

TIM Administrators' Webinar - Jan. 22, 2024

Questions and Answers

1. **Will managers holding EHRA temporary positions be able to see timecards for their employees in TIM?**

No, a manager must be an active employee in TIM to be a supervisor in TIM. EHRA temporary employees are not in TIM.

2. **Will the new functionality address employees with multiple positions: currently if we hire a student and we are not their primary SHRA position, we often can't see them until they have actually transferred hours to our department. Will this fix that?**

Employees in secondary positions will automatically appear in manager and TIM Administrator lists. They will not have to transfer first.

3. **Since it's cloud-based how does that interact with the UNC VPN?**

You won't be required to use VPN to access TIM.

4. **Will managers of employees with multiple positions (and multiple managers) be able to approve individual shifts instead of the employee's entire timecard?**

The product is not currently developed to handle approval of individual shifts.

5. **Will the update be able to add community service and POL for new employees automatically?**

No.

6. **Should we be using a historical correction to add Personal Observance Leave to employees hired throughout the year?**

Yes.

7. **When you say set to "No" in the HC Accrual Adj tab, does this mean do not send the change to payroll?**

Yes, you do not send the change to payroll.

8. **Will TIM Admins be able to create more detailed hyperfinds (ex: Sick less than 0.0)? This functionality was in the previous version of TIM but went away with the current version.**

Yes, and reporting will be enhanced in the new version. It is called "dataview."

9. **Is it possible for the system to credit an employee's leave earned on the 15th instead of at the end of the month? Curious as to why the leave is credited on the last day of the month.**

No, employees don't earn the leave until the last day of the month per HR policy.

10. Is it possible, if someone didn't remember to use their 2023 personal observance leave (for example), to do a historical correction for that so they won't lose it?

Yes, but identify the last date in 2023 that leave hours were taken, which for most employees is the optional workday (12/29/23). (Just change the paycode.) As rollover procedures have already occurred, you will need to review those balances based on any adjustments occurring now.

11. Do you recommend leaving a comment/note any time you do a historical corrections or adjustments?

Yes.

12. Can hours entered as Historical Corrections be entered as "negative"?

Yes, but you'll need to make sure the hours are not sent to payroll. For example, if you have an employee who terminates on the 25th of the month, you will be giving them vacation and sick with negative amounts.

13. Will our current TIM access transfer over to the new system, or will we need to apply for/be given access to the new system?

Yes, access should transfer.

14. Will we be able to edit our hyperfinds in the new rollout?

Yes, you will be able to edit your hyperfinds.