

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

Version: 4112024-1.0



FINANCE AND OPERATIONS
Finance and Budget

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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.

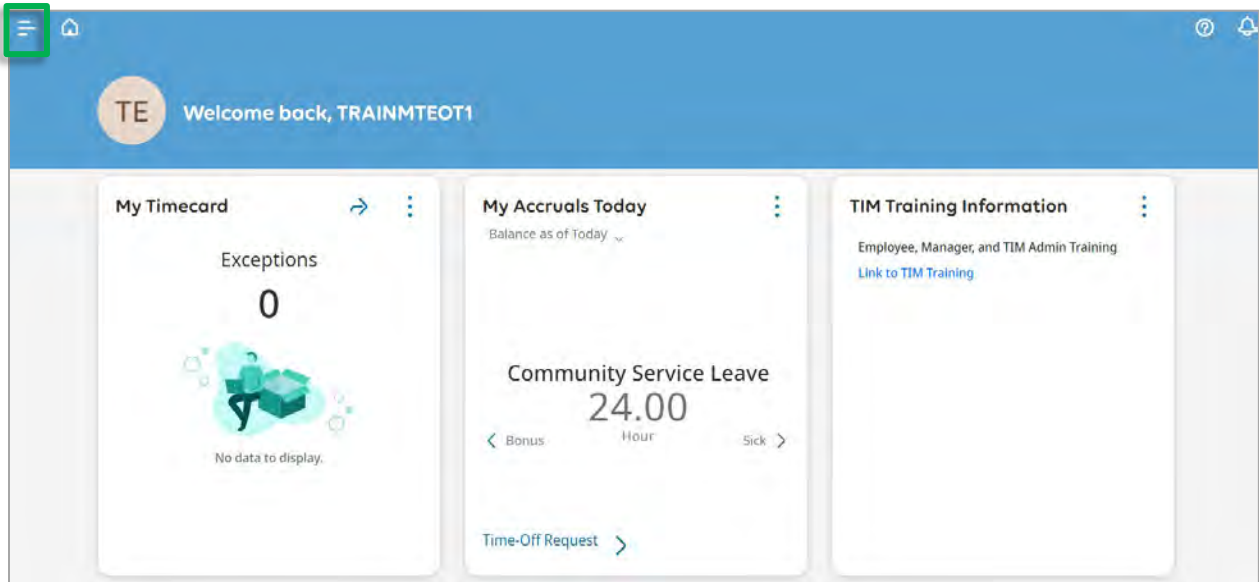
To access via ConnectCarolina

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.

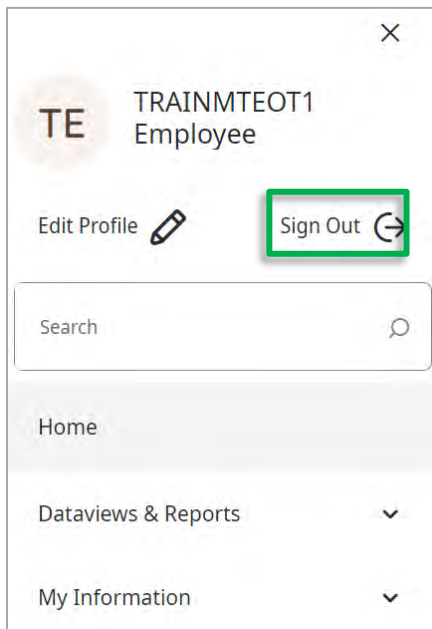
Result: The TIM application will open.

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.

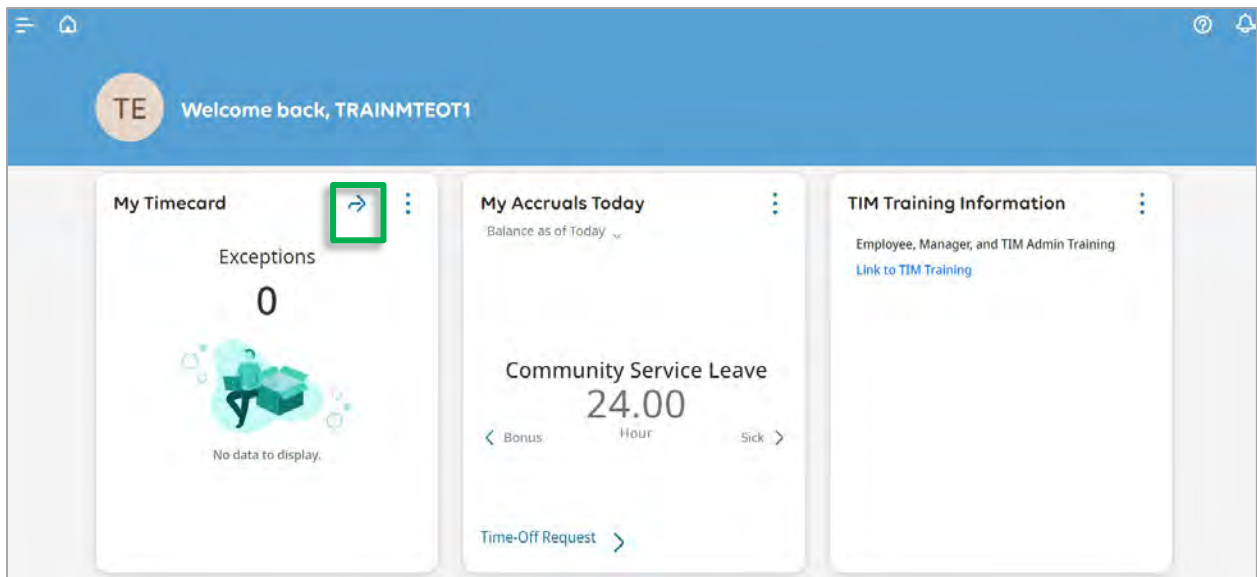
Entering or Capturing Time In and Out

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.

The screenshot shows the 'My Timecard' interface with a table for entering time. The table has columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, and Daily. The current pay period is 'Current Pay Period' and it was loaded at 3:09 PM.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+	⊖	Mon 9/11										
+	⊖	Tue 9/12										
+	⊖	Wed 9/13										
+	⊖	Thu 9/14										

- 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.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+ ⊖	Mon 9/11			8:00 AM		11:35 AM	12:15 PM		4:40 PM		
+ ⊖	Tue 9/12										
+ ⊖	Wed 9/13										
+ ⊖	Thu 9/14										
+ ⊖	Fri 9/15										
+ ⊖	Sat 9/16										
+ ⊖	Sun 9/17										
+ ⊖	Mon 9/18										
+ ⊖	Tue 9/19										
Totals						Accruals					

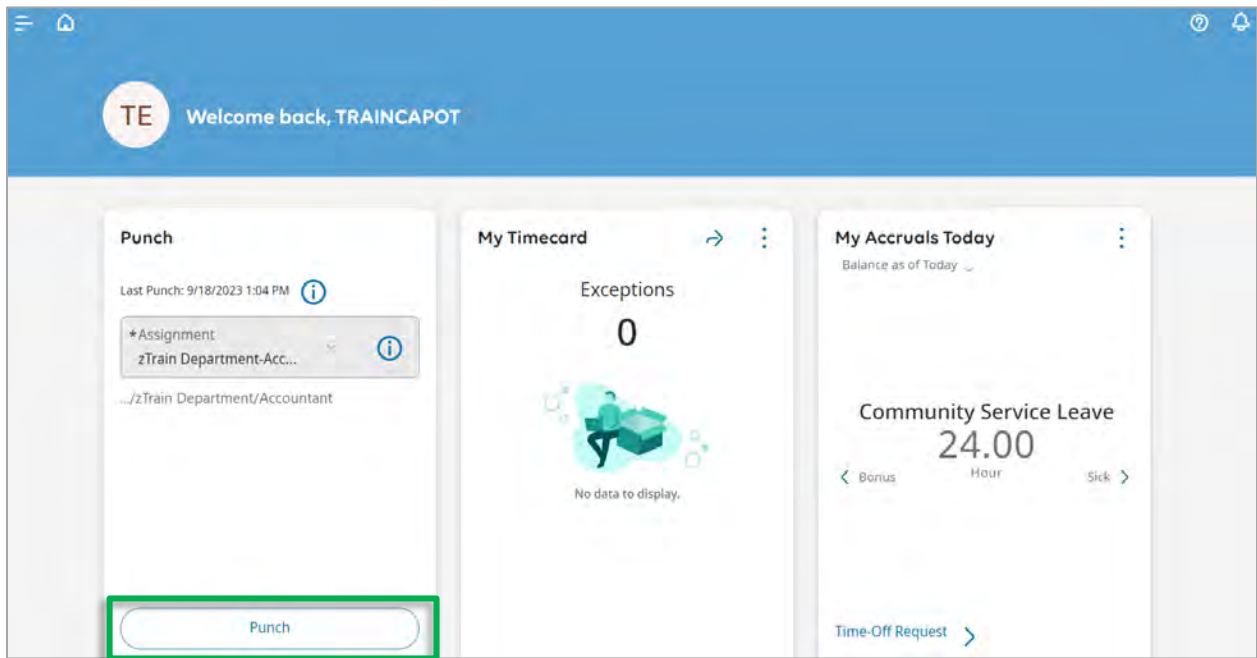
- Click on the **Save** icon to save the entries you made and to see the total time worked for that shift and week.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+ ⊖	Mon 9/11			8:00 AM		11:35 AM	12:15 PM		4:40 PM	8.00	8.00
+ ⊖	Tue 9/12										
+ ⊖	Wed 9/13										
+ ⊖	Thu 9/14										
+ ⊖	Fri 9/15										
+ ⊖	Sat 9/16										
+ ⊖	Sun 9/17										
+ ⊖	Mon 9/18										
+ ⊖	Tue 9/19										
Totals						Accruals					

Result: The hours you have entered are saved to the timecard.

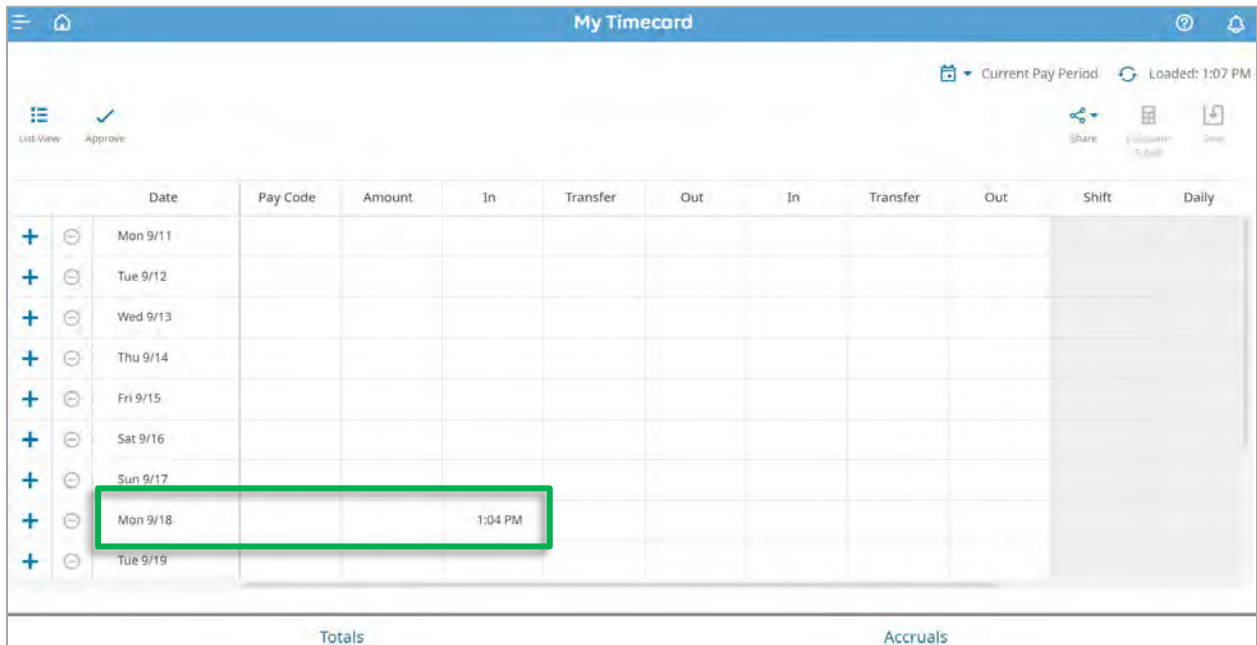
To Capture Time In and Out- Time Capture

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



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.

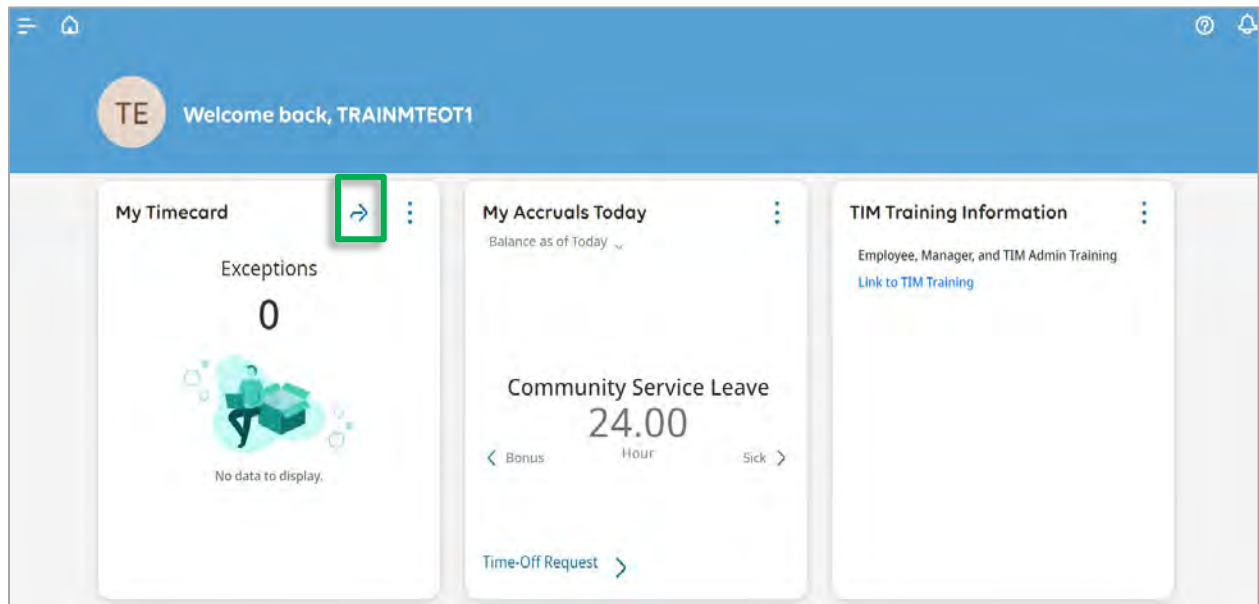


Note: Repeat the process to punch out/in for breaks, or to end the shift.

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**.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+	⊖	Mon 9/11			8:00 AM		11:35 AM	12:15 PM		4:40 PM	8.00	8.00
+	⊖	Tue 9/12										
+	⊖	Wed 9/13										
+	⊖	Thu 9/14										
+	⊖	Fri 9/15										
+	⊖	Sat 9/16										
+	⊖	Sun 9/17										
+	⊖	Mon 9/18										
+	⊖	Tue 9/19										

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**.

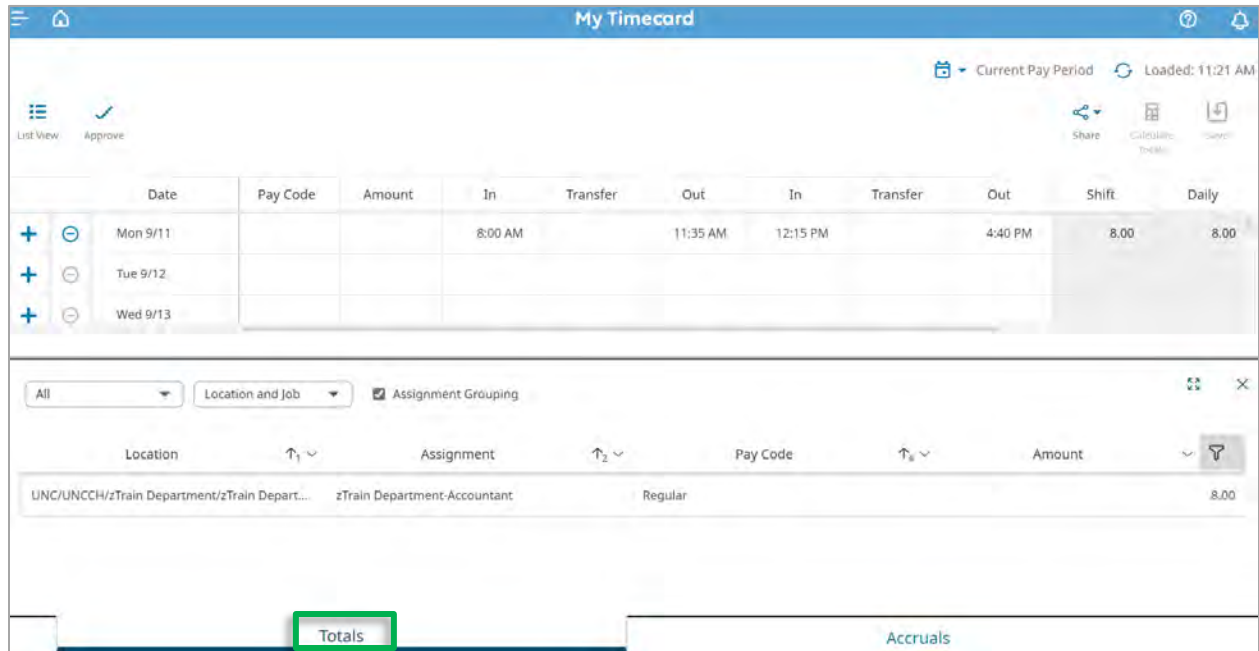
Timeframe: **Current Pay Period** Timeframe Total: **8.00 Hrs** Status: **000**

Date	1st	2nd	Daily Total	Total to Date
Sep Mon 11	8:00 AM - 11:35 AM	12:15 PM - 4:40 PM	8.00	8.00
Sep Tue 12				8.00
Sep Wed 13				8.00
Sep Thu 14				8.00
Sep Fri 15				8.00
Sep Sat 16				8.00
Sep Sun 17				8.00
Sep Mon 18				8.00
Sep Tue 19				8.00

Viewing Timecard Tabs

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

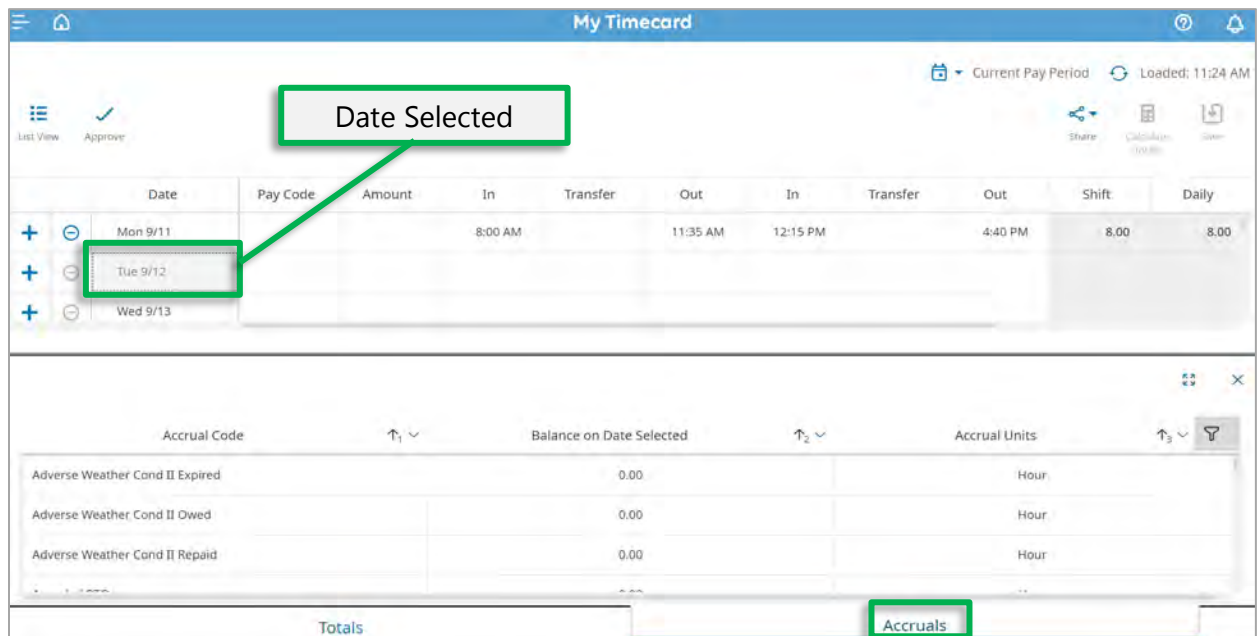
In the **Totals tab** you can review your hours worked and any leave taken in the pay period.



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

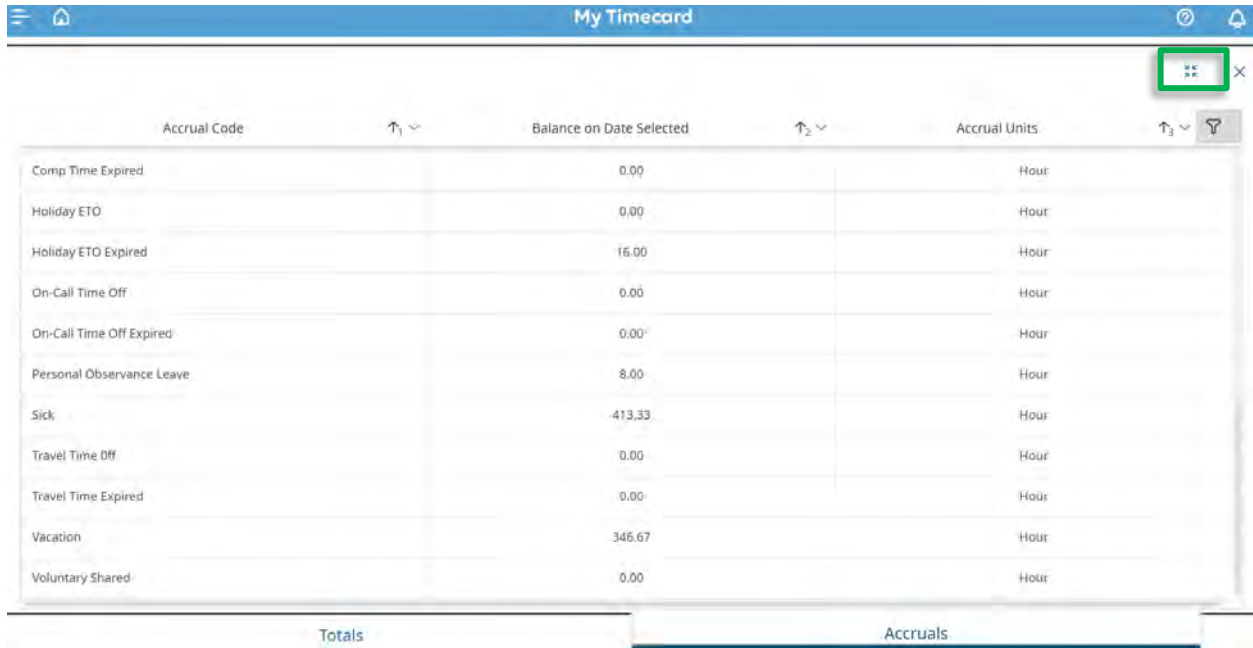
To see accruals for a select date, click the cell of the date you wish to review.

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.



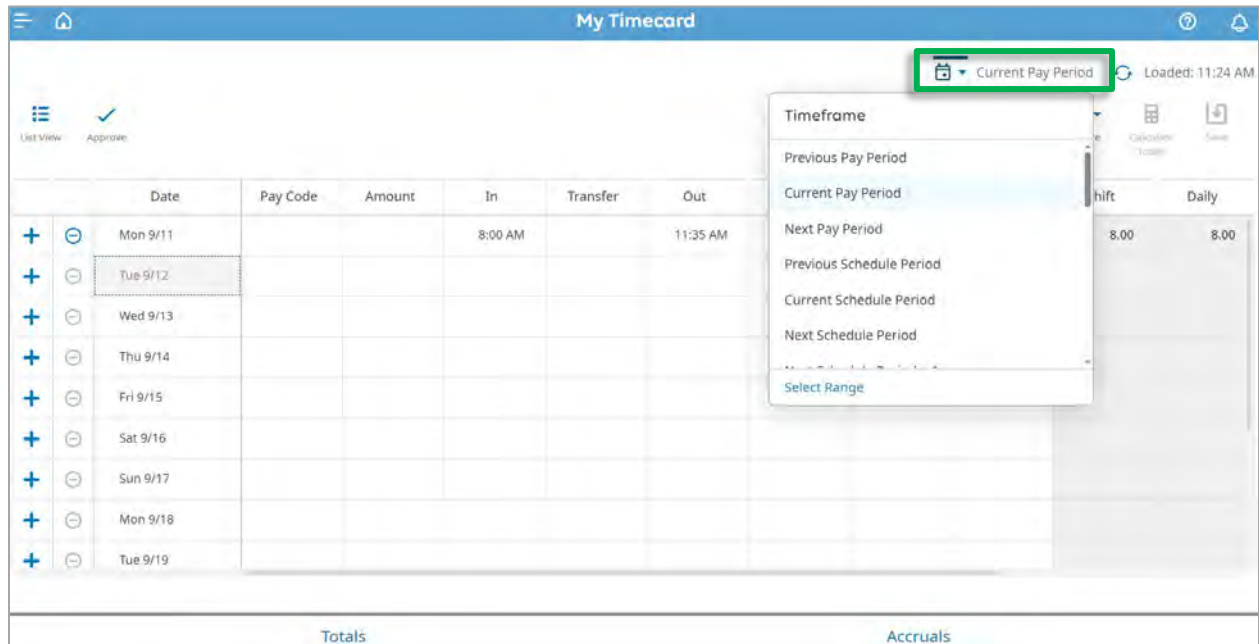
The screenshot shows the 'My Timecard' interface with the 'Accruals' tab selected. A table displays the following data:

Accrual Code	Balance on Date Selected	Accrual Units
Comp Time Expired	0.00	Hour
Holiday ETO	0.00	Hour
Holiday ETO Expired	16.00	Hour
On-Call Time Off	0.00	Hour
On-Call Time Off Expired	0.00	Hour
Personal Observance Leave	8.00	Hour
Sick	413.33	Hour
Travel Time Off	0.00	Hour
Travel Time Expired	0.00	Hour
Vacation	346.67	Hour
Voluntary Shared	0.00	Hour

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 shows the 'My Timecard' application interface. At the top, there is a blue header with the title 'My Timecard' and a 'Loaded: 11:24 AM' status. Below the header, there are navigation icons for 'List View' and 'Approve'. The main area is a table with columns for Date, Pay Code, Amount, In, Transfer, and Out. The table shows dates from Mon 9/11 to Tue 9/19. A dropdown menu is open over the table, showing options for 'Timeframe': Previous Pay Period, Current Pay Period (highlighted), Next Pay Period, Previous Schedule Period, Current Schedule Period, Next Schedule Period, and Select Range. To the right of the table, there are icons for 'Calculator' and 'Save', and a 'Shift' column with values 8.00 and 8.00. At the bottom of the table, there are 'Totals' and 'Accruals' sections.

	Date	Pay Code	Amount	In	Transfer	Out
+	Mon 9/11			8:00 AM		11:35 AM
+	Tue 9/12					
+	Wed 9/13					
+	Thu 9/14					
+	Fri 9/15					
+	Sat 9/16					
+	Sun 9/17					
+	Mon 9/18					
+	Tue 9/19					

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.

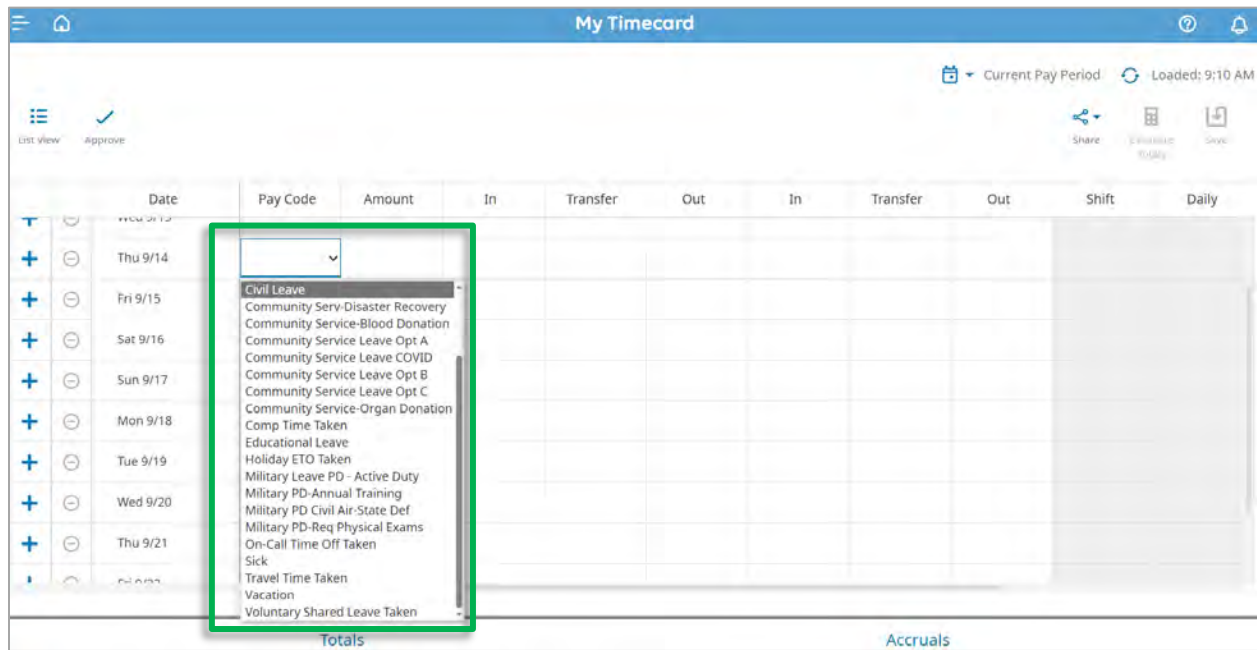


Grey Indicator Signifying a Manager Edit

	Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
+ ⊖	Mon 8/14	Sick	8.00	8.00	8.00	zfran Department-A...			
+ ⊖	Tue 8/15			8.00	8.00				
+ ⊖	Wed 8/16			8.00	8.00				
+ ⊖	Thu 8/17	Vacation	8.00	8.00	16.00	zfran Department-A...			
+ ⊖	Fri 8/18	Vacation	8.00	8.00	24.00	zfran Department-A...			
+ ⊖	Sat 8/19				24.00				
+ ⊖	Sun 8/20				24.00				
+ ⊖	Mon 8/21				24.00				
+ ⊖	Tue 8/22				24.00				
+ ⊖	Wed 8/23				24.00				
+ ⊖	Thu 8/24				24.00				
+ ⊖	Fri 8/25				24.00				
+ ⊖	Sat 8/26				24.00				
+ ⊖	Sun 8/27				24.00				
Totals							Accruals		

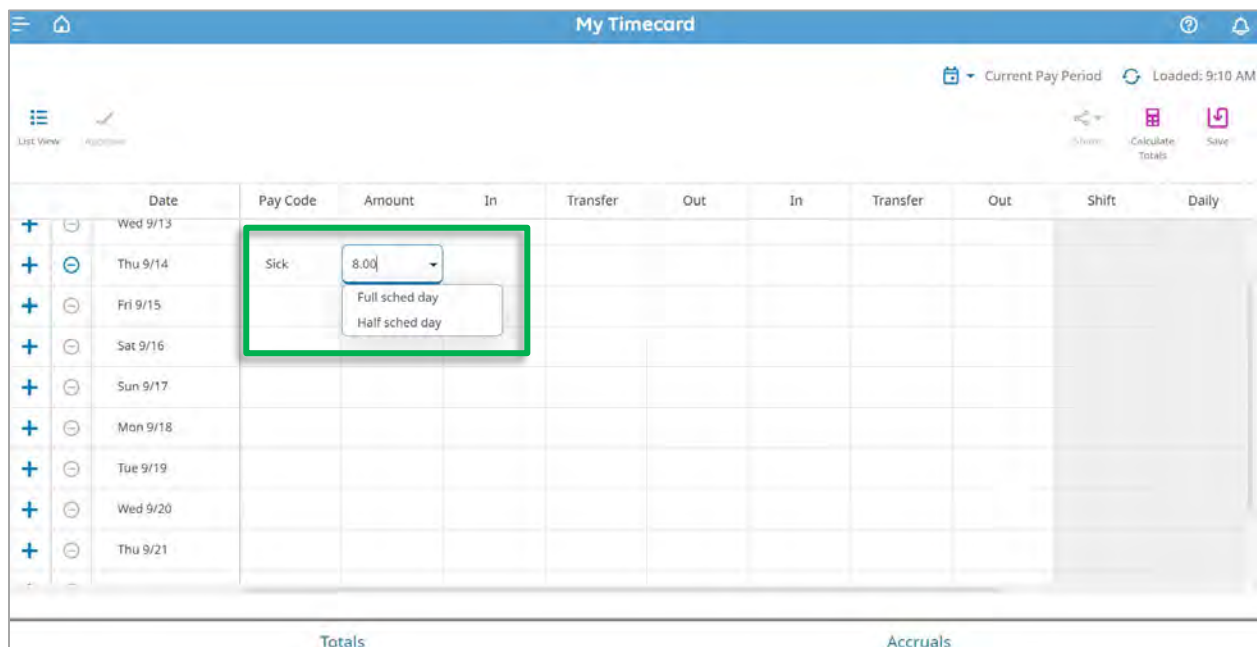
Entering Leave Taken

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.

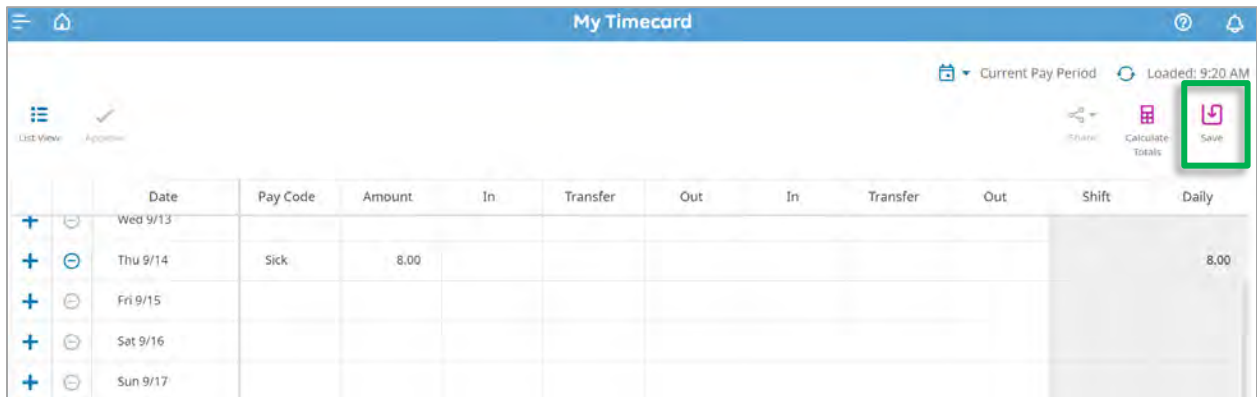


Note: You can type the first letter of the pay code you would like to use to prompt the pay code to appear. For example, if you type "S", "Sick" will appear in the cell.

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

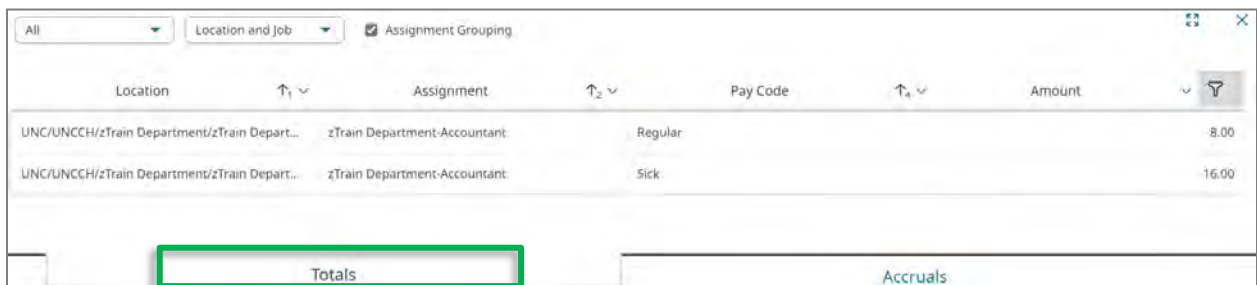


3. After you have completed the edit to the timecard, click **Save**.

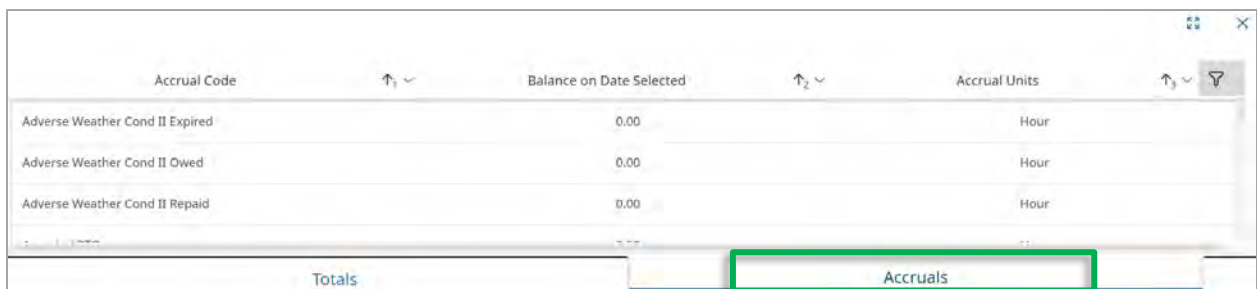


Note: You can click the tabs at the bottom of the screen to view Totals and Accruals.

Totals Tab



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.

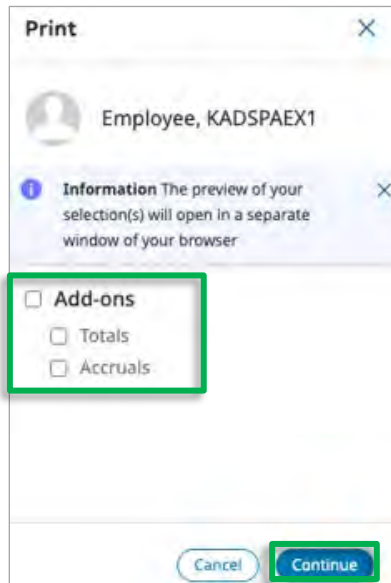
Access your timecard:

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



		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 Repaid	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

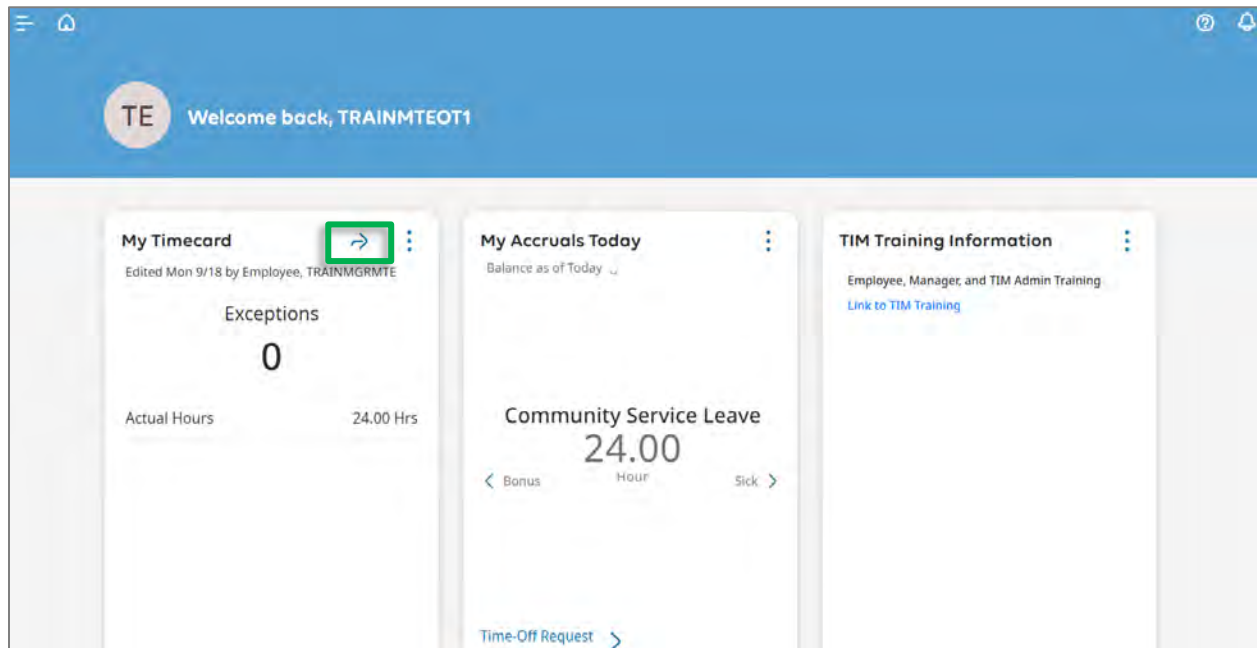
Location	Assignment	Pay Code	Amount	Rate
UNCG/General/29KAD Department/29KAD Depa...	200029-Accountant	Vacation	8.00	

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.



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.

The screenshot shows a table with columns: Location, Assignment, Pay Code, and Amount. There are two rows of data. At the bottom of the table, there are two tabs: 'Totals' and 'Accruals'. The 'Totals' tab is highlighted with a green box.

Location	Assignment	Pay Code	Amount
UNC/UNCCH/zTrain Department/zTrain Depart...	zTrain Department-Accountant	Regular	64.00
UNC/UNCCH/zTrain Department/zTrain Depart...	zTrain Department-Accountant	Sick	16.00

3. If you need to see more information in the Totals Link, click the **Expand icon**.

Location	Assignment	Pay Code	Amount
UNC/UNCCH/zTrain Department/zTrain Depart...	zTrain Department-Accountant	Regular	64.00
UNC/UNCCH/zTrain Department/zTrain Depart...	zTrain Department-Accountant	Sick	16.00

Totals Accruals

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.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sat 9/16										
Sun 9/17										
Mon 9/18			8:00 AM		4:00 PM				8.00	8.00
Tue 9/19			8:00 AM		4:00 PM				8.00	8.00
Wed 9/20			8:00 AM		4:00 PM				8.00	8.00
Thu 9/21			8:00 AM		4:00 PM				8.00	8.00
Fri 9/22			8:00 AM		4:00 PM				8.00	8.00
Sat 9/23										
Sun 9/24										

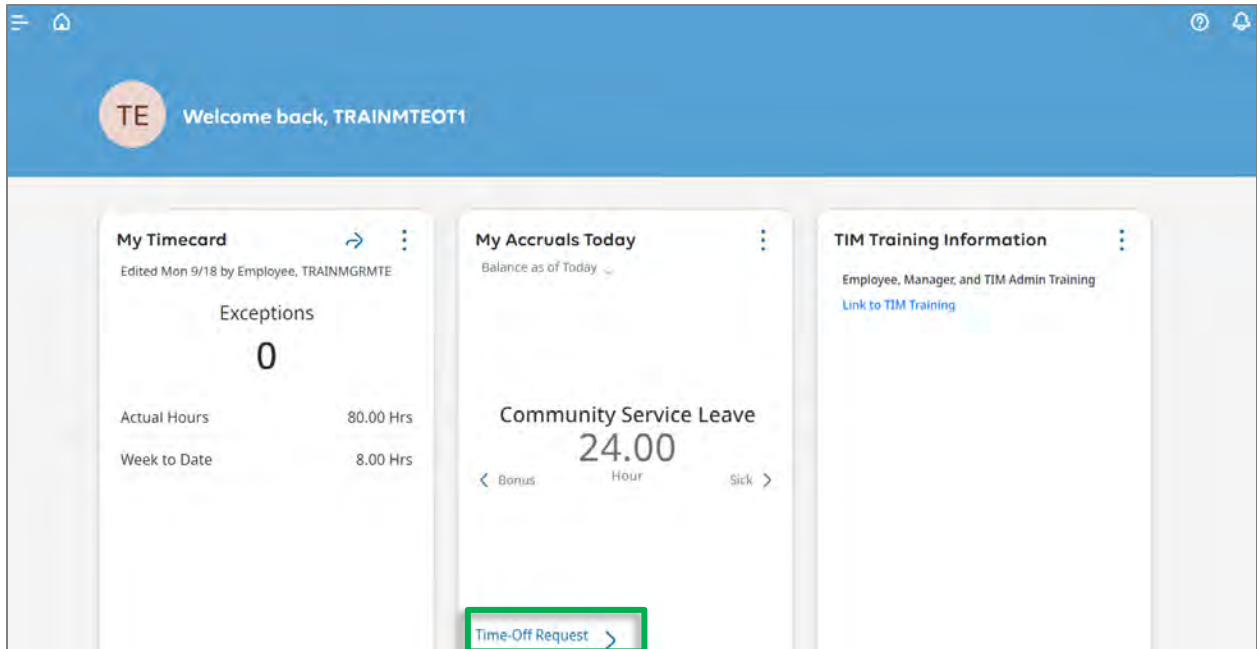
Totals Accruals

Remember!

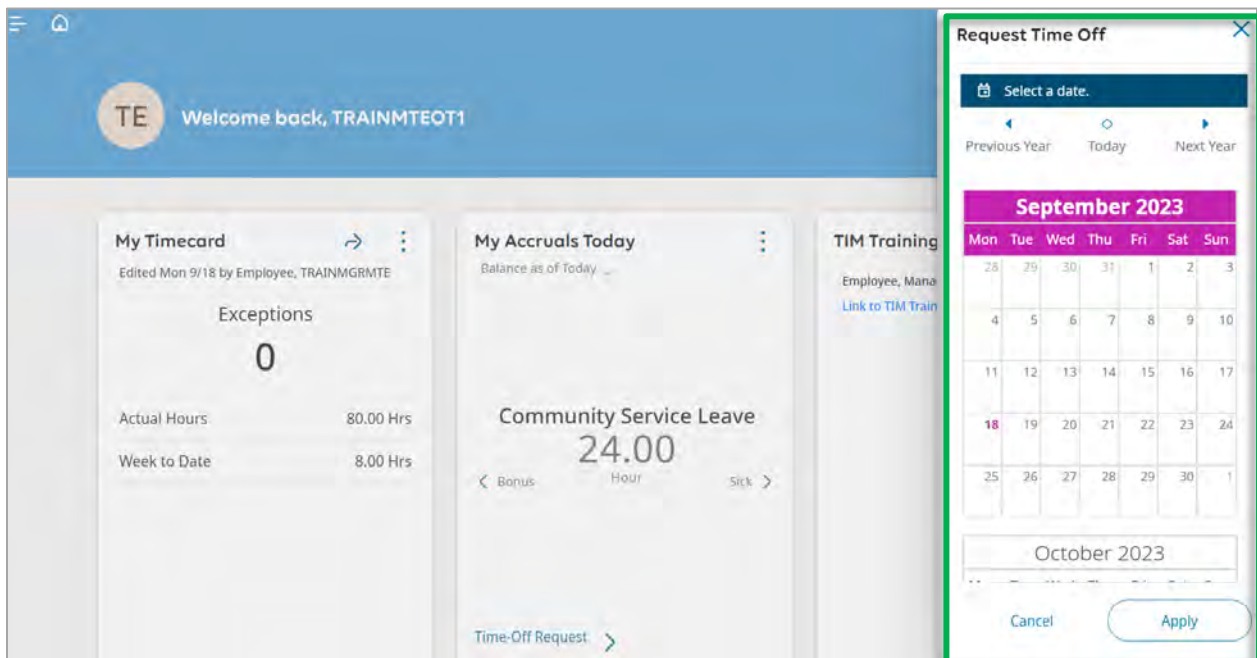
- Make sure you are looking at the pay period that needs to be approved in the timecard before approving it. If the pay period that needs to be approved has already ended, you must select **Previous Pay Period** (instead of Current Pay Period) before approving the timecard.
- If you capture your times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

The screenshot shows a 'Request Time Off' window. At the top, it says '3 Days Selected'. Below that are navigation arrows for 'Previous Year', 'Today', and 'Next Year'. The main calendar is for 'September 2023'. The days of the week are listed as Mon, Tue, Wed, Thu, Fri, Sat, Sun. The dates 19, 20, and 21 are highlighted in blue, indicating they are selected. A green box is drawn around these three dates. Below the calendar, there is a section for 'October 2023' which is currently blank. At the bottom of the window, there are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted with a green box.

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.

The screenshot shows the 'Request Time Off' form. At the top, it says 'Request Time Off' with a close button and 'zTest Time Off Notification'. Under 'Dates', there is a calendar icon and '3 Days Selected'. The 'Pay Code' section lists several options: '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 A: ...', 'Comp Time Taken: 0.00 Hour(s)', and 'Sick: 397.33 Hour(s)'. The 'Vacation' option is highlighted with a green box. The 'Hours per Day' section has a table with 'Start hours *' and 'Duration HH.hh *'. The 'Start hours' field contains '8:00 AM' and the 'Duration' field contains '8.00'. Both fields are highlighted with a green box. At the bottom, there are three buttons: 'Cancel', 'Submit', and 'Review'. The 'Submit' button is highlighted with a green box.

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

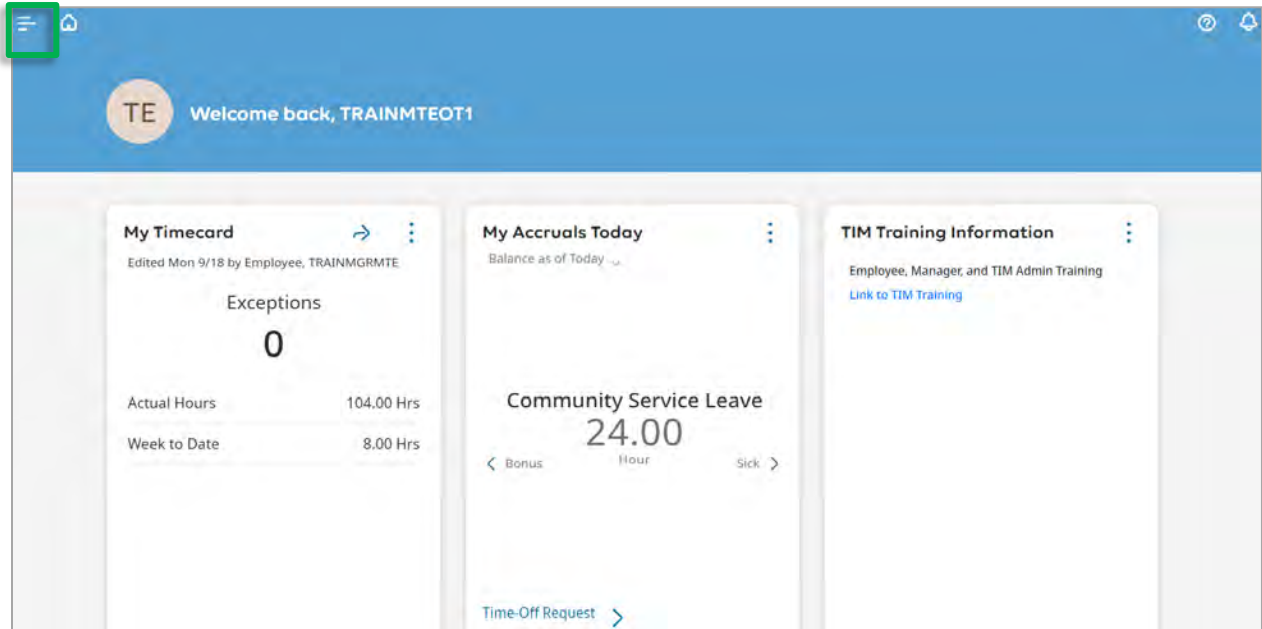
The screenshot shows the 'Request Time Off' form after submission. It displays 'Vacation (Hours)' with '3 Days' and a minus sign icon. Below that, it shows the dates 'Tuesday 9/19/2023 - Thursday 9/21/2023' and the start time '8:00 AM [8.00]'. The 'Comments [0]' section is highlighted with a green box and contains a dropdown menu with 'Select a Comment' and a text input field with the placeholder 'Type a note (optional)'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

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.

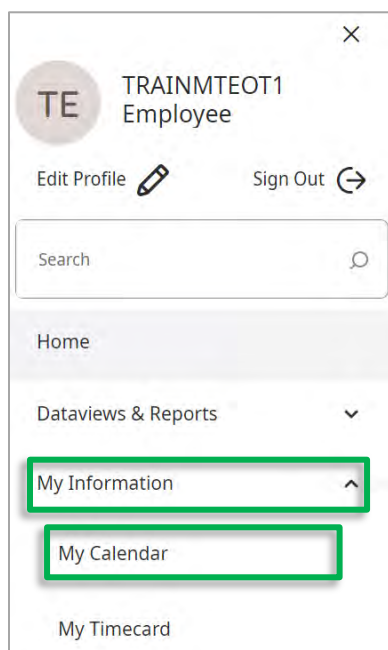
Viewing a Time Off Notification Request

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

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

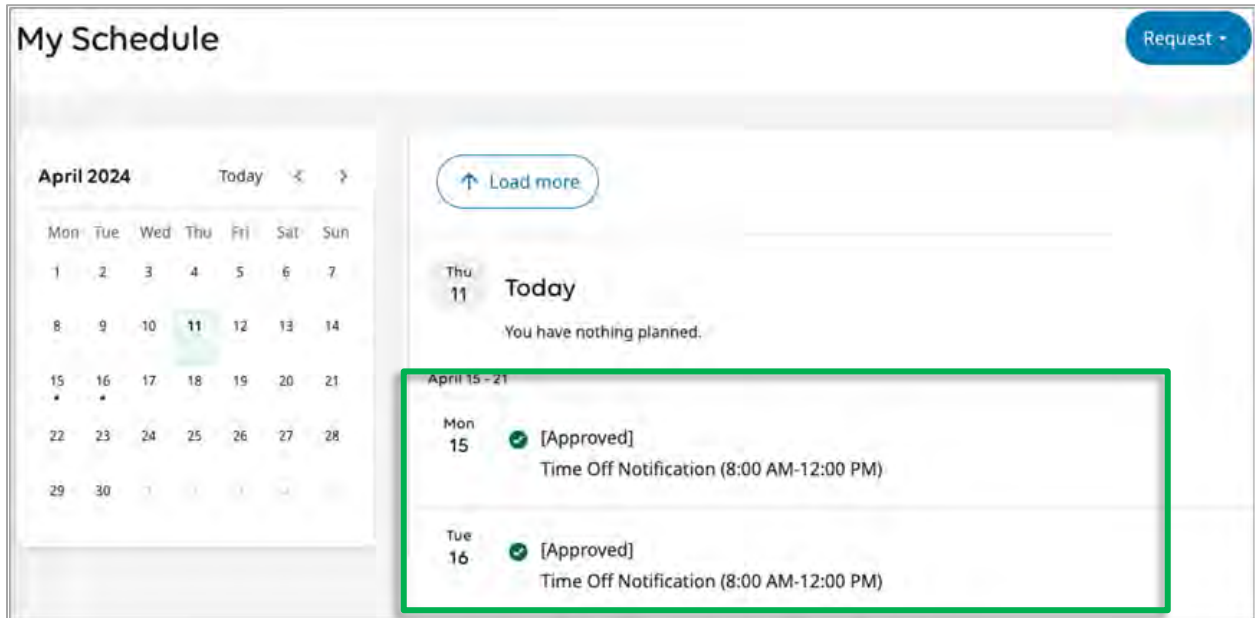


2. Select **My Information**, and then click **My Calendar** from the menu list.



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.

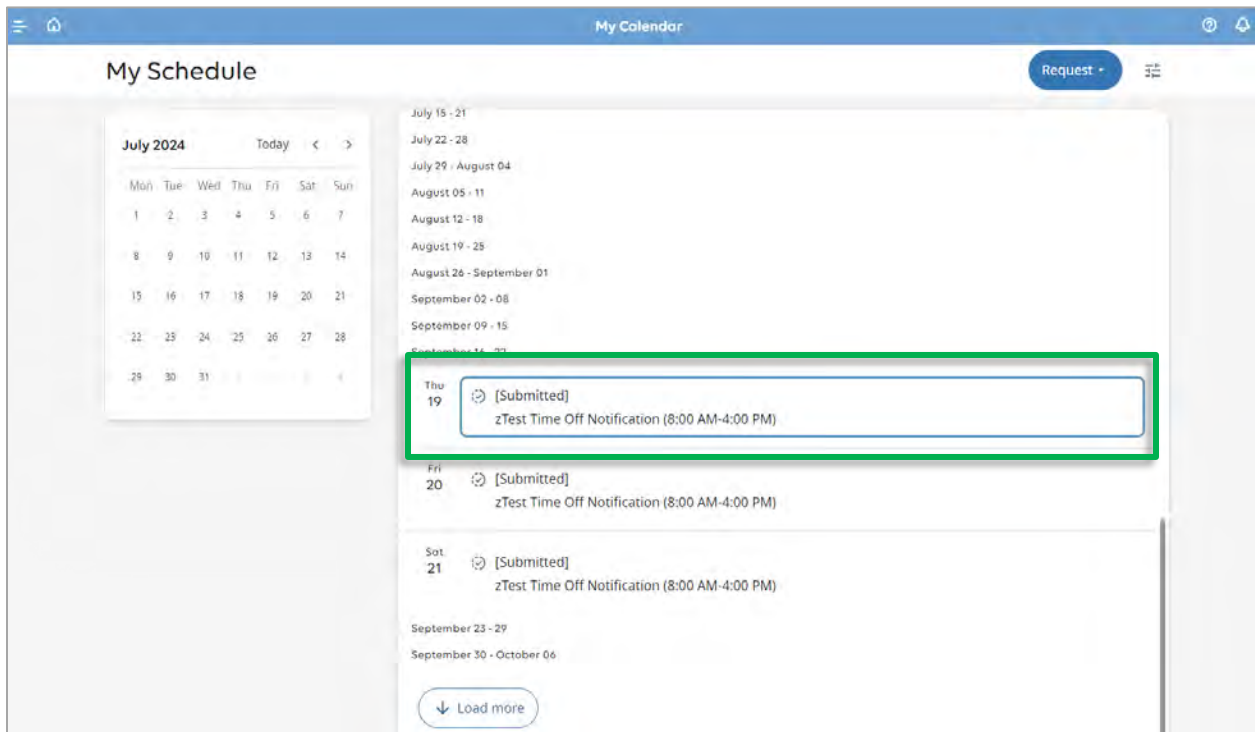


Note: Requests will be displayed as submitted, approved, cancelled, or refused.

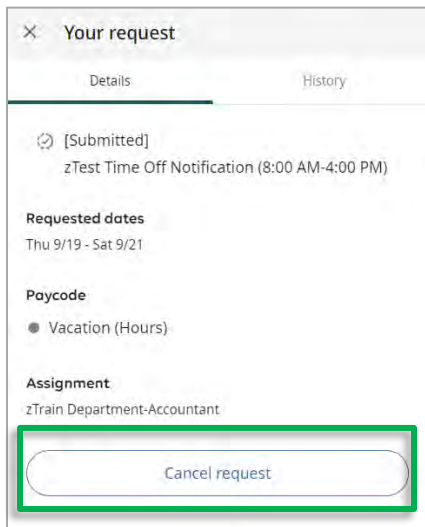
Note: When your manager processes the request, you will receive an email notification.

Canceling 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.