SHRA Temporary Employee TIM Pay Code Access
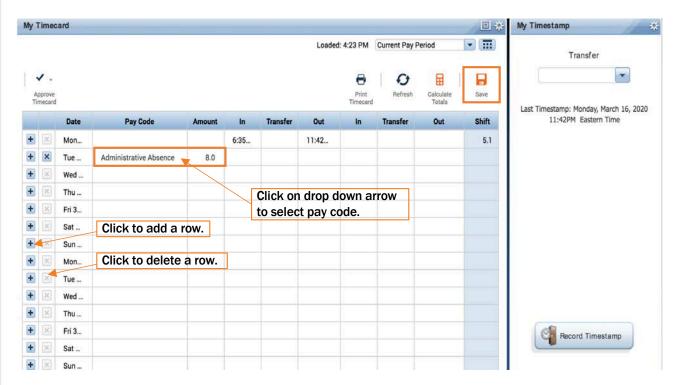
What's changing?

SHRA Temporary employees have been given access to the **Administrative Absence** pay code in TIM on a temporary basis. Under the COVID-19 Special Faculty and Staff Work and Leave Provisions, there are conditions when a Temporary employee may be instructed by their Manager to select the Administrative Absence pay code and enter hours in their timecard in TIM.

Entering a Pay Code, Hours

Your timecard will look the same. When instructed, you will click in the Pay Code column on a date, and select the Administrative Absence pay code. Enter the amount of hours in the Amount column and Save the timecard.

Click on drop down arrow to select pay code.

Click to add a row.

Click to delete a row.

Note: If you have hours worked on a day when you are approved to also use Administrative Absence, you must make sure the total hours for that day are not more than 8 hours. For example, 2 hours worked, 6 hours Administrative Absence, for 8 hours total.