
COVID Booster Incentive Leave in TIM

Permanent employees who are active in TIM as of June 6, 2022, received eight (8) hours of paid leave (prorated for part-time employees) in the new 'CD-19 Booster Incentive' accrual in TIM.

Please review the full [COVID-19 Booster Incentive Leave](#) policy for detailed information about the policy and the procedure that must be followed before entering hours in TIM.

There are **two** requirements that must be met **before** the 'CD-19 Booster Incentive' pay code and hours are entered in an employee's timecard:

1. The employee must upload documentation of having obtained their first COVID-19 booster on the [COVID-19 Vaccination Certification site](#) by the deadline, **Aug. 31, 2022**.
2. A [COVID-19 Booster Incentive Leave Attestation Form](#) **must** be completed by the employee approximately two weeks before the date of requested leave. The form must be signed by the Manager and provided to the TIM Administrator in advance of the employee taking the hours.

*Due to these requirements, **only** TIM Administrators have access to the 'CD-19 Booster Incentive' pay code in TIM. The Attestation form has a section where the date and hours to be taken are documented, so the TIM Administrator will know what to enter in TIM.*

Please note the following about CD-19 Booster Incentive hours:

- 'CD-19 Booster Incentive' hours are available to use starting on **June 6, 2022**.
- All eight (8) hours do not have to be taken all at once. For subsequent requests, employees will need to request the time off through their supervisor in advance. After it has been approved, the supervisor should notify the TIM Administrator, and they will add the COVID-19 Booster Incentive leave hours to the employee's timecard.
- Historical Corrections should **not** be entered in TIM for CD-19 Booster Incentive hours taken. Requests to use these hours must be submitted **in advance** to ensure all requirements have been met.
- Any unused CD-19 Booster Incentive hours will expire on **March 31, 2023**. CD-19 Booster Incentive hours may not be paid out to employees or transferred to another state agency.
- TIM Administrators will need to add eight hours of 'CD-19 Booster Incentive' accrual hours in TIM for employees hired after June 6, 2022 **and** meet the Aug. 31 deadline. Please follow the same procedure as adding CSL hours in TIM for a new hire.

The TIM Administrator should maintain a copy of the Attestation form in the department in accordance with the applicable UNC System records and retention policy.

TIM ADMINISTRATORS

Enter 'CD-19 Booster Incentive' pay code and hours in the Timecard

After receiving the completed COVID-19 Booster Incentive Leave Attestation Form, enter the 'CD-19 Booster Incentive' pay code and hours on the date(s)/hours indicated on the form.

If an Attestation form has already been completed and there are hours remaining in TIM, upon notification from the manager, enter the 'CD-19 Booster Incentive' pay code and available hours on the date(s)/hours indicated by the manager.

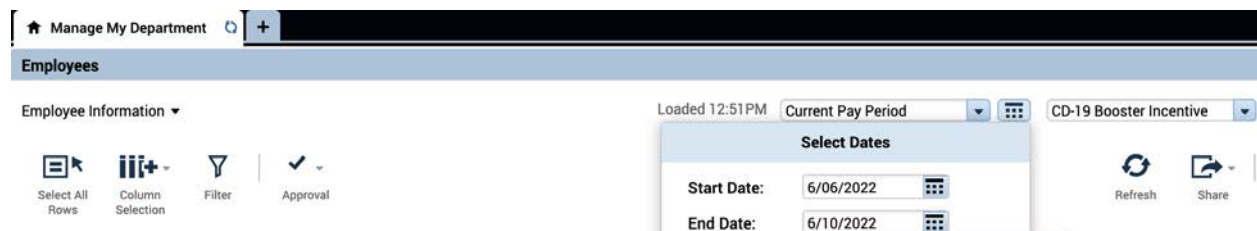
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 6/06			8:01AM		11:59AM	12:59...		5:01PM	8.0	8.0	8.0
+ X	Tue 6/07			7:59AM		12:01PM	1:00PM		4:59PM	8.0	8.0	16.0
+ X	Wed 6/08			8:01AM		11:59AM	1:01PM		5:02PM	8.0	8.0	24.0
+ X	Thu 6/09			7:59AM		12:00PM	12:59...		5:01PM	8.0	8.0	32.0
+ X	Fri 6/10	CD-19 Booster Incentive	8.0								8.0	40.0
+ X	Sat 6/11											40.0
+ X	Sun 6/12											40.0

To Find employees in TIM who have taken 'CD-19 Booster Incentive' hours

1. Select the 'CD Booster Incentive' Hyperfind from the drop down list.



2. Click on the calendar icon and select a date range from June 6, 2022 to today's date.



Employees with 'CD-19 Booster Incentive' hours during the date range selected will appear.

For Questions

- For questions about the COVID-19 Booster Incentive Leave policy, please contact the Leave Administration Unit in the Office of Human Resources. You may call (919) 962-3071 or email leave@unc.edu.
- For TIM 'how to' questions about entering CD-19 Booster Incentive hours or using the hyperfind in TIM, please email timsupport@unc.edu