

Historical Corrections & Terminations in TIM, June 30, 2021

Historical Corrections Reminders & Timing Update

- Updates to the timecard and historical corrections for prior pay periods should be made before applying sign off to the previous pay period.
- **TIMING UPDATE-** We communicated previously that historical corrections should not be entered in the timecard on dates in the previous pay period until after the biweekly sign off deadline has passed. We have found that historical corrections on dates in the previous pay period should also not be entered on the Wednesday following the sign off deadline.
 - At this time, please do **not** enter historical corrections on dates in the previous pay period until the Thursday following the biweekly sign off deadline.
 - For example, next Tuesday, 7/8, the previous pay period, Biweekly 01 is signed off. You are notified on Wednesday, 7/9 that an SHRA employee took some Vacation hours in Biweekly 01 that were not recorded. You will wait until Thursday, 7/10 to enter the historical correction with Vacation hours in the previous pay period.
- Historical corrections recalculate All hours in the timecard from that prior pay period and going forward. Therefore, historical corrections should be made only in recent previous pay periods. Do **not** enter historical corrections in pay periods far in the past. This could cause Holiday and other pay codes to appear in the Totals tab to be sent to payroll. Please contact TIM Support if you need to make an historical correction far in the past.

Historical Corrections Instructions

- For detailed instructions on how to use the HC Accrual Adj tab, please review the Historical Corrections CBT or the section in the TIM Administrators manual.
- TIM Training CBTs and Manuals are posted here, <https://finance.unc.edu/services/training/#pane-0-4>

Historical corrections to adjust leave balances and should NOT impact pay reminders:

- All Historical Corrections are automatically included in the timecard totals, and, if accrual hours are involved, they will affect the accruals balance.
- When Historical Corrections are made only to adjust leave balances, those hours should **not** be sent to payroll. They are made in the timecard to increase or decrease the employee's accrual balance in TIM.
- To ensure those hours are **not** sent to payroll, you will need to click on the 'HC Accrual Adj' tab. The 'HC Accruals Adj' tab allows you to view the Historical Corrections that have been made in the selected pay period and right click on the correction and change the 'Include in Totals' setting from Yes to **No**.
- To confirm the hours you edited in the 'HC Accrual Adj' tab will not be sent to payroll, go to the pay period not yet signed off (previous or current) and review the timecard totals. Corrections set to No should not appear in the totals.

Examples of historical corrections that should not impact pay:

- Example 1: An employee terminates on the 25th of the month and therefore, qualifies to earn leave hours at the end of the month. However, the employee will not be active in TIM on the last day of the month, so Vacation and Sick earned leave hours will not be added automatically to their balances. The accrual hours will need to be added as Historical Corrections and should **not** impact pay.
- Example 2: An SHRA employee has over 240 hours Vacation at the end of their employment. Applied Termination Vacation for 240 hours is entered directly in the SHRA employee's timecard to be paid out. The amount over 240 hours is entered as a historical correction to zero out the Vacation balance and this amount should **not** impact pay.
- Example 3: A new hire transferred to the University from another North Carolina state agency. This employee has leave hours from their previous state service that need to be added to TIM. The accrual hours need to be available for the new hire to use in TIM but should **not** impact pay.

Termination Payout Reminders

- Updates to the timecard, historical corrections for prior pay periods, and Applied Termination pay code entries should be made before applying sign off to the pay period in which the employee terminated.
- Biweekly employees who terminate, should have Applied Termination pay codes for earned leave and PTO hours entered in TIM within the Biweekly pay period they terminate.
- Monthly employees who terminate should have Applied Termination pay codes and hours entered in TIM by **5:00 p.m. on the 'TIM Term Payout'** monthly deadline. Termination payouts should be entered within the month they terminate. Please refer to the Payroll "2021 EHRA Monthly Schedule" for the monthly TIM deadlines, <https://finance.unc.edu/services/payroll-preparation-and-distribution/>
 - This deadline is separate from the EHRA sign off deadline which should be applied on the 15th to all EHRA employee timecards for the previous month.
- **PLEASE NOTE-** Leave payouts must **NOT** be entered in ConnectCarolina as a Lump Sum payment. Leave payout hours must be entered in TIM for terminating employees to ensure proper processing. If it is a very late termination and the pay period has closed in TIM, a Payroll Exception Sheet may need to be submitted.