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?**

- **Do you currently manage your employees’ timecards in TIM?**
  - **NO**
  - **YES**

- **Do you manage any SHRA Exempt employees?**
  - **NO**
  - **YES**

**YES**

- Your SHRA Exempt and EHRA permanent leave accruing employees will now appear in your Manage My Department tab in TIM.
- See the Editing Timecards chapter of the TIM Managers and TIM Administrators Manual for help understanding the minor differences you will see in managing exempt employee timecards.

**NO**

- You will now be a TIM Manager and will be able to view and approve timecards for your SHRA Exempt and any EHRA permanent leave accruing employees. You must manage at least one SHRA employee to be a TIM Manager.
  - TIM will open to the Manage My Department tab when you login. Any TIM eligible employee who lists you as the TIM Approver in ConnectCarolina will be listed.
  - To learn how to use TIM to manage employee timecards see the Managing Timecards (CBT)
  - For more detail see the TIM Managers and TIM Administrators Manual.

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

- **Do you manage any SHRA employees?**
  - **NO**
  - **YES**

**YES**

- You must manage at least one SHRA employee to be a TIM Manager.
  - 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**.*

<table>
<thead>
<tr>
<th>Who SHOULD be in your Manage My Department tab</th>
<th>Who will NOT be in your Manage My Department tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>• SHRA Non-exempts</td>
<td>• EHRA Temps</td>
</tr>
<tr>
<td>• SHRA Exempts</td>
<td>• EHRA 9 Month Faculty</td>
</tr>
<tr>
<td>• SHRA Temps</td>
<td>• Contractors</td>
</tr>
<tr>
<td>• SHRA Students</td>
<td>• Inactive or Terminated employees</td>
</tr>
<tr>
<td>• EHRA 12 Month Faculty</td>
<td></td>
</tr>
<tr>
<td>• EHRA Non-Faculty &amp; Sr. Officers</td>
<td></td>
</tr>
</tbody>
</table>

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