

Paying Out CDME OnSite Banked Hours in TIM

Find Employees with CDME OnSite Banked Balances

After you log into TIM, the Current Pay Period automatically appears. Click on the drop-down arrow beside All Home and Transferred In and select the 'Emp- CDME Banked Payout' hyperfind to find all employees who have CDME OnSite Banked accrual hours in the current pay period.

Employee Information ▾ Loaded 2:24PM Current Pay Period Emp- CDME Banked Payo... Edit

Select All Rows Column Selection Filter Approval Refresh Share Go To

PID	Name	Home Dept	Pay Rule	Position Start Date	Manager PID	Manager Name
100000002	kademployee, Mark	888888	SPA NEX FP CAP OT	6/01/2007	100000004	kademployee, William
100000004	kademployee, William	888888	SPA NEX FP MTE CT	6/01/2007	100000008	kademployee, Andrea
100000009	kademployee, Ronald	888888	SPA NEX FP MTE CT	6/01/2007	100000008	kademployee, Andrea

* You will need to use the 'Employee Information' genie if you select a range of dates. There is currently an issue with selecting a range of dates in the 'Pay Period Close' genie.

Identify the Employees' CDME OnSite Banked Balances

Select all of the employees in the list by clicking on the Select All Rows button.

Employee Information ▾

Select All Rows Column Selection Filter Approval

PID	Name	Home Dept	Pay Rule
100000002	kademployee, Mark	888888	SPA NEX FP CAP OT
100000004	kademployee, William	888888	SPA NEX FP MTE CT
100000009	kademployee, Ronald	888888	SPA NEX FP MTE CT

Click on the Go To button and select Reports.

Refresh Share Go To

2 Selected
4/01/2020 - 5/05/2020, Selected range of dates

Go to widget

- Reports
- Schedules
- Audits
- Exceptions
- Requests
- Timecards

Go to workspace

Select the Accruals (Spreadsheet Export) report and click on Run Report. For more information about running reports, please refer to the Reports section starting on Page 168 in the TIM Manager and Administrator manual, <https://finance.unc.edu/services/training/#pane-0-4>

After exporting to Excel, sort by Name to find the employees' CDME OnSite Banked Available Balance.

Accruals (Spreadsheet Export) Executed On: 5/22/2020 2:29PM
 Data Up to Date: 5/22/2020 2:29PM Printed For: kadtimadmin
 Time Period: Current Pay Period Untotalized Employee Count: 0

Employee		Reporting Period		Accrual Code		Balances						
Name	Start Date	End Date	Name	Unit	Opening Balance	Opening Vested	Earned To Date	Taken To Date	Pending Grants	Planned Takings	Balance Adjustments	Available Balance
kademployee, Mark	1/01/2020	12/31/2020	CDME OnSite Banked	Hour	0.0	0.0	25.0	0.0	0.0	0.0	0.0	25.0
kademployee, William	1/01/2020	12/31/2020	CDME OnSite Banked	Hour	0.0	0.0	4.0	0.0	0.0	0.0	0.0	4.0
kademployee, Ronald	1/01/2020	12/31/2020	CDME OnSite Banked	Hour	0.0	0.0	40.25	0.0	0.0	0.0	0.0	40.25

For more information about running reports, please refer to the Reports section starting on Page 168 in the TIM Manager and Administrator manual, <https://finance.unc.edu/services/training/#pane-0-4>

Payout the Employee's CDME OnSite Banked Balance

Open the employee's timecard, go to the last date of the current pay period, May 24th or June 7th, and select the 'CDME OnSite Banked Payout' pay code and enter the balance to be paid out. Save the timecard.

Finally, go to the next pay period and open the employee's accruals and make sure the CDME OnSite Banked balance is 0.0 hours.

Guidance on paying out Monthly employees' CDME OnSite Banked hours will be released soon. However, you will still need to enter the 'CDME OnSite Banked Payout' pay code and hours in TIM.