TIM Manual for SHRA Non-Exempt Manual Time Entry & Time Capture Employees

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Introduction to TIM

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

The accurate tracking of hours 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 Non-Exempt Manual Time Entry and Time Capture Employees.
Logging in & Signing Out

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.

2. Type your Onyen in the Onyen -or- UNC Guest ID field and click Next.
3. Type your Onyen password in the Password field.
4. 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.
Entering or Capturing Time In and Out

SHRA Non-Exempt Employees need to enter or capture time into the timecard for each of the following:

- Start and end of each shift worked.
- Start and end of each meal break.

To Enter Time In and Out - Manual Time Entry

1. To enter time In and Out, click the Open My Timecard Arrow, in the My Timecard tile.

Result: Your current timecard will display.
2. To enter time in and out, for the start and end of a shift or a break, click the appropriate cell in the in or out, and enter the time.

Below the employee entered (on Monday 9/11) the start of a shift as an In at 8:00am, entered a break in the shift from 11:35am as an Out, entered the return from the break as an In at 12:15pm and the entered the end of the shift as an Out at 4:40pm.

3. Click on the Save icon to save the entries you made and to see the total time worked for that shift and week.

Result: The hours you have entered are saved to the timecard.
To Capture Time In and Out - Time Capture

1. To capture a Time In or Out, click on **Punch** in the **Punch Tile**.

![Punch Tile](image)

**Note:** Your last punch details can be seen at the top of the **Punch tile**.

**Result:** The punch is added to your timecard as seen below.

![My Timecard](image)

**Note:** Repeat the process to punch out/in for breaks, or to end the shift.
Viewing My Timecard

To view your timecard:

1. Log into TIM.
2. Click the **Open My Timecard Arrow**, in the **My Timecard tile**.

Result: Your timecard will display.
Changing your Timecard View

The default view of your timecard is set to Table View.

To change to a list view, click the List View icon.

Result: Your timecard view changes to List View as seen below.

To restore the My Timecard tab back to the original Table View, click the Table View icon.
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 hours worked and any leave taken in the pay period.

The **Accruals tab** allows you to review your Accrual balances as of the date selected.

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 in order 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.
Manager Timecard Edits

A grey indicator ⟨⟩ in the top of a cell signifies that an edit to the timecard was made by a manager or TIM Administrator.

For example:

The employee below was on vacation Thursday and Friday of one week and the manager entered the time for the employee at their request. The time entered by the manager appears in the My Timecard window in the cells for the appropriate dates. Both cells now have a grey arrow in the top right corner.
Entering Leave Taken

1. In the My Timecard window, click the cell for the date leave is taken in the **Pay Code** column and select the appropriate leave pay code from the drop down that will appear.

   ![My Timecard window with pay code selection]

   **Note:** You can 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.

2. Enter the amount of leave taken on that date. You can also select full or half sched day.

   ![My Timecard window with leave amount and sched day selection]
3. After you have completed the edit to the timecard, click **Save**.

![Image of My Timecard interface]

**Note:** You can click the tabs at the bottom of the screen to view Totals and Accruals.

**Totals Tab**

![Image of Totals Tab]

**Accruals Tab**

![Image of Accruals Tab]

**Note:** You must click on a date in the timecard after the leave was taken in order to see the change reflected in the Accruals tab.

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

2. Add a check beside Add-ons to include one or both of tab's information, and click the Continue.
Result: All selected timecard information (totals, accruals, etc.) for the time period selected will display in a new browser tab.

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

At the end of the pay period you must approve your timecard.

1. Click the **My Timecard arrow** in the My Timecard Tile to open your timecard.

   ![My Timecard Interface]

   **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 review the total hours worked and leave taken in the pay period.

   ![Totals Tab Interface]
3. If you need to see more information in the Totals Link, click the **Expand icon**.

![Expand icon](image)

4. If the total hours are correct, click the **Approve Timecard icon** on the left side of the My Timecard window.

**Result:** The timecard is approved and changes color.

![My Timecard](image)

**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.

- If you capture your times in and out and they are not correct, notify your Manager immediately.

- 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, click the **Time-Off Request** link in the **My Accruals Today** tile.

Result: The **Request Time Off** window opens.
2. Select the date(s) on the calendar in which you wish to request time off then click **Apply**. **Note:** Select dates by clicking on the date. The date box will turn blue when selected. Below, September 19, 20 and 21 were selected.

![Calendar](image)

**Important:** Select one date or consecutive dates of actual leave taken only. For example: If a start date is Thursday and the end date is the following Monday date, hours of leave taken will appear on Saturday and Sunday. Therefore, the employee would need to enter two separate Time Off Notification requests to avoid hours of leave taken appearing on Saturday and Sunday. The first Time Off Notification Request would be for Thursday-Friday and the second Time Off Notification Request would be for the following Monday.

**All dates requested must be in the future.**
3. Select the appropriate Pay code from the list (Ex: Vacation), enter the Start time in the Start hours field, and enter the amount of hours per day in the Duration Field. You can also include an optional note to your manager.

```
Request Time Off

Dates
- 3 Days Selected

Pay Code
- Vacation: 346.67 Hour(s)
- Bonus 2017 Taken: 0.00 Hour(s)
- Bonus 2018 Taken: 40.00 Hour(s)
- Bonus Leave Taken: 40.00 Hour(s)
- Community Service Leave Opt At: ...
- Comp Time Taken: 0.00 Hour(s)
- Sick: 397.33 Hour(s)

Hours per Day

Start hours: 8:00 AM  Duration Hours: 8.00

Submit  Review
```

4. Click Submit. You can also click Review to see the information and add a note for your manager as seen below.

```
Request Time Off

Vacation (Hours)
- 3 Days
- Tuesday 9/19/2023 - Thursday 9/21/2023
- 8:00 AM [8:00]

Comments [0]

Select a Comment

```

Result: The request has been submitted. Click Done to exit the window. Your manager will receive an email notification of your request and you will receive an automated email informing you of the manager’s decision.
Viewing a Time Off Notification Request

To view your submitted request, and the status of those request:

1. From the homepage, select the **Menu icon**.

2. Select **My Information**, and then click **My Calendar** from the menu list.
Result: The My Schedule 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.
Cancelling a Time Off Request

3. Click the line item of the request you wish to cancel.

4. In the pop-out window that displays, click **Cancel Request**.

**Result:** The Time Off Request has been cancelled. Your manager will receive a notification that the request was cancelled.
Assistance with TIM

- 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.