

# TIM Manual for **SHRA & EHRA** **Exempt Employees**

Version: 4112024-1.0



FINANCE AND OPERATIONS  
Finance and Budget



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# Introduction to TIM

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The Time Information Management system (TIM) is the University's system for tracking employee hours worked and leave taken.

The accurate tracking of hours and leave ensures that employee pay is calculated correctly. This also allows the University to maintain comprehensive timekeeping information for reporting purposes.

There is a unique set of TIM features and procedures for each employee type.

This manual will cover the TIM features and procedures specific to SHRA and EHRA Exempt Employees.

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# Logging in & Signing Out

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You can log in to TIM either by going directly to the TIM URL or via ConnectCarolina.

## *To use the TIM URL*

1. Go to <https://unctim.unc.edu> in your browser.

**Result:** The standard UNC Single Sign On screen will appear as seen below.

1. Type your Onyen in the Onyen -or- UNC Guest ID field and click **Next**.
2. Type your Onyen password in the Password field.
3. Click **Sign in**.

**Result:** The TIM application will open.

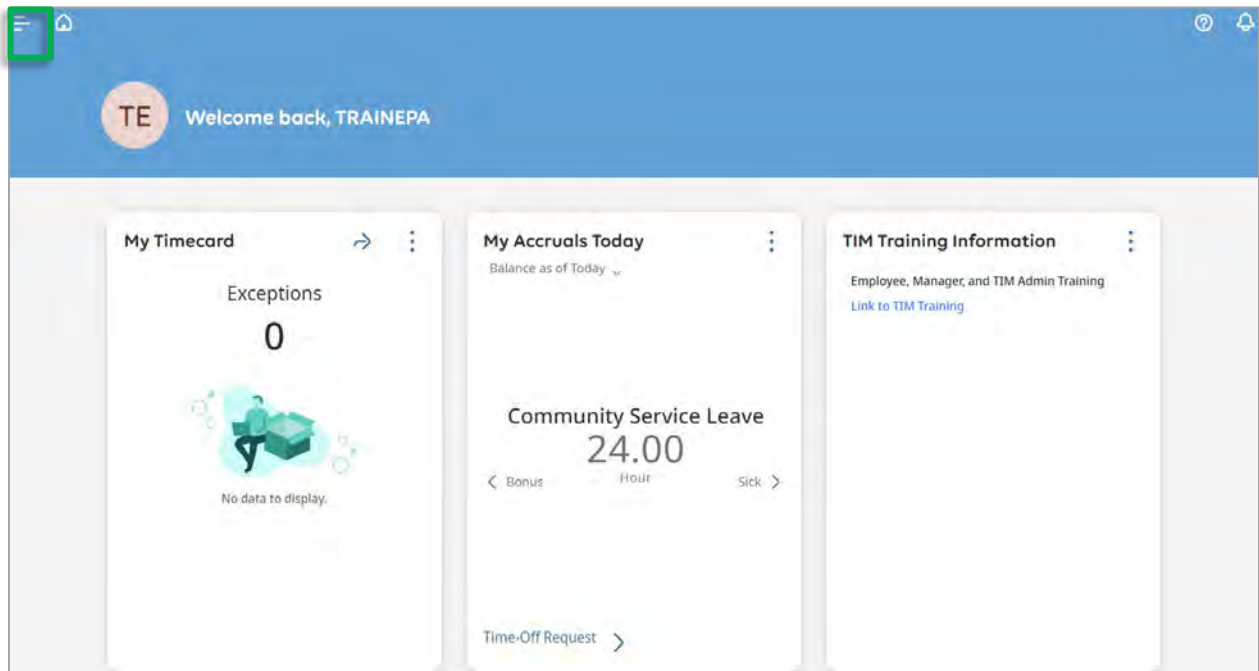
## *To access via ConnectCarolina*

1. Go to <https://connectcarolina.unc.edu/>.
2. If the UNC Single Sign On screen appears, sign in as described above.
3. From the Self Service home page, select TIM.

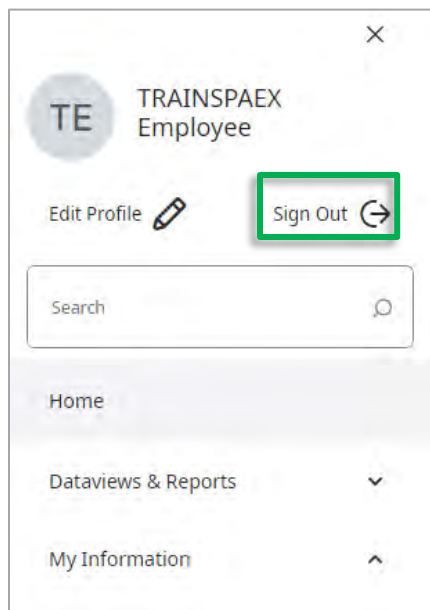
**Result:** The TIM application will open.

## Signing Out of TIM

1. To sign out securely, click the **Menu bar** in the top left of your screen.



2. Click **Sign Out**.



3. After you have signed out of TIM successfully, use the **X button** in the top right corner to close the web browser.

**Note:** TIM is set to automatically sign out after 30 minutes of inactivity.

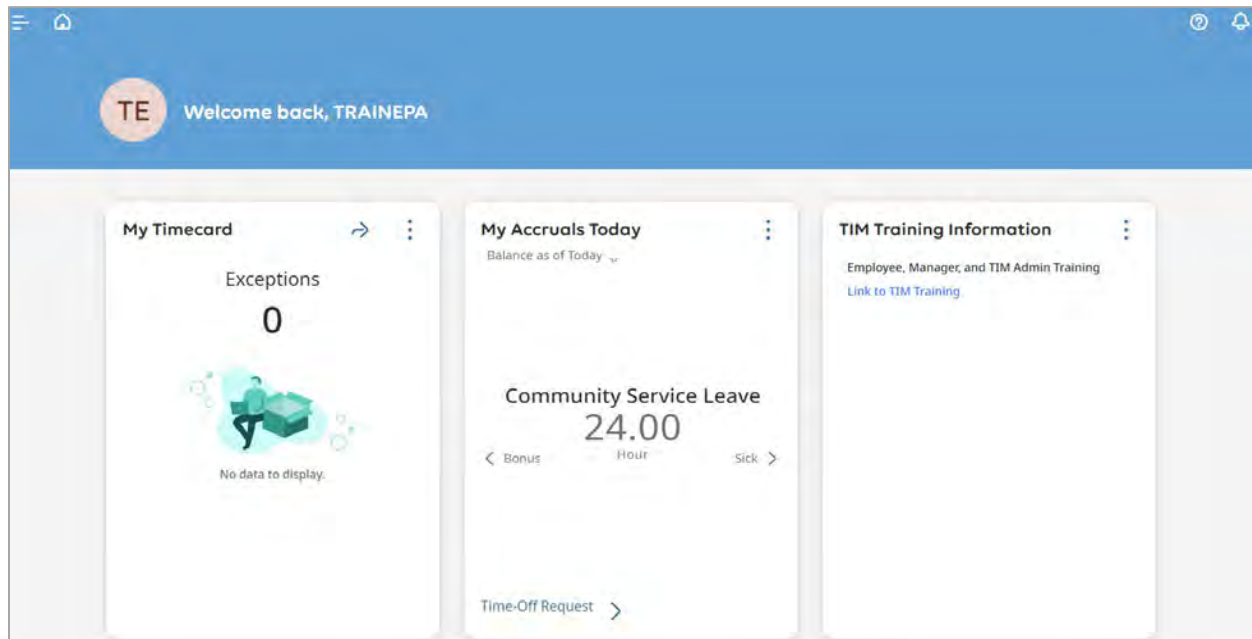
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# Viewing My Timecard

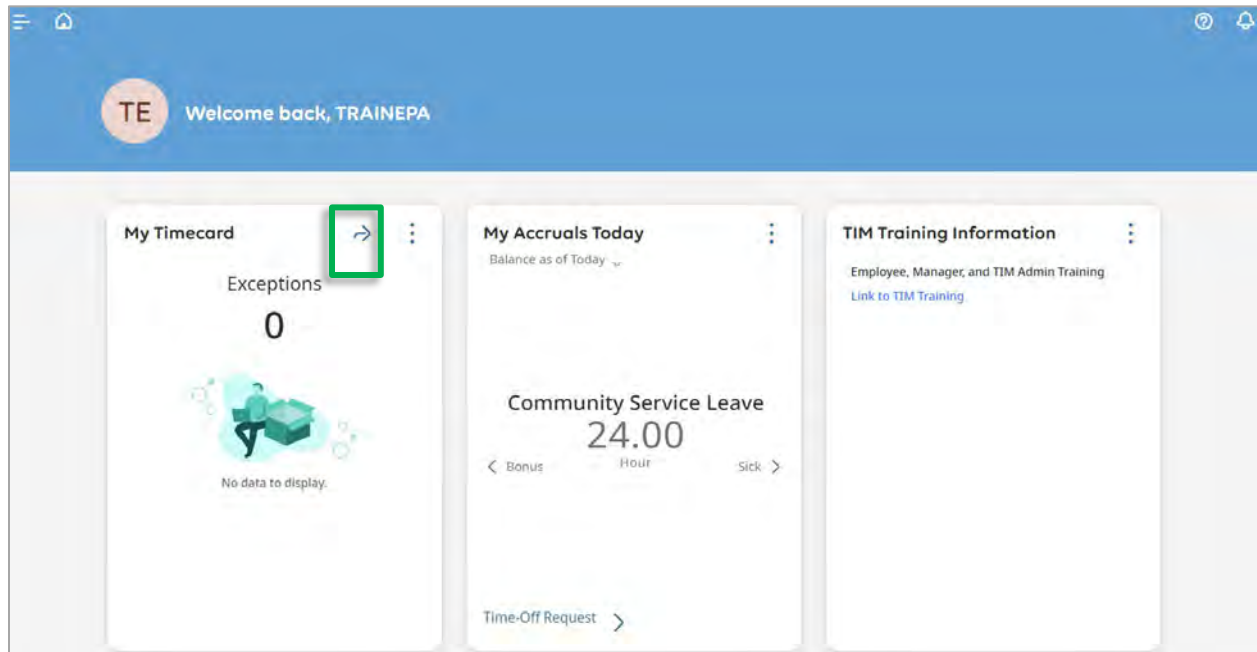
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After you log in, the **Home screen** displays the following three employee tiles: **My Timecard**, **My Accruals Today** and **TIM Training Information** as seen below.

**Note:** Managers will see both Manager tiles and Employee tiles on their Home screen.



To access your Timecard, click the **Open My Timecard Arrow** in the **My Timecard Tile** on the Home screen. This is where you will enter your leave taken.



### SHRA Exempt Employee Timecard

The pay period displayed for SHRA Exempt Employees is two weeks long as seen below.

The screenshot displays a 'My Timecard' interface with a table for tracking time. The table has columns for Date, Pay Code, Amount, Daily, Period, Assignment, Absence, In, and Out. The dates listed are from Monday 8/14 to Sunday 8/27. The 'Amount' and 'Daily' columns are highlighted in grey, indicating no data is currently displayed for these fields.

	Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
+	Mon 8/14								
+	Tue 8/15								
+	Wed 8/16								
+	Thu 8/17								
+	Fri 8/18								
+	Sat 8/19								
+	Sun 8/20								
+	Mon 8/21								
+	Tue 8/22								
+	Wed 8/23								
+	Thu 8/24								
+	Fri 8/25								
+	Sat 8/26								
+	Sun 8/27								

### EHRA Exempt Employee Timecard

The My Timecard Tile for EHRA Exempt Employees will have the exact same functionality as the My Timecard tab for SHRA Exempt Employees but the pay period displayed will consist of the entire month rather than just two weeks.



Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
Aug 01								
Aug 02								
Aug 03								
Aug 04								
Aug 05								
Aug 06								
Aug 07								
Aug 08								
Aug 09								
Aug 10								
Aug 11								
Aug 12								
Aug 13								
Aug 14								
Aug 15								
Aug 16								
Aug 17								
Aug 18								
Aug 19								
Aug 20								
Aug 21								
Aug 22								
Aug 23								
Aug 24								
Aug 25								
Aug 26								
Aug 27								
Aug 28								
Aug 29								
Aug 30								
Aug 31								

**Note:** Columns that appear to the right of Period Column **should be ignored**. They do not impact timecard totals or accruals but cannot be removed from the system at this time.

**Note:** To keep things simple, this manual will use the My Timecard Tab for SHRA Exempt Employees that will display two weeks for most of the images and demonstrations.

## Viewing Timecard Tabs

Use the tabs at the bottom of the screen to view Totals and Accruals.

In the **Totals Tab** you can review your leave taken in the pay period.

Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
Mon 8/14	Sick	8.00	8.00	8.00	zTrain Department A...			
Tue 8/15				8.00				
Wed 8/16				8.00				
Thu 8/17				8.00				
Fri 8/18				8.00				
Sat 8/19				8.00				
Sun 8/20				8.00				

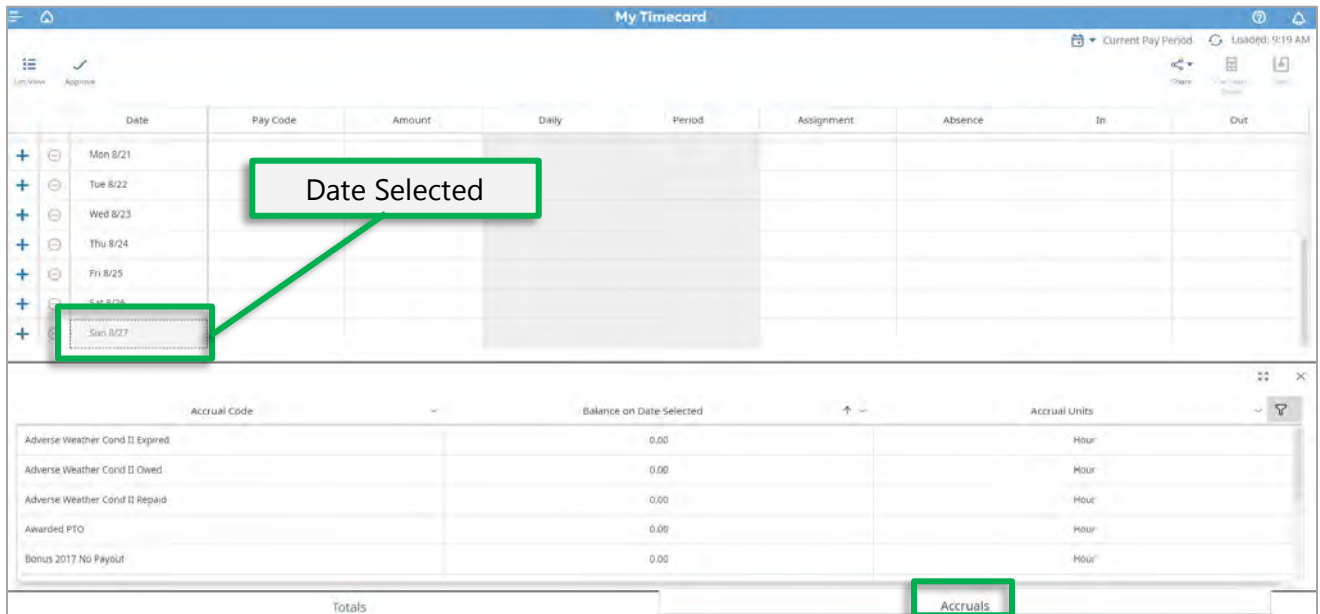
Location: UNC/UNCOH/zTrain Department/zTrain Department/zTrain Depart...  
 Assignment: zTrain Department:Accountant  
 Pay Code: Sick  
 Amount: 8.00

**Totals** | Accruals

The **Accruals tab** allows you to review your Accruals on a selected date in the timecard.

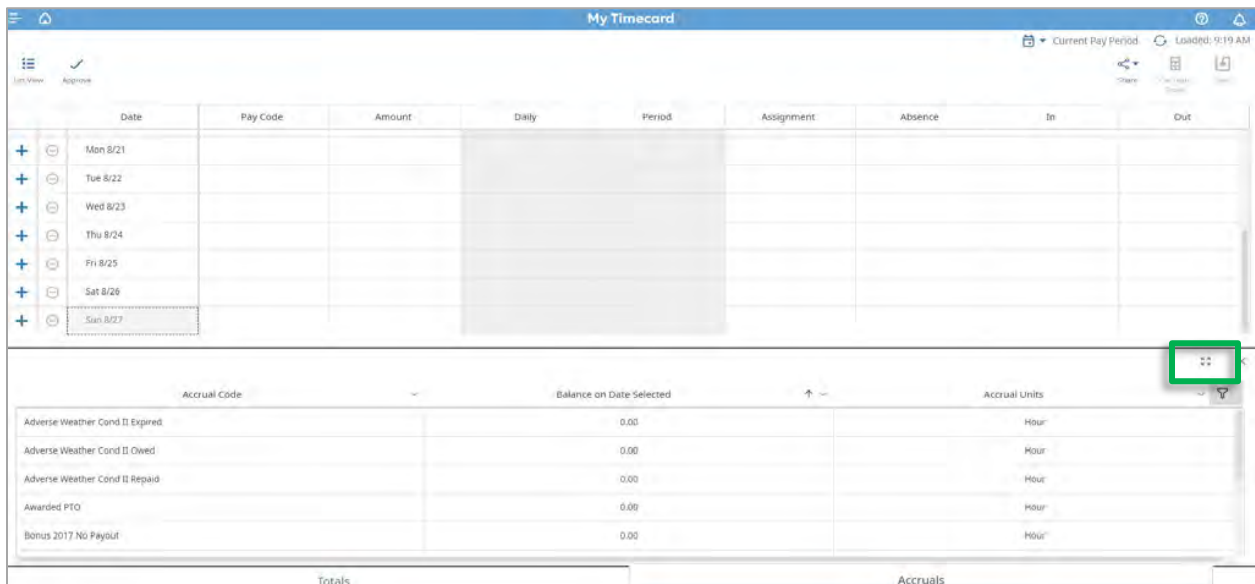
To see accruals for a select date, click the cell of the date you wish to review.

**Result:** Accrual balances are shown as of the date you selected only.



If you have questions about the information that appears in the Totals or Accruals tab, you will need to ask your manager.

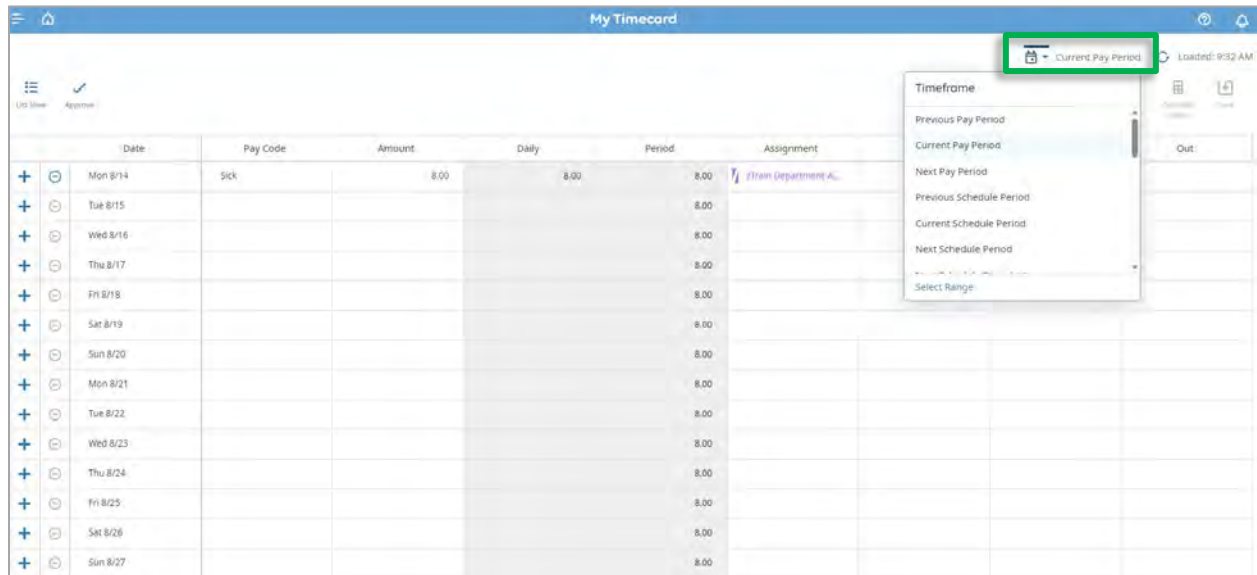
To expand the Totals/Accruals window to display more information, click the **Expand Icon**. To minimize the Totals/Accruals window, select the Icon again.



To close the Totals/Accruals window, click the **X icon** the corner next to the Expand Icon.

## Changing the Pay Period Displayed in the Timecard

Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select **Previous Pay Period** (instead of Current Pay Period) before approving the timecard.



The screenshot displays the 'My Timecard' application interface. At the top, there is a navigation bar with a home icon, the title 'My Timecard', and a 'Loaded: 9:32 AM' indicator. Below the navigation bar, there are icons for 'List View' and 'Approve'. The main area is a table with columns: Date, Pay Code, Amount, Daily, Period, and Assignment. The table shows a list of dates from Mon 8/14 to Sun 8/27. The first row has a 'Sick' pay code with an amount of 8.00. A dropdown menu is open over the 'Current Pay Period' button, showing options: Previous Pay Period, Current Pay Period, Next Pay Period, Previous Schedule Period, Current Schedule Period, Next Schedule Period, and Select Range. The 'Current Pay Period' option is highlighted in the dropdown menu.

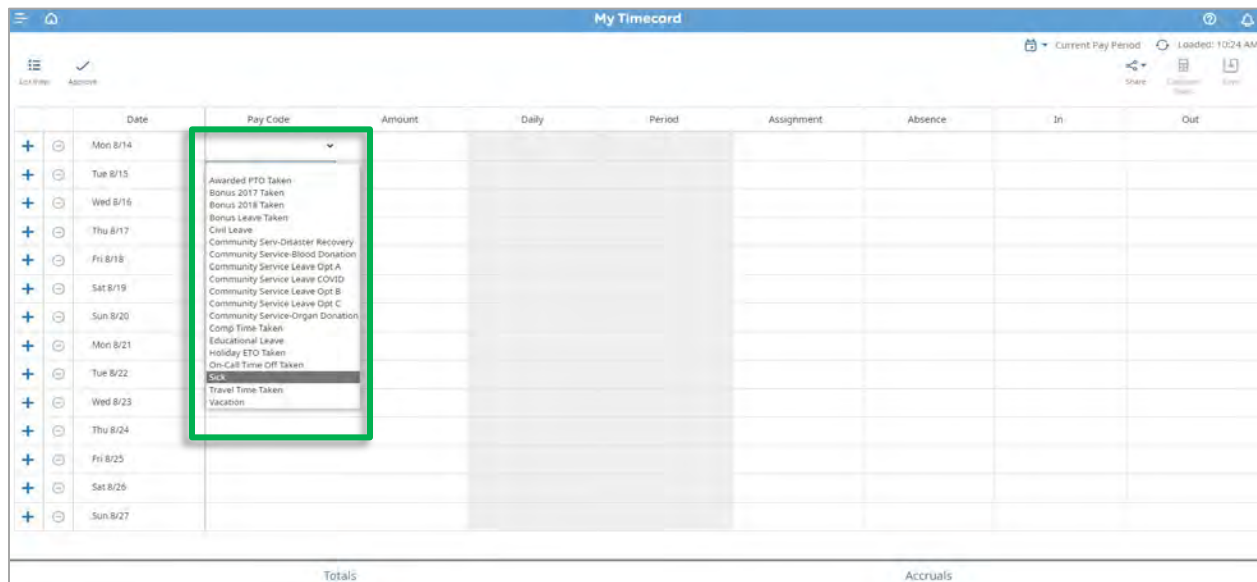
	Date	Pay Code	Amount	Daily	Period	Assignment
+	Mon 8/14	Sick	8.00	8.00	8.00	IT/Team Department A...
+	Tue 8/15				8.00	
+	Wed 8/16				8.00	
+	Thu 8/17				8.00	
+	Fri 8/18				8.00	
+	Sat 8/19				8.00	
+	Sun 8/20				8.00	
+	Mon 8/21				8.00	
+	Tue 8/22				8.00	
+	Wed 8/23				8.00	
+	Thu 8/24				8.00	
+	Fri 8/25				8.00	
+	Sat 8/26				8.00	
+	Sun 8/27				8.00	



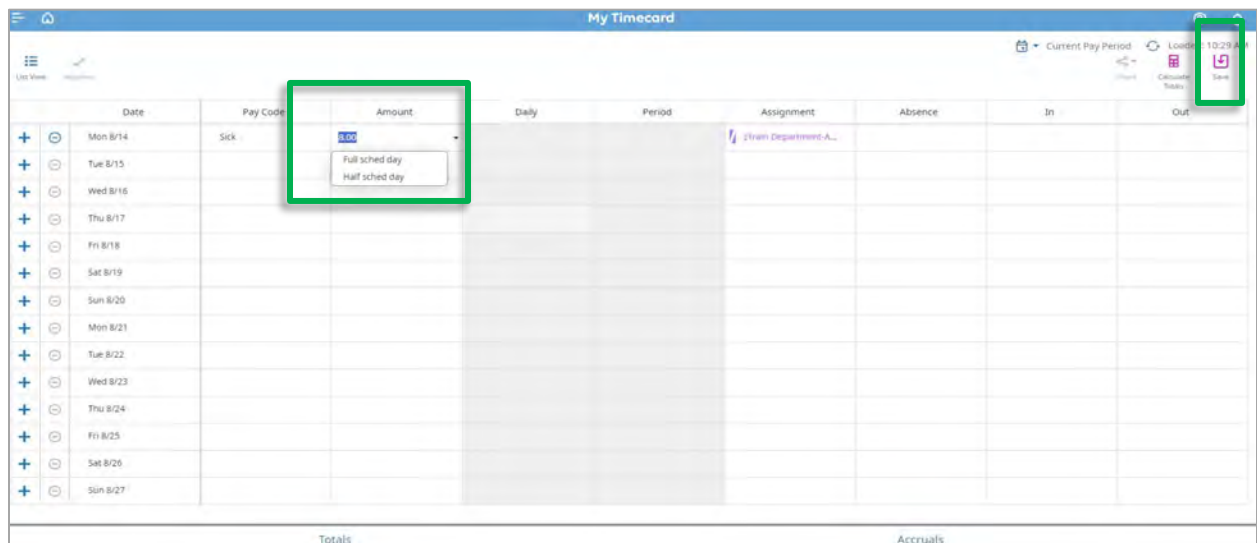
# Entering Leave Taken

Once you have opened the My Timecard window, you can enter leave taken.

1. Click the cell in **Pay Code column** next to the date you wish to take leave.
2. Click the dropdown arrow and select the appropriate leave Pay Code from the dropdown menu.



**Note:** You can also type the first letter of the pay code you would like to use to prompt the pay code to appear. For example, if you type "S", "Sick" will appear in the cell. Enter the amount of leave taken in the **Amount Column cell for that date** and click **Save**. You also have the options of choosing Full Scheduled Day or Half Scheduled Day in the amount column.



- To review your accrual balances, click the **Accruals** tab. You should see a deduction from leave accruals based on the type of leave and the amount you entered.

**Before Leave was entered and saved.**

The screenshot shows the 'My Timecard' interface. The top table lists dates from Mon 8/14 to Sun 8/20. The bottom table shows accrual balances for various codes. The 'Sick' row is highlighted with a green border.

Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
Mon 8/14								
Tue 8/15								
Wed 8/16								
Thu 8/17								
Fri 8/18								
Sat 8/19								
Sun 8/20								

Accrual Code	Balance on Date Selected	Accrual Units
Vacation	333.33	Hour
Community Service Leave Opt B	36.00	Hour
Bonus	40.00	Hour
Bonus 2018 No Payout	40.00	Hour
Sick	405.53	Hour

**After Leave was entered, the date was selected and saved.**

The screenshot shows the 'My Timecard' interface after a sick leave entry. The top table now shows a 'Sick' entry for Mon 8/14 with an amount of 8.00. The bottom table shows the updated accrual balances. The 'Sick' row in the bottom table is highlighted with a green border.

Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
Mon 8/14	Sick	8.00	8.00	8.00	IT/Train Department A...			
Tue 8/15				8.00				
Wed 8/16				8.00				
Thu 8/17				8.00				
Fri 8/18				8.00				
Sat 8/19				8.00				
Sun 8/20				8.00				

Accrual Code	Balance on Date Selected	Accrual Units
Community Service Leave Opt B	36.00	Hour
Vacation	333.33	Hour
Community Service Leave Opt B	36.00	Hour
Sick	397.33	Hour

## How to View and Print Timecard Information

You can save and print timecard information which includes totals as well as accruals.

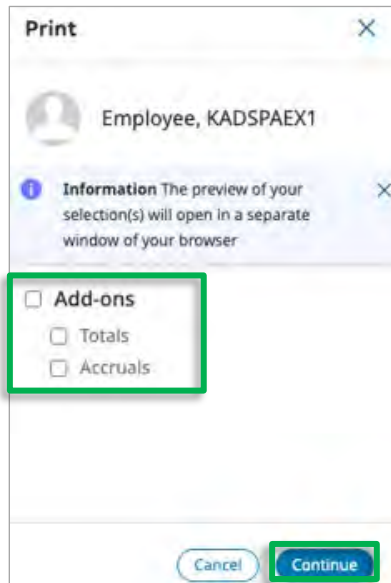
Access your timecard:

1. Select the **Share icon** and then select **Print**.



		Date	Pay Code	Amount	Daily	Period	Assignment	Absence
+	☰	Mon 4/08						
+	☰	Tue 4/09						
+	☰	Wed 4/10						
+	☰	Thu 4/11						
+	☰	Fri 4/12						
+	☰	Sat 4/13						
+	☰	Sun 4/14						

2. Add a check beside Add-ons to include one or both of tab's information, and click the **Continue**.



**Print** [X]

Employee, KADSPAEX1

**Information** The preview of your selection(s) will open in a separate window of your browser [X]

Add-ons

Totals

Accruals

[Cancel] [Continue]

**Result:** All selected timecard information (totals, accruals, etc.) for the time period selected will display in a new browser tab.

Current Pay Period: 4/11/2024 8:53 AM

### Timecard

Date	Pay Code	Amount	Daily	Period	Assignment	Balance	In	Out
Mon 4/8								
Tue 4/9								
Wed 4/10								
Thu 4/11								
Fri 4/12								
Sat 4/13								
Sun 4/14								
Mon 4/15	Vacation	4.00	4.00	4.00	200029-Accountant		6:30 AM	
Tue 4/16	Vacation	4.00	4.00	8.00	200029-Accountant		6:30 AM	
Wed 4/17				8.00				
Thu 4/18				8.00				
Fri 4/19				8.00				
Sat 4/20				8.00				
Sun 4/21				8.00				

### Accruals

Accrual Code	Balance on Date Selected	Accrual Units
Adverse Weather Cond D Expired	0.00	Hour
Adverse Weather Cond D Owe'd	0.00	Hour
Adverse Weather Cond D Repair	0.00	Hour
Awarded PTO	0.00	Hour
Bonus	0.00	Hour
Bonus 2017 No Payout	0.00	Hour
Bonus 2018 No Payout	0.00	Hour
Community Service Leave Opt A	0.00	Hour
Community Service Leave Opt B	0.00	Hour
Community Service Leave Opt C	0.00	Hour
Community Service-Disaster Recovery	0.00	Hour
Community Service-Organ. Decision	0.00	Hour
Holiday ETO	0.00	Hour
Holiday ETO Expired	0.00	Hour
Personal Observance Leave	0.00	Hour
Sick	8.00	Hour
Travel Time Off	0.00	Hour
Vacation	13.33	Hour
Voluntary Shared	0.00	Hour

### Totals

Span by All Group by All Assignment Grouping

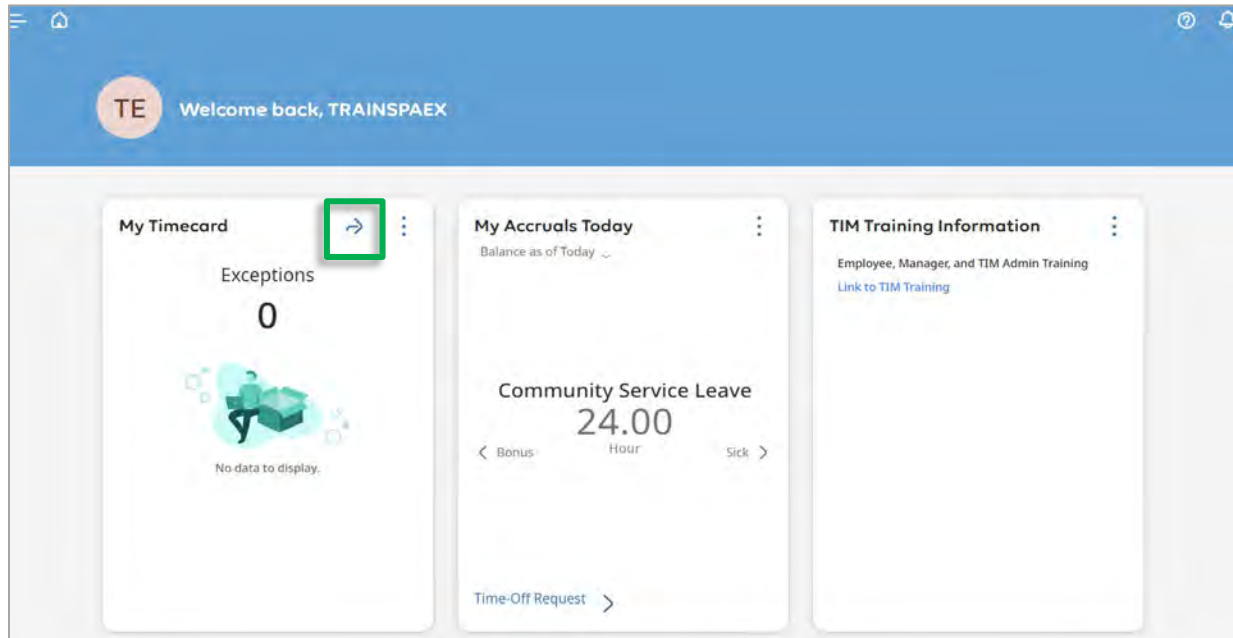
Location	Assignment	Pay Code	Amount	Rate
UNCG/General/24KAD Department/24KAD Depa...	200029-Accountant	Vacation	8.00	

**Note:** You can save the information as a file or print this in the browser.



# Approving My Timecard

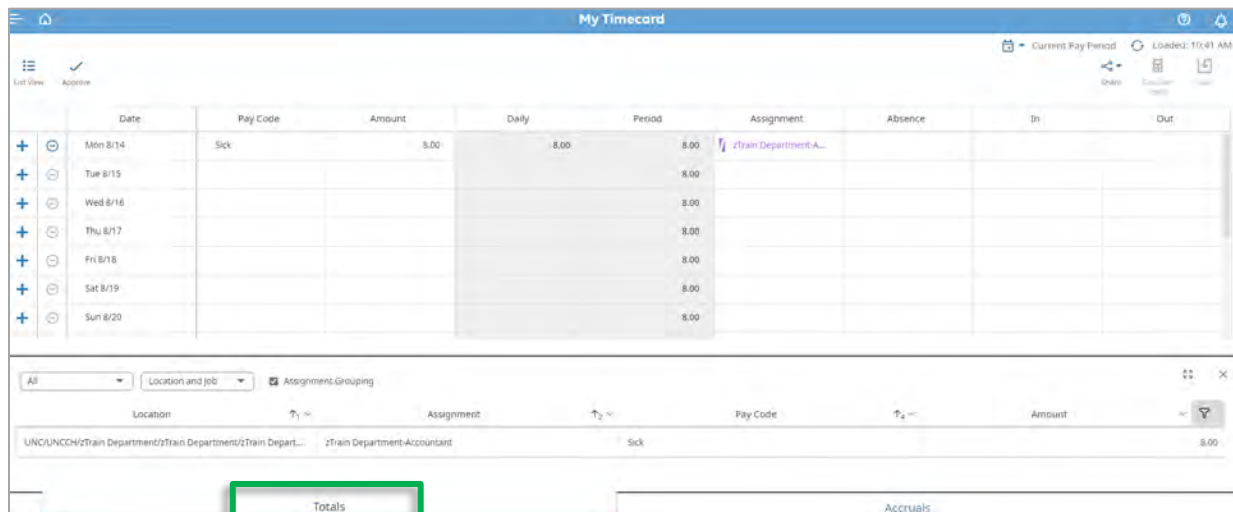
1. At the end of the pay period, click the **Open My Timecard arrow** to open your Timecard.



**Result:** Your timecard will display.

**Important:** Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select Previous Pay Period (instead of Current Pay Period) before approving the timecard.

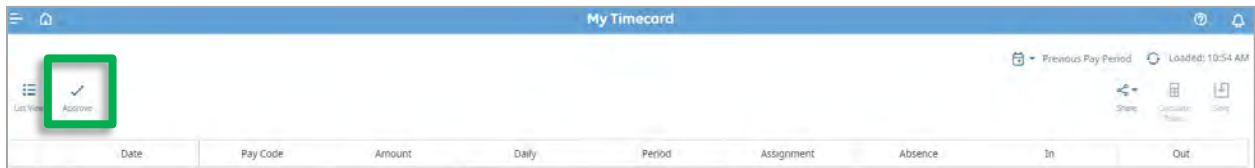
2. Then, click the **Totals tab** at the bottom of the timecard to access the Totals window to review the amount of leave taken entered for the pay period.



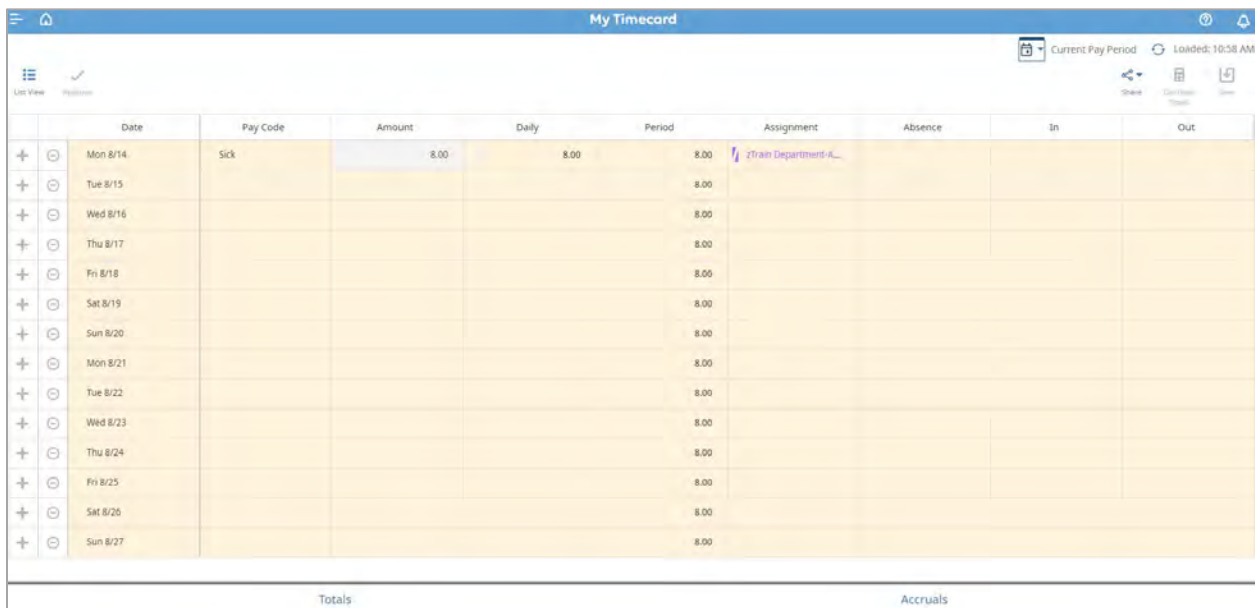
- If you need to see more information in the Timecard tabs (Totals and Accruals, remember you can expand the windows using the **Expand Icon**.



- If the total leave hours are correct, click the **Approve icon** on the left side of the My Timecard window and select **Approve Timecard**. If the total leave hours are not correct, correct the timecard hours and then approve the Timecard.



**Result:** The timecard changes color after it has been approved.

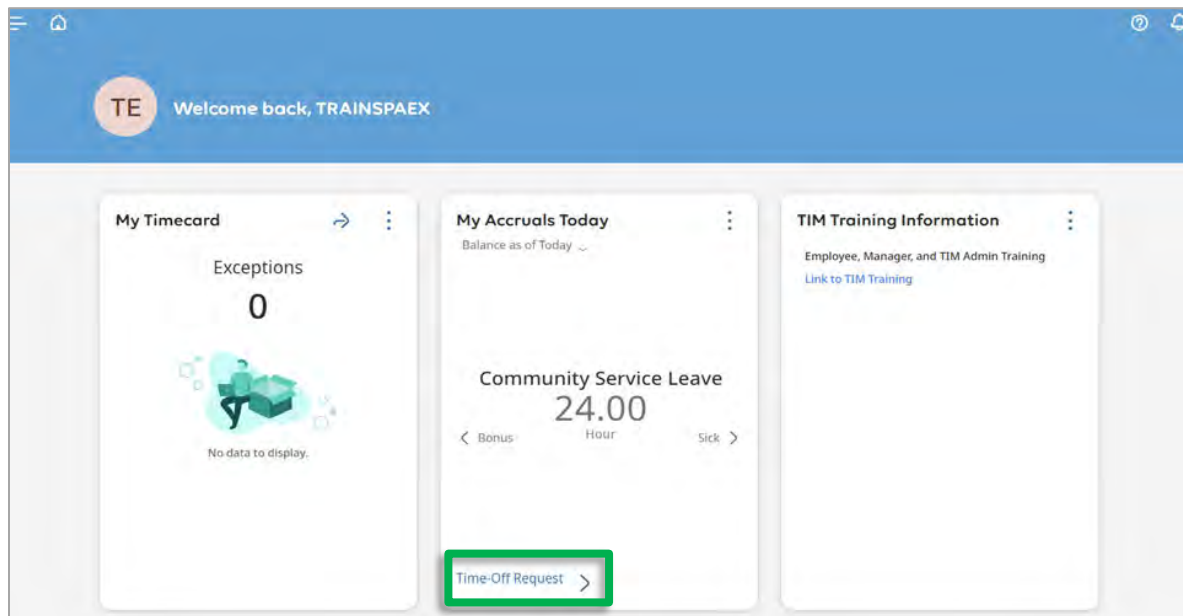


### Things to Remember!

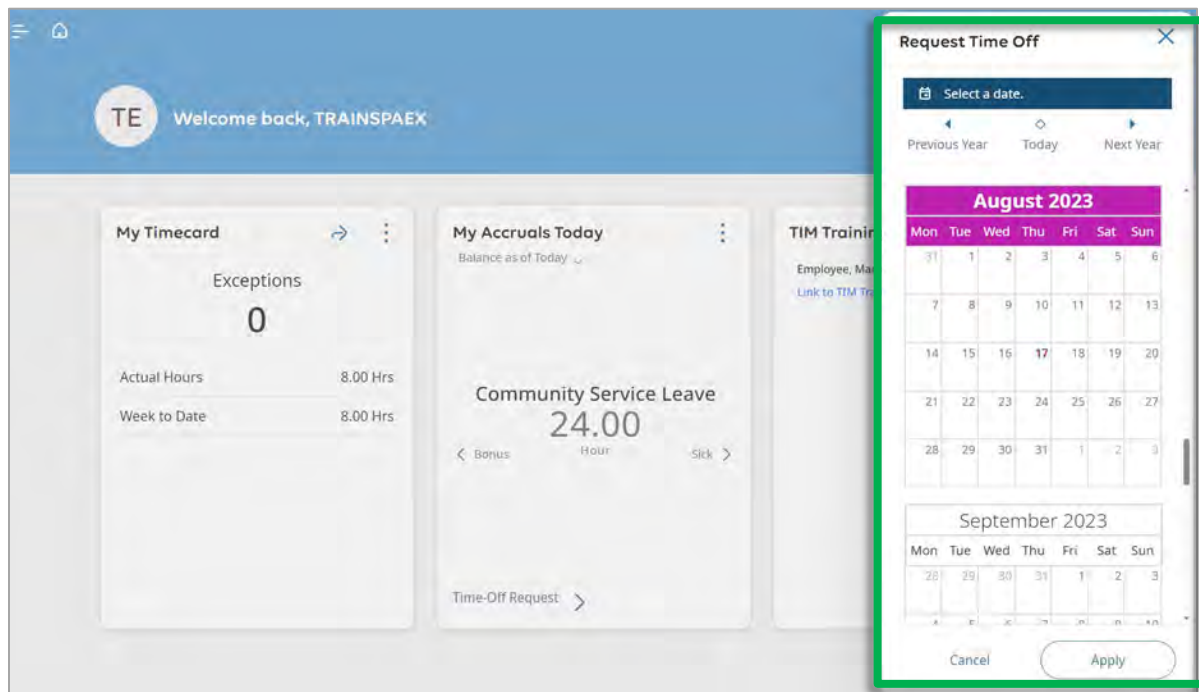
- Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select **Previous Pay Period** (instead of Current Pay Period) before approving the timecard.
- Approve the timecard when all of the leave hours entered are correct. You should also approve your timecard if you have no leave hours taken in the pay period.
- After employee or manager approval has been applied to the timecard, only a manager can make changes to it. Employee and manager approvals **cannot be removed**.

# Submitting a Time Off Notification Request

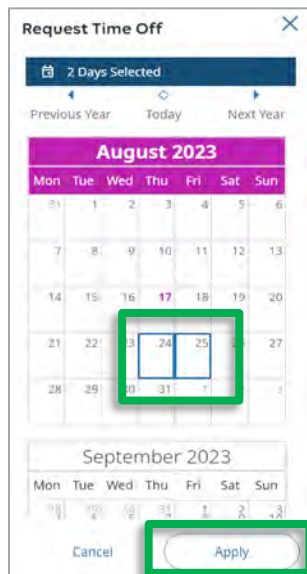
1. From the Home screen, select the **Time-Off Request** link at the bottom of the **My Accruals Today** tile.



Result: The **Request Time Off** calendar will appear.



2. On the calendar, select the date(s) to indicate when the time off will occur and click **Apply**. Below August 24<sup>th</sup> and 25<sup>th</sup> of 2023 was selected.

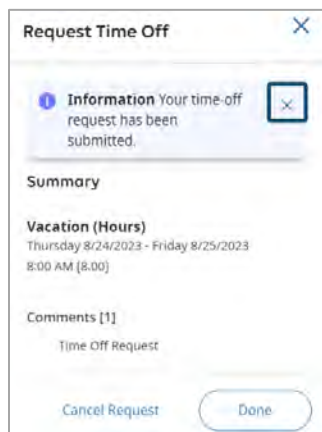


- Select one date or consecutive dates of actual leave taken only. If leave is taken in different weeks, you will need to enter **two** Time Off Notification requests. For example, if you are taking a Thursday and Friday off, as well as the following Monday, the first Time Off Notification Request would be for Thursday and Friday and the second Time Off Notification Request would be for the following Monday.

**Important:** All dates requested must be in the future.

3. Select the appropriate Pay code (Ex: Vacation). Leave duration is set to hours. Enter the start time in the Start hours field and enter the amount of hours per day in the Duration field.
4. Click **Submit**. You can click **Review** to see details and add a comment or **Cancel** to cancel the request.

**Result:** Your Time off Request has been submitted. The following window will display.



5. Click **Done** to exit the Request Time Off window, or you can cancel the request by clicking **Cancel Request**.
6. When your manager has approved, cancelled, or refused the time off request, you will receive an automated email informing you of the manager's decision.

*EXAMPLE:*

Below is an automated email sent to an employee who submitted two different Time Off Notification Requests. One was approved and one was denied so he received the following automated email message:

```
Subject: Your time off request 203 has changed status, Your time off request 202 has changed status

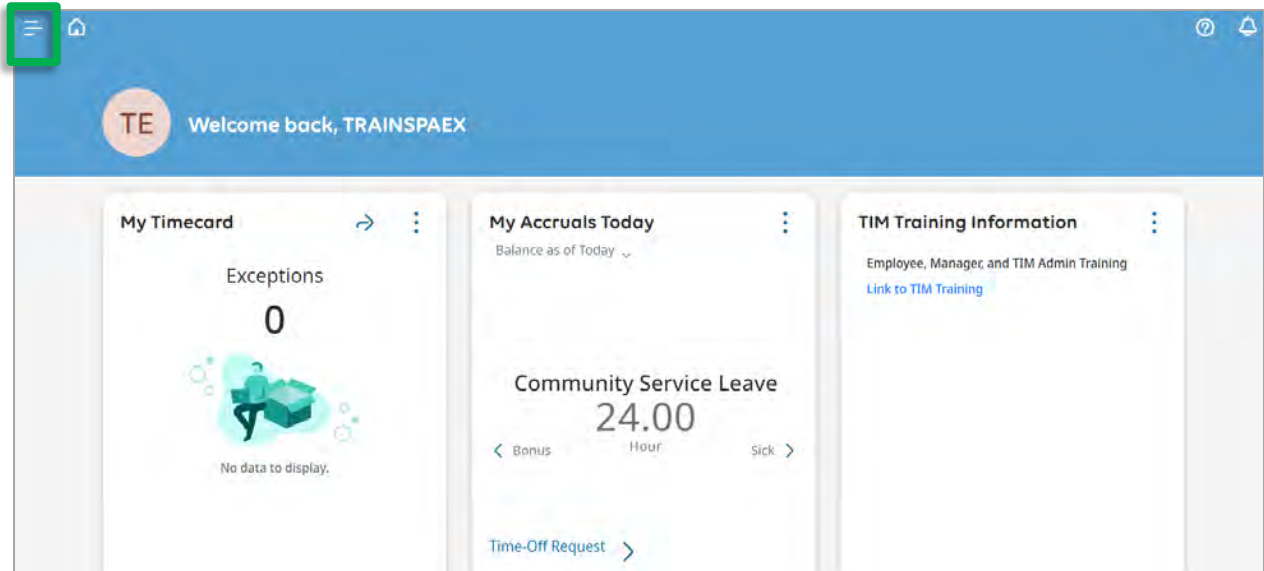
Status: Approved
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/05/2016
End date: 4/05/2016

Status: Refused
Modified by : Employee, William
Submitted on : 3/29/2016
Employee: Employee, Mark
Request type: Time Off Notification
Start date: 4/06/2016
End date: 4/06/2016
```

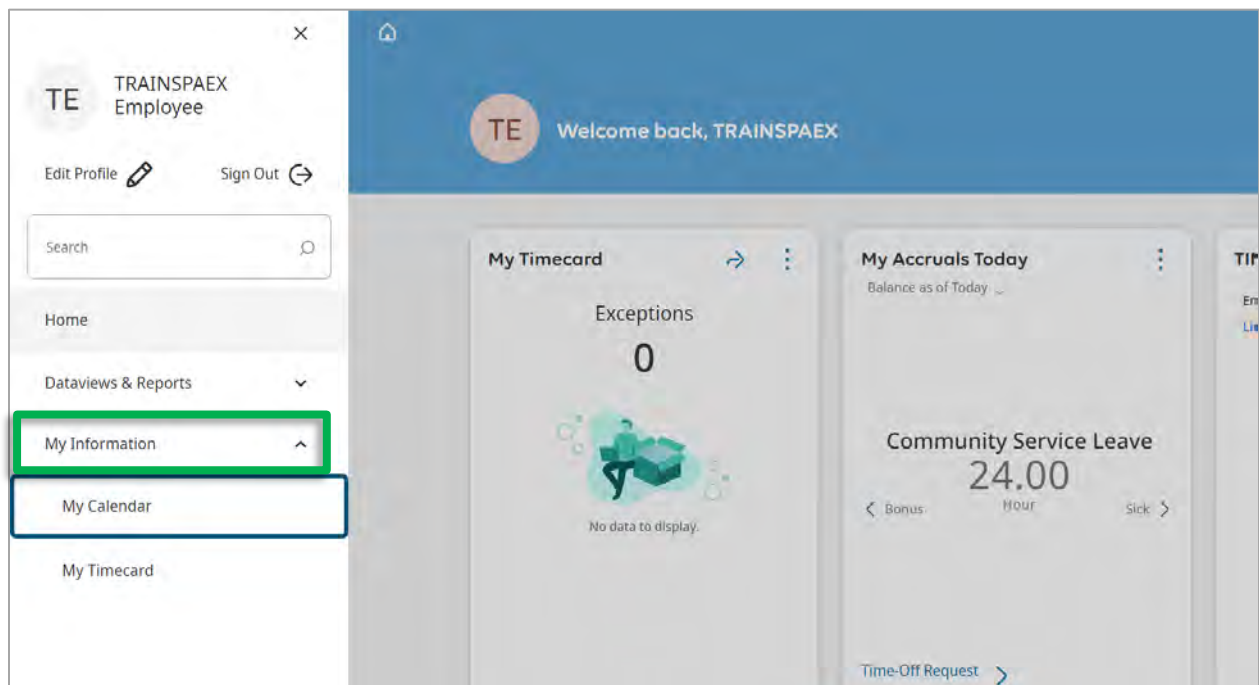
# Viewing a Time Off Notification Request

To view a Time Off Notification Request:

1. Click on the **Menu icon** in the upper left corner.

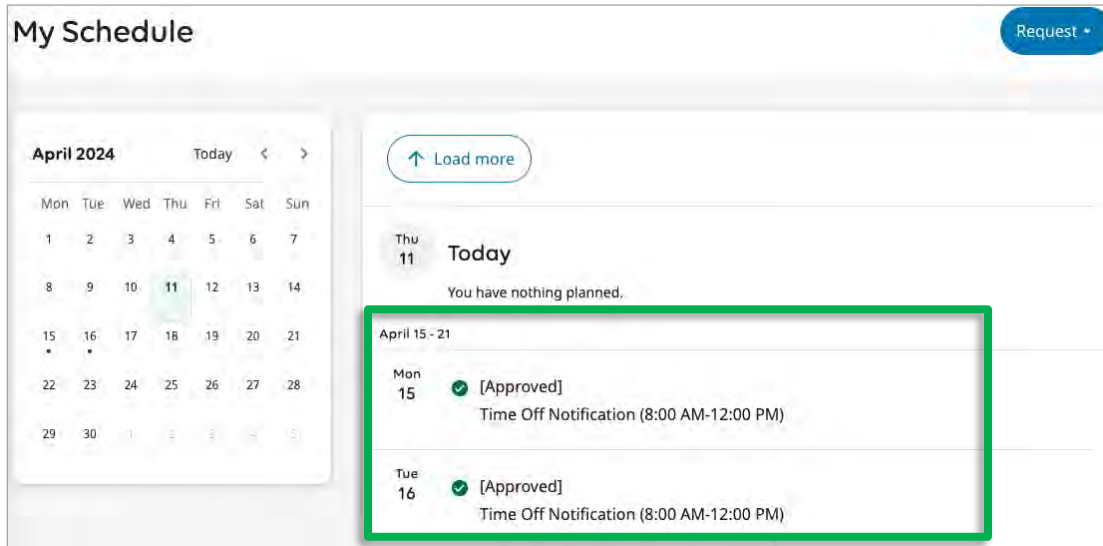


2. From the list, click on **My Information**, then select **My Calendar**.



**Result:** The My Schedule window will display.

3. Requests submitted in the current month will appear. If the request is in the next month, click the forward arrow in the calendar.



**Note:** Requests will be displayed as submitted, approved, cancelled, or refused.

**Note:** When your manager processes the request, you will receive an email notification.

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# Assistance with TIM

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- Contact your Manager or TIM Administrator if you have questions about using TIM.
- Contact your Department's Technical Support Group or call 919-962-HELP (4357) if you need assistance with accessing or logging into TIM.