

Related Data Item 1102.1rd

As related to Policy 1102, Employee Time Records

Time Entry Overview for Time Information Management (TIM)

Effective Date: May 2007

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The chart below explains the default options and elected options available for the various employee classifications and how they will process time in the TIM system. For those classifications that show “No” under the Payroll Auto Pay column, a timesheet is required to be completed for time worked. Timesheets should be approved in TIM, however Payroll will process timesheets without approval and a manually signed form will be required to be retained by the department for all time sheets processed without an electronic approval.

Employee Classification	Time Entry Methods	Devices	Description	Payroll Auto Pay
Students	Capture	<ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time 	Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator	No
UNC Temporary Employees	Capture	<ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time 	Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator	No
TH Temps	Capture	<ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time 	Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator	No
SPA Permanent Non-Exempt (Hourly Paid)	Capture (Election)	<ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time 	Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator	No
Department Election of either Capture or MTE	Manual Time Entry (Default)	Web Access using Online Timesheet	Employees access Online Timesheet and enter Start and End Times for each workday and meal break	No
SPA Permanent Exempt (Salaried)	Manual Time Entry	Web Access using Online Timesheet	Permanent Schedule Pattern is assigned and hours are defaulted to the standard schedule. Employees will enter exceptions in their online timesheets and leave hours used.	Yes
EPA Permanent Exempt (Salaried)	Leave Reporting Only	Web Access Online or continue to report to TIM Administrator using existing procedure	Employees report only leave hours used either via current process or Online. This is the EPA Employee’s option.	Yes
EPA Temporary Employees	None	None	No Leave Employees are not imported to TIM	Yes