TIM Manual for

SHRA Student and Temp Employees

Version: 4112024-1.0

UNC | 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.

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 Student and Temporary Employees.

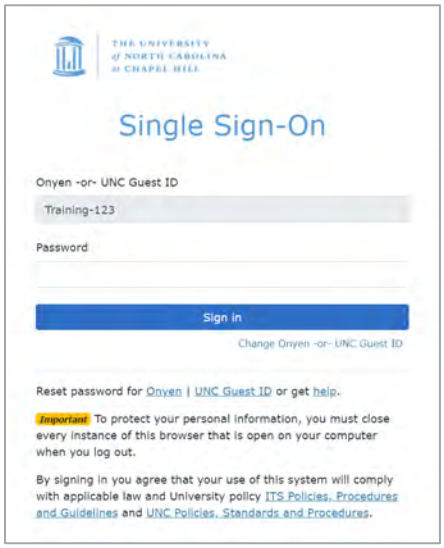
Logging In & Signing Out

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 as seen below.



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.

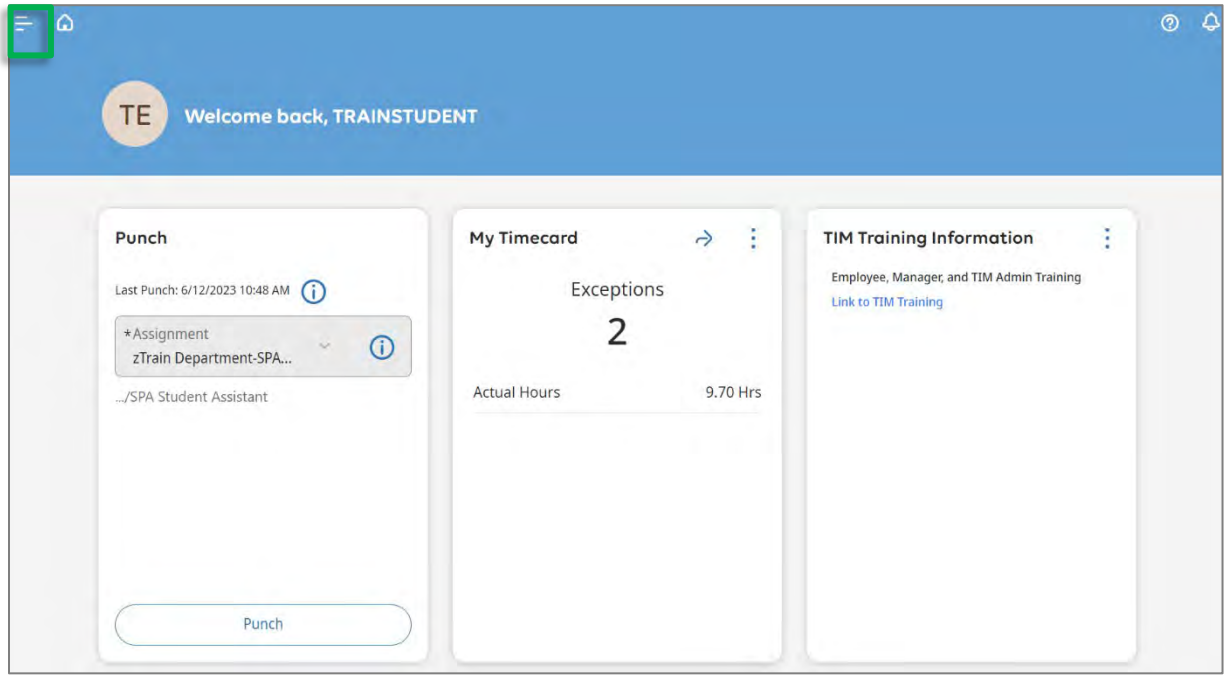
To access via ConnectCarolina

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**.

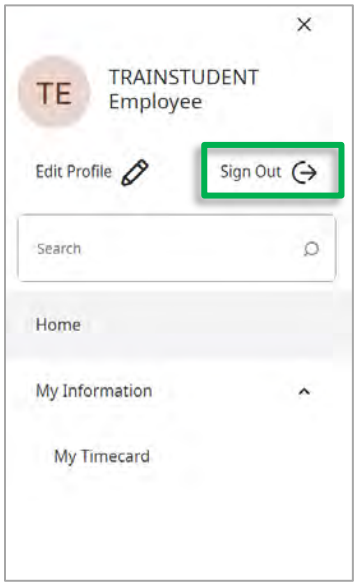
Result: The TIM application will open.

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.

Recording a Timestamp In

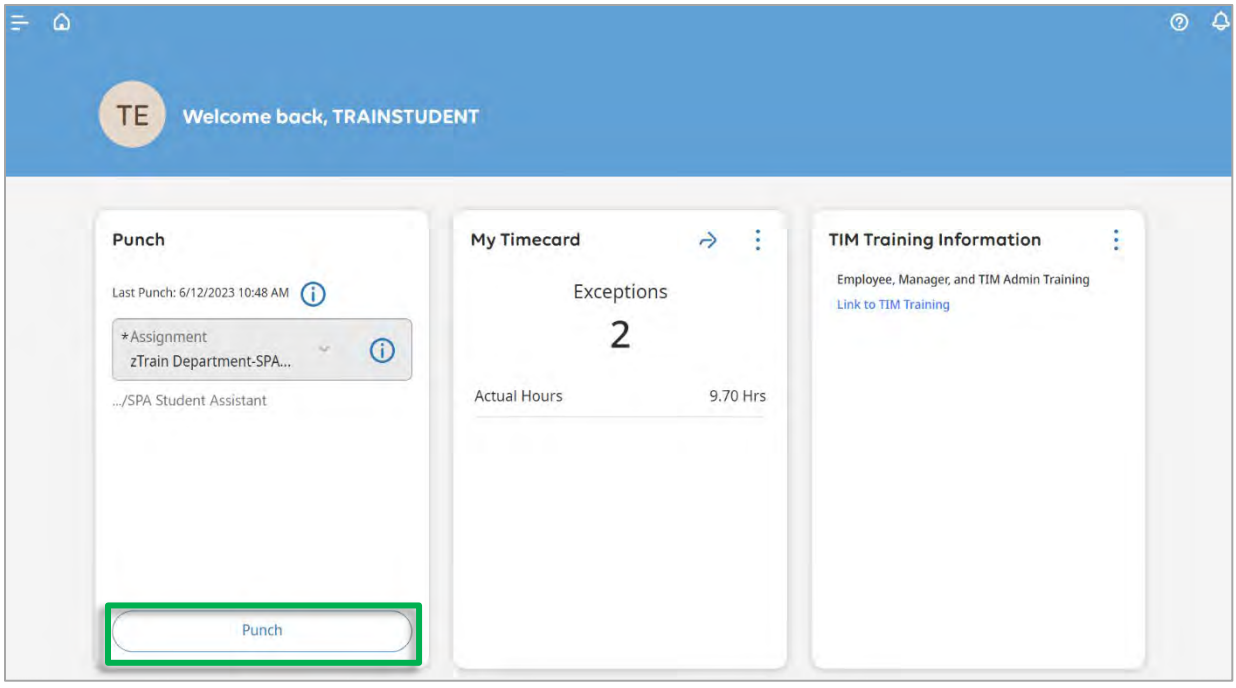
SHRA Student and Temporary Employees must record a timestamp at the start and end of each shift worked.

IMPORTANT:

- If you hold more than one SHRA position with the University and need to record a timestamp for your secondary position, please reference the "Transferring to a Secondary Position" section of the manual on page 7 before completing the steps below.
- If you only hold only one SHRA position with the University, you cannot Transfer to a position in TIM. You should click Punch after logging in to record a timestamp.

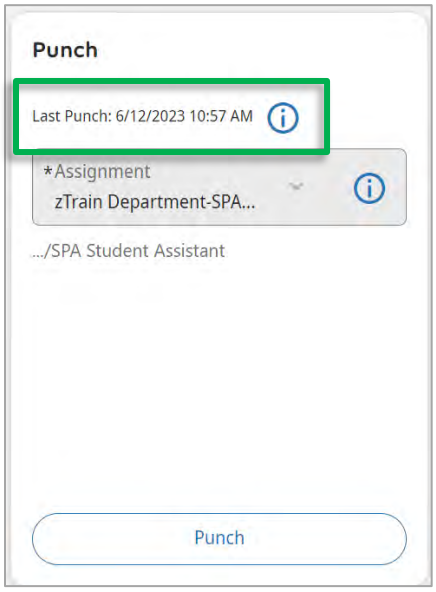
To Record a Timestamp

1. The Home screen displays once you have logged in to TIM. To record a timestamp, click the **Punch button** in the **Punch Tile** to record a time in or out.

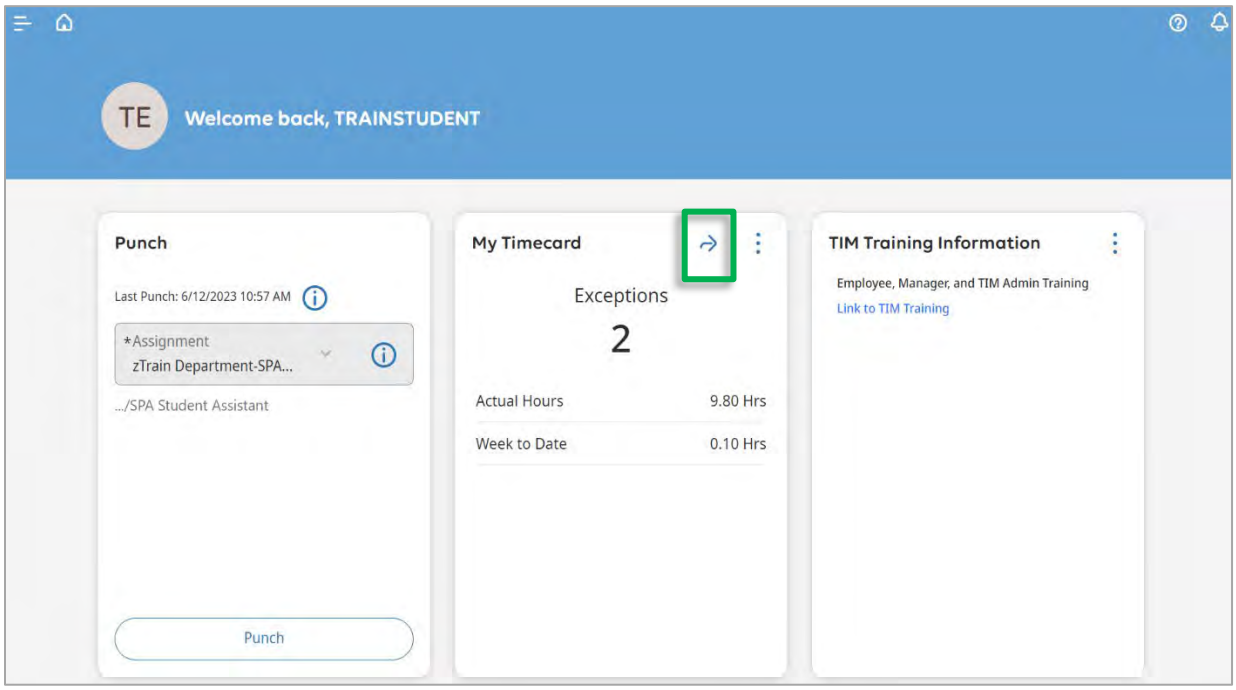


Note: Employees who have only one position should ignore the **Assignment Section** that appears in the Punch tile. The assignment will also appear on the timecard.

2. The recorded time will then appear in the **Punch Tile**.



3. The recorded time will automatically appear on the timecard. To see it, click the **Open My Timecard Arrow** in the **My Timecard Tile** on the Home screen.



Note: Shifts completed will appear in the My Timecard tile.

IMPORTANT: If you work in only one SHRA position, proceed to the "Recording a Timestamp Out" section of the manual on page 9.

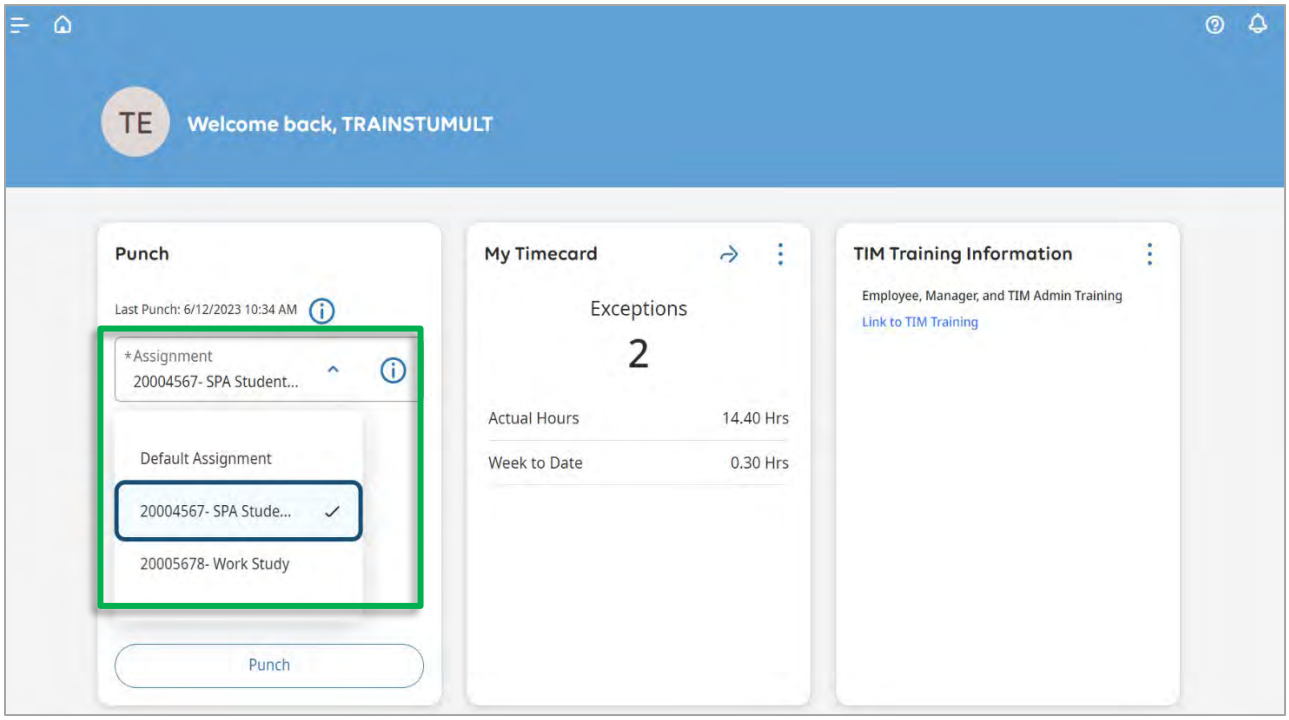
Transferring to a Secondary Position

If you hold more than one SHRA position with the University and need to transfer to a secondary position to record a timestamp, you need to ensure that the correct position is selected before recording a punch.

If you are not sure if you need to transfer to a position, you should ask your manager.

To Change a Job Assignment and Record a Timestamp

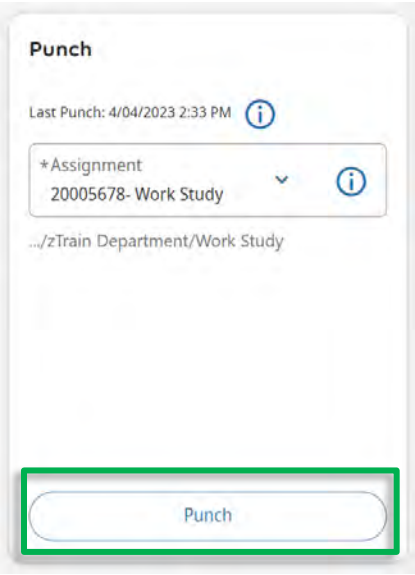
1. In the **Punch Tile**, from the **Assignment drop-down**, select the position you wish to record a timestamp (punch) for.



Result: You have now changed your job assignment.

Note: Selecting 'Default Assignment' will assign the hours worked to your primary position. If you are working in your secondary position, you must select that position.

2. In the **Punch Tile**, click the **Punch button**.

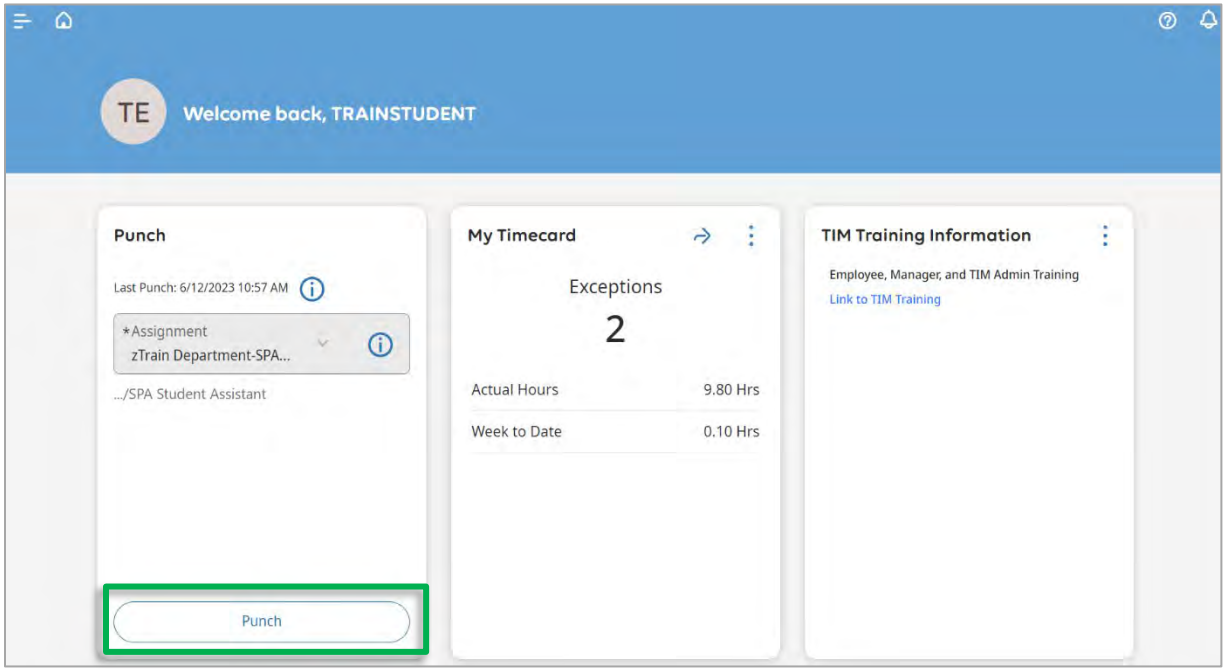


Result: The timestamp displays in the column and will be added to the timecard. You will see the assignment you selected in the Assignment column of the timecard.

Recording a Timestamp Out

To record a timestamp out at the end of a shift worked:

1. Log into TIM.
2. Click the **Punch button** in the **Punch Tile**.



IMPORTANT: **Do not select a different position when completing a timestamp out**. If you selected a secondary assignment on the timestamp in, it will be selected automatically when you timestamp out.

Selecting a different job assignment when completing a punch out will do the following:

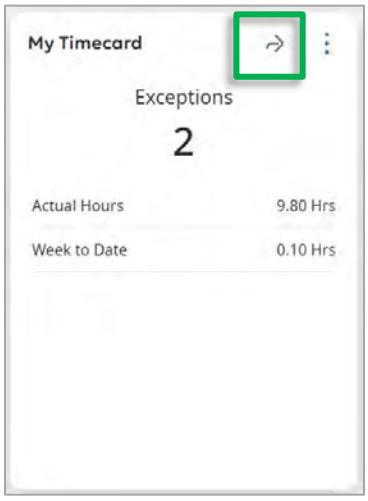
- Add a time out of the first assignment in purple in the timecard.
- Add a time in to your other selected assignment.

If selecting a different assignment when punching out was incorrect, you should contact your manager, so they can remove the automatic timestamp in that appeared for your other position in the timecard.

You should only select a different job assignment when recording a timestamp out if there is no break between working the two jobs.

Viewing My Timecard

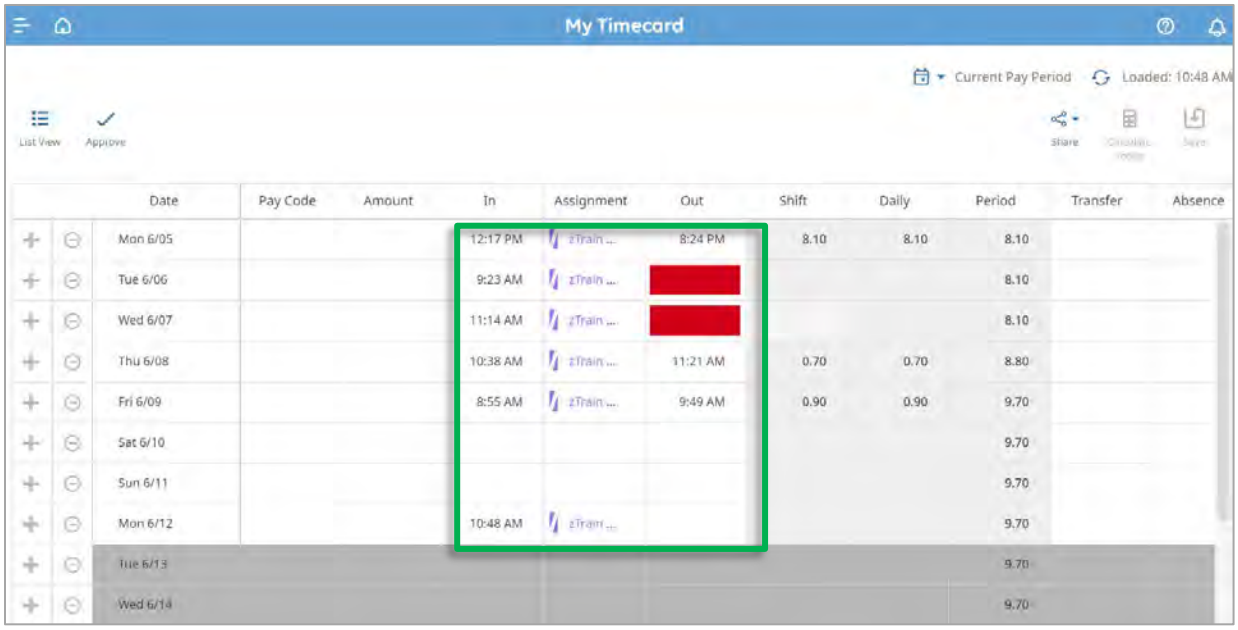
1. You can view your timestamps/punches in the **My Timecard Tile** by selecting the **Open My Timecard Arrow.**



Note: The My Timecard tile will display Exceptions (missed punches), total hours worked for the pay period (Actual Hours) as well as hours worked in the current week (Week to Date).

2. Your timestamps for each day appear in the In and Out columns.

Note: All student and temporary employees will see a position listed in the assignment column, even if you only have one. If you have transferred to a position, those job assignments will appear in the Assignment column, in between the In and Out columns.

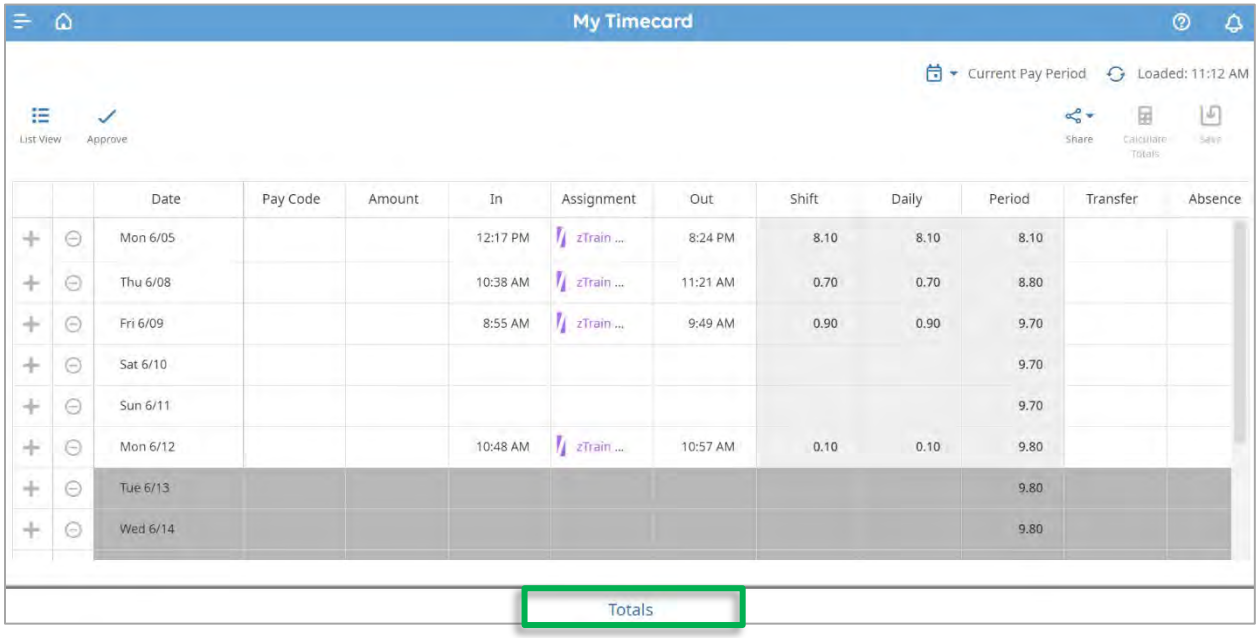


Note: Missed punches are identified in red. Provide your manager with the time in/out for entry. Future dates on a timecard will be greyed out.

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

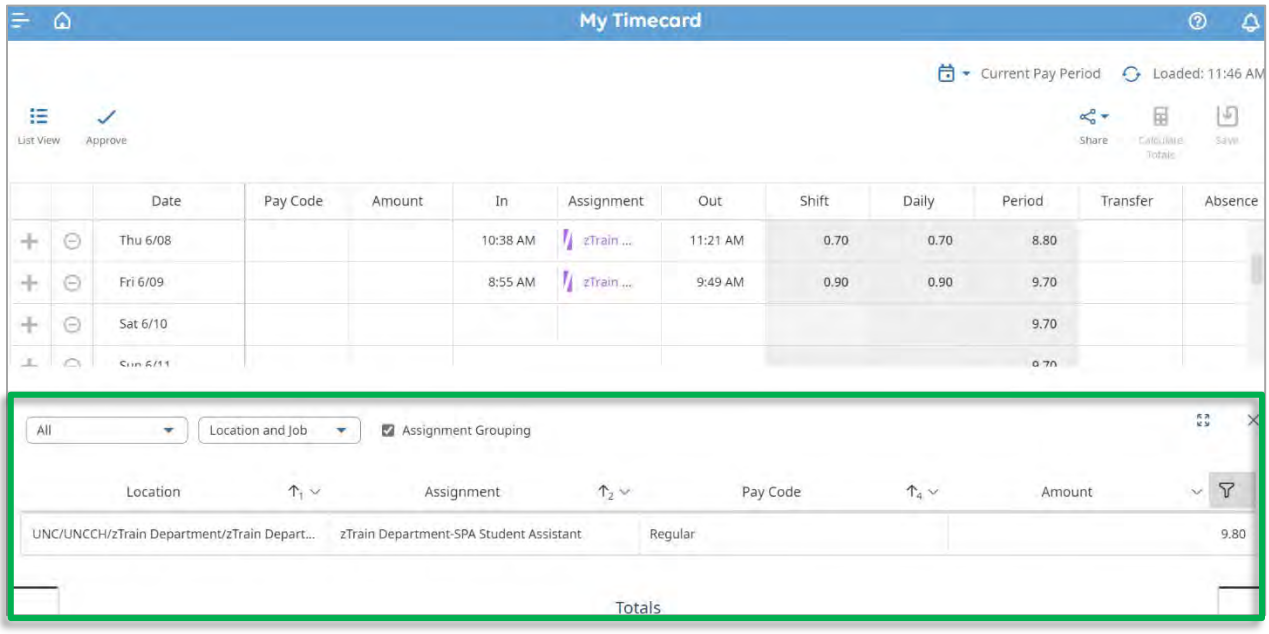
Viewing Totals Tab

1. To view Totals, click the **Totals tab** at the bottom of the **My Timecard window**.



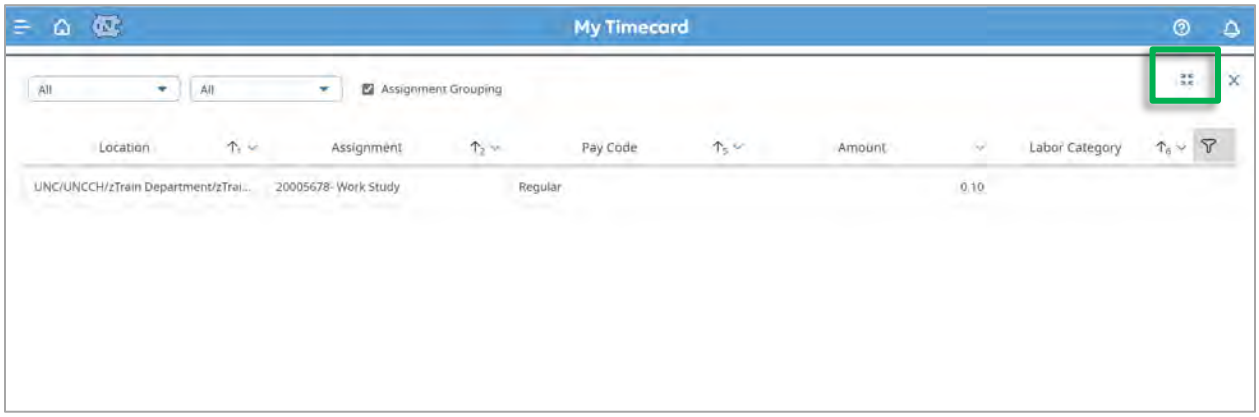
Result: The Totals window will display.

2. In the Totals tab, you can review the total hours worked in the pay period. If you have any questions about the information that appears in the Totals tab, you will need to contact your manager.



3. To expand the Totals tab in order to display more information, click the **Expand Add-Ons Icon** in the upper right corner.

4. To collapse the Totals tab, click the **Collapse Add-Ons Icon** in the upper right corner.

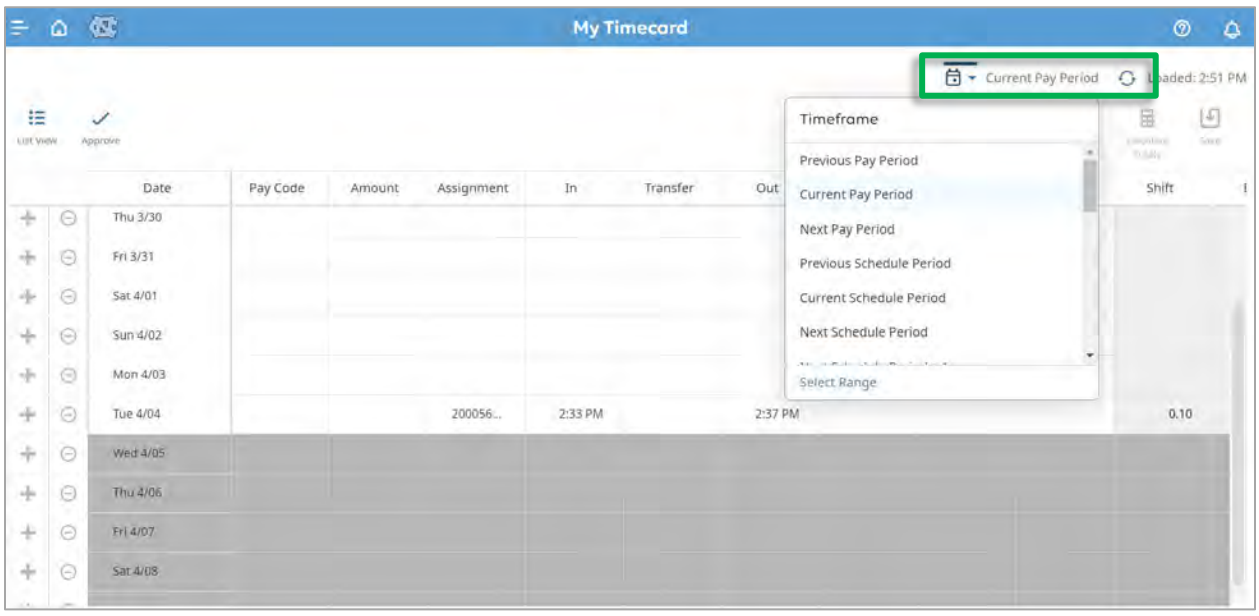


Note: For SHRA Student or Temporary employees, no Accruals display.

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.

You can change Pay Period views by selecting the drop-down beside Current Pay Period on the My Timecard Screen, and then selecting the pay period you wish to view.

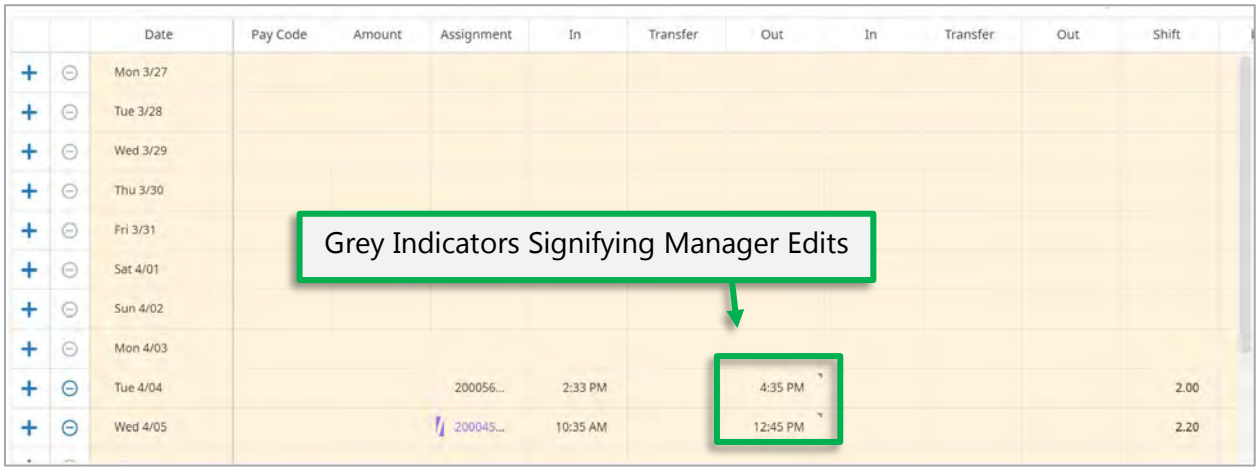


Manager Timecard Edits

A grey indicator (grey triangle) in the top right of an In or Out cell signifies that an edit to the timecard was made by a manager or TIM Administrator.

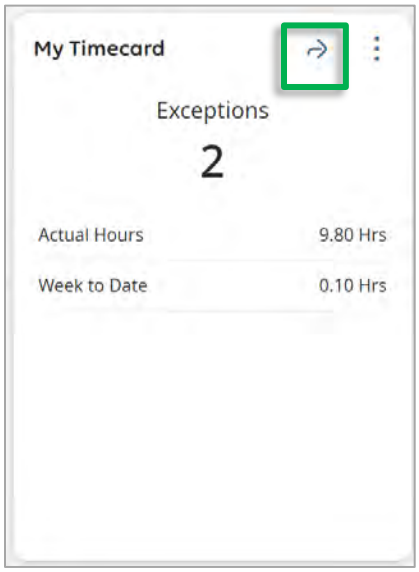
Example:

The employee below forgot to record a Timestamp Out on Tuesday (4/04) and Wednesday (4/05). Upon realizing, he asked his manager to enter the time that he left on both dates and the Out cell now has the grey indicator in the top right corner.



Approving My Timecard

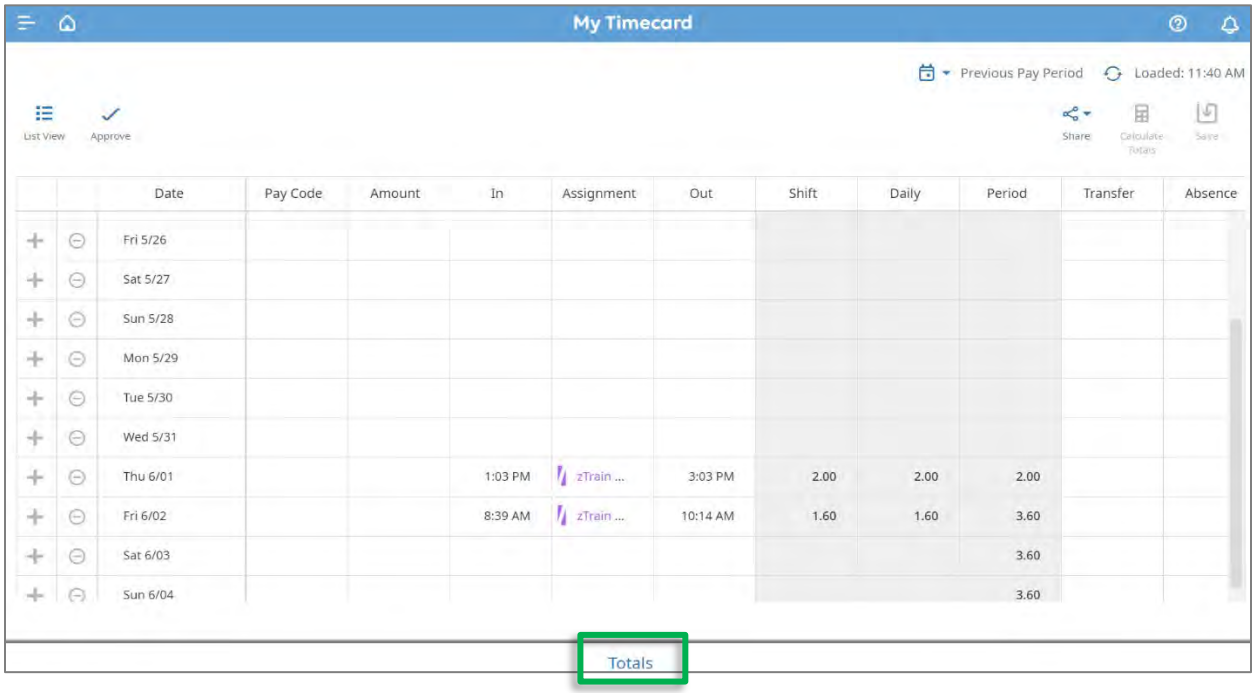
1. At the end of the pay period, you will need to approve your timecard. First, access your timecard in the **My Timecard tile** by clicking the **Open My Timecard Arrow**.



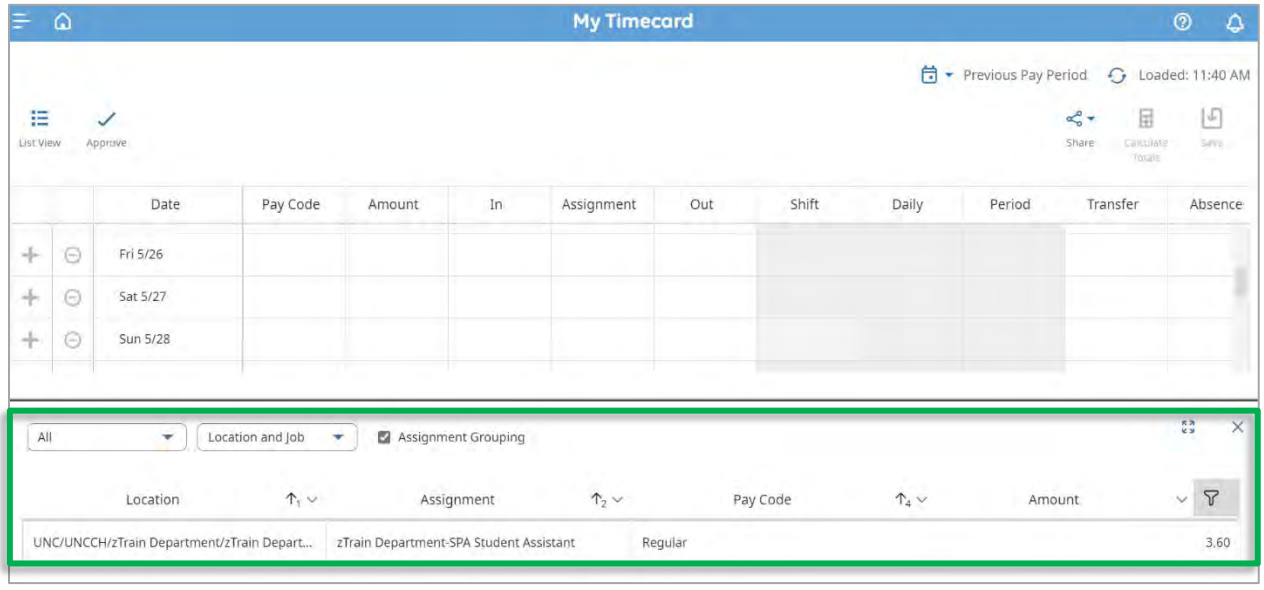
Result: Your Timecard will display.

Remember: Ensure 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 link** at the bottom of the timecard to review the total hours worked in the pay period.



Result: The total hours worked for the selected pay period will display.

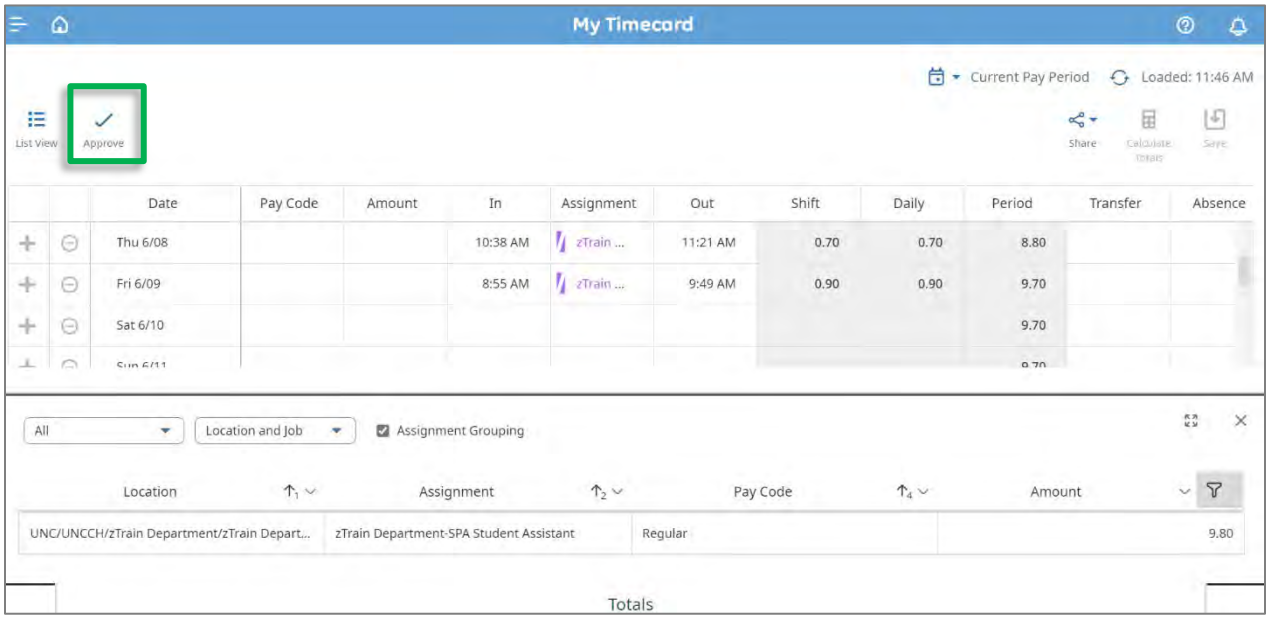


3. If you need to see more information in the Totals tab, click the **Expand Add-Ons button**. Once you are done viewing totals, you can click the **X** to close the Totals tab.

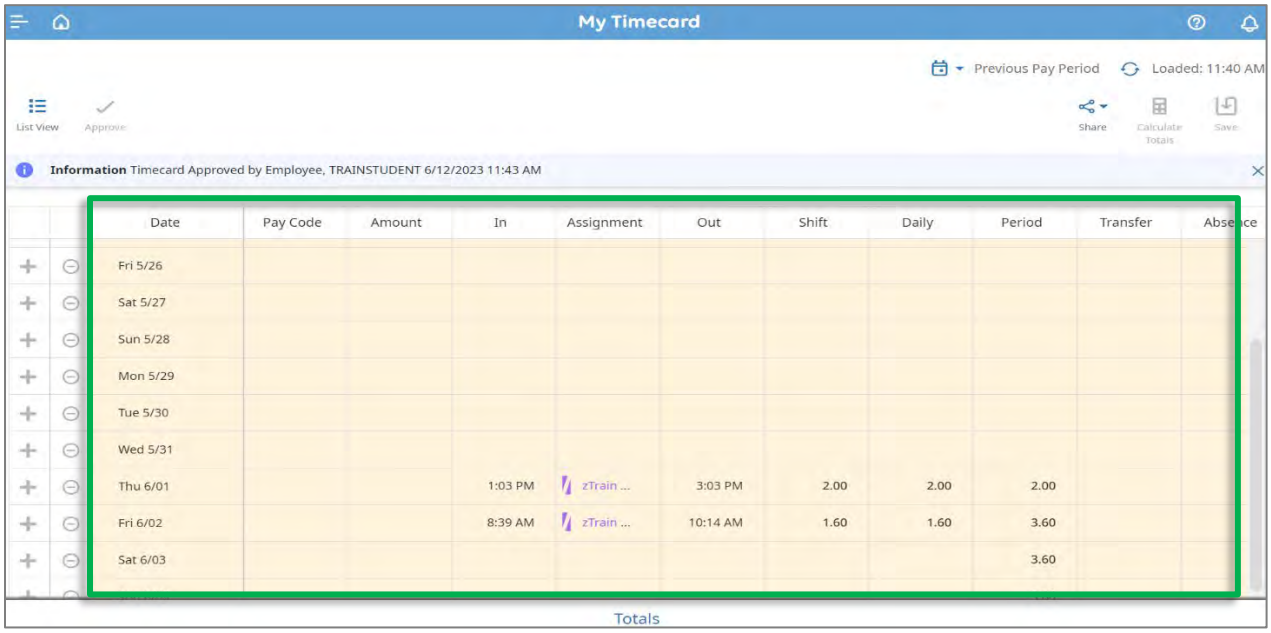
4. Review the timecard and the hours in the Totals tab to make sure the hours worked are correct. If not, notify your manager immediately. If you have any questions about the information that appears in the Totals tab, you will need to ask your manager.

Note: For employees who work **more than one** SHRA position, you will see the shifts worked and transfers made in the Transfers column in the timecard. You will see the position number and total hours worked for each position in the Totals tab.

5. If the hours worked in a position are missing or are incorrect, notify the manager of that position.
6. If the total hours are correct, click the **Approve Timecard icon** on the left side of **the My Timecard window**.



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.
- Employees with multiple positions should check to make sure the total hours worked in the pay period are assigned to each position correctly. If the hours worked in a position are missing or are incorrect, notify the manager of that position.
- Employee and manager approvals cannot be removed. After employee or manager approval has been applied to the timecard, only a manager can make changes to it.
- If you have any questions about the information that appears in the Totals tab, you will need to ask your manager.

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.