TIM should open to the Manage My Department tab and list your employees.
- If the Manage My Department tab does not open or employees are missing, see the table below to verify which employees SHOULD be listed, and contact your HR represent to correct any errors.*

I'm not seeing who I expected in my Manage My Department tab in TIM.

TIM Managers are designated in the TIM Approver field in **ConnectCarolina**.

If you are missing an employee or your list includes an employee that doesn't report to you, ask your **HR Representative** to correct any errors in the employee's TIM Approver field in **ConnectCarolina**.*

Who SHOULD be in your Manage My Department tab

- SHRA Non-exempts
- SHRA Exempts
- SHRA Temps
- SHRA Students
- EHRA 12 Month Faculty
- EHRA Non-Faculty & Sr. Officers

Who will NOT be in your Manage My Department tab

- EHRA Temps
- EHRA 9 Month Faculty
- Contractors
- Inactive or Terminated employees

^{*} Edits that your HR representative makes to the TIM Approver field in ConnectCarolina may take 24 hours to appear in TIM.