

Ensuring Timely Payment of Hours Worked

Timecard Entries in TIM

To ensure prompt payment of hours worked to Non-Exempt employees, their times in and out must be entered on the actual dates worked in their timecards in TIM.

Every pay period close, there are employees with dates worked in TIM before their new hire effective date or after their termination effective date in HRIS.

- For new hires, the dates worked in TIM must be on or after the HRIS effective date for the new position.
- For terminating employees, the dates worked in TIM must be before or on the HRIS effective date for the terminating position.

The issue results from either the incorrect effective date being entered by the HR Facilitator in HRIS or from the time in and out being entered on the incorrect date in TIM by the TIM Administrator or Manager.

The following information was sent to the HR Facilitator Listserve on May 15, 2012 and is included here for your reference.

HRIS Effective Dates & TIM Time Entry

*FROM: Theresa Silsby, HR Application Support
Office of Human Resources*

This memo is to draw attention to an issue that occurs every pay period close where there are recent new hires or terminated SPA employees whose effective date in HRIS does not match the first day worked in TIM.

This issue causes employees to not be paid for some or all of their hours worked in the previous pay period. In addition, much extra time is required by TIM Support, Human Resources, the HR Facilitator and/or TIM Administrator, and sometimes the HRIS technical staff, to ensure the employees are paid for the missing hours in the next pay period.

May and June tend to be high volume months for temporary hire activity, so we are asking for your help to communicate with employees and supervisors the importance of providing the correct effective date information in both TIM and HRIS.

Most importantly, the goal is to ensure that employees are paid appropriately and on time.

New Hires

HR System Actions

To ensure timely payment of hours worked, new hires and new positions must be activated in the HR System within the week the employee starts work.

- The new hire or new position must be activated in the HR System no later than 3:00pm on Friday in the week the employee starts work.
- It is recommended that the new hire or new position is prepared in the HR System before the employee starts work.
- It is very important that the effective date of the new hire action in the HR System is the first date the employee can have hours worked applied to the new position in the timecard in TIM.
- Please contact the HR Help Desk at 962-HELP (4357) for assistance with HR System actions.

Position Start Dates in TIM

- A new hire in a primary position that has not been employed at UNC-CH previously will have a Position Start Date in TIM that is set to the HR System Hire Date.
- A new hire in a primary position that has been employed at UNC-CH previously will have a Position Start Date in TIM that is set to the date the position is imported into TIM.
- New secondary positions have a Position Start Date in TIM that is set to the date the position is imported into TIM.
- The TIM import interface runs nightly, Monday through Friday. Therefore, new hires may not appear in your list or be able to log into TIM until the following business day. Please Note - For pay period close, the import interface runs at 1:00pm on the first Tuesday of the biweekly pay period.

New Secondary Positions

- Employees in secondary positions in TIM must log into TIM and process a transfer to their secondary position before the Manager or TIM Administrator will be able to find them in TIM.
- Employees who work secondary positions should be reminded that they need to transfer only on the Time Stamp In. A transfer on the Time Stamp Out will result in a 'double punch', a Time Out and a second Time In in the timecard.
- Please contact 962-HELP (4357) if the secondary position does not appear in the transfer search.

New Employee Accrual Review in TIM

- TIM Administrators should review permanent new employees' accrual balances in TIM at the start of employment. If the accrual balances do not appear to be correct, run an accrual detail report with a range of dates from 06/29/2007 to today's date. Review the report to determine if previous accrual balances were not removed in TIM at termination. In that case, historical edits would need to be entered in TIM to manually adjust the accrual balances.
- A permanent new hire that qualified for Vacation and Sick at the end of the previous month but the new hire action was not entered in the HR system until the current month will need to have historical edits entered in TIM to manually grant the Vacation and Sick earned amounts.
- The Total State Service Date (TSSD) is used to determine how many vacation hours a SPA Permanent employee earns on the last day of each month in TIM. HR Records enters the TSSD date in HRIS, and it is automatically imported into TIM. If the TSSD in TIM is wrong or missing, the TIM Administrator or HR Facilitator will need to contact the HRIS Help Desk at 962-HELP (4357) for assistance.
- When notified by HR, TIM Administrators will enter historical edits to update permanent new hires' accrual balances with previously earned accruals at UNC-CH or another State Agency.
- Community Service Leave (CSL) balances are updated in TIM automatically for employees that are active on January 1st. When needed, TIM Administrators will enter historical edits to manually update new hires' CSL balances on a prorated basis, so they will be able to take CSL in TIM.

- For detailed instructions on how to enter historical edits to adjust accruals, please review the Historical Edits section in the TIM Administrator Manual Part 1, <http://finance.unc.edu/finance-division/training/training-overview.html#timadmin>