

TIM Time and Leave Adjustments

TIM System Timeframes and Historical Reviews

Updated TIM System Timeframes

All active employees' accrual balances were imported into the updated TIM starting as of

- **4/1/2024** (monthly)
- **4/8/2024** (biweekly)

***Note:** Some hours in previous time periods were imported into the updated TIM for special reporting purposes only and should be ignored. They have no impact on the starting accrual balances and going forward.*

Historical TIM System Timeframes

The historical TIM is **read-only** and includes time and leave hours for employees from

- 7/1/2007 through **3/31/2024** (monthly)
- 7/1/2007 through **4/7/2024** (biweekly)

TIM Administrators have access to the historical TIM, <https://unctimhist.unc.edu/wfc/logon>

Reviewing Accrual Balances in the historical TIM

- To review the final accrual balances in the historical TIM for an employee, you could select a date, 3/31/24 (monthly) or 4/7/24 (biweekly), in the employee's timecard and review their accruals tab.
- As you have previously, you will run and review an 'Accrual Detail' report. Change the Time Period to a Range of Dates ending on or before 3/31/24 (monthly) or 4/7/24 (biweekly) in the historical TIM.
- The 'Accrual Detail' report will show you the employee's accruals and the hours they earned and leave hours taken during the range of dates you selected.

Reviewing Previous Timecard Entries in the historical TIM

- As you have previously, to review previous timecard entries, hours worked or leave taken, you will run and review a 'Time Detail' report. Change the Time Period to a Range of Dates ending on or before 3/31/24 (monthly) or 4/7/24 (biweekly) in the historical TIM.
- This report will show you the hours worked and leave hours taken during the range of dates you selected. Because the historical TIM is read-only, this reflects the hours that were in TIM before the cutover to the updated TIM.
- You could also run the 'Time Detail (Spreadsheet Export)' report and export it into Excel. The 'Details' tab in the report lists the dates and the times in/out and pay codes and hours recorded on the dates selected in the Range of Dates.

TIM Time and Leave Adjustments

Historical Corrections, Adjust Starting Accrual Balance

Historical Corrections to be Entered in Biweekly 21 (SHRA)

- You must wait until **12 p.m. on Thursday, April, 25**, after Biweekly 21 (4/8/24 – 4/21/24) hours have been sent to Payroll, to enter any historical corrections in the updated TIM for biweekly employees. This will ensure the hours are not sent to Payroll incorrectly.
- **IMPORTANT:** Do **NOT** enter any **negative** hours directly in an employee's biweekly 21, 4/8/24 – 4/21/24 timecard, unless you intend on **docking** the employee's pay!

Historical Corrections to be Entered in April (EHRA)

- 'Applied Termination Vacation' and 'Applied Termination Bonus' pay codes and hours for payout are automatically sent to Payroll at 5 p.m. on the TIM EHRA deadline.
- If there are Applied Termination hours to adjust balances that you do **NOT** want to payout in April for a **monthly** employee- you must wait until their April timecard has been signed off, which happens in May.
- Because EHRA Exempt employees are paid automatically in the Payroll system, only the pay codes and hours that payout hours at termination are sent to Payroll.

Note: Please refer to the [TIM Administrator Manual](#) for detailed instructions on Historical Corrections.

Adjust Starting Accrual Balance in the updated TIM (SHRA, EHRA)

- **Adjust accrual balance-**
 - **After 12 p.m. on Thursday, April 25** (biweekly) or **after** the April timecard sign off (monthly), you will enter a historical correction on 4/8/24 (biweekly) or 4/1/24 (monthly) with the leave taken pay code and a *negative* amount to increase the balance or *positive* amount to decrease the starting accrual balance.
 - Set the correction(s) to **No**, do not include in totals, and **add** a comment and note with details about why this correction is needed on the amount in the timecard.

Note: If you need to **pay** an employee for leave hours taken that were not recorded in the historical TIM, follow the Leave hours taken and need to be paid instructions in this document instead.

TIM Time and Leave Adjustments

Termination, New Hire- Biweekly 21 (SHRA) or April (EHRA)-

Termination- Biweekly 21 (SHRA) or April (EHRA)-

- **Payout hours at termination-** You will enter the Applied Termination pay codes and the exact amount of hours to be paid out directly in the timecard on the termination date.
- **Adjust an accrual balance for employee terminating in Biweekly 21 (4/8/24 – 4/21/24) or April**
 - **After 12 p.m. on Thursday, April 25** (biweekly) or **after** the April timecard sign off (monthly), you can enter historical corrections with accrual pay codes to increase (negative amount) or decrease (positive amount) the accrual balance.
 - These corrections are normally entered in the previous pay period when an employee terminates, but due to the transition to the updated TIM, they will need to be entered after the Biweekly 21 or the April timecard has been signed off.
 - Set the correction(s) to **No**, do not include in totals, and **add** a comment and note on the amount in the timecard.

New Hire- Biweekly 21 (SHRA) or April (EHRA)-

- **Add accrual hours in TIM for a new hire Biweekly 21 (4/8/24 – 4/21/24) or April-**
 - **After 12 p.m. on Thursday, April 25** (biweekly) or **after** the April timecard sign off (monthly), you can enter historical corrections with accrual pay codes to increase (negative amount) or decrease (positive amount) their starting accrual balance.
 - These corrections are normally entered after the employee's first timecard has been signed off, so this timing has not changed.
 - Set the correction(s) to **No**, do not include in totals, and **add** a comment and note on the amount in the timecard.

TIM Time and Leave Adjustments

PAY/DOCK Historical Hours- BEFORE 4/8/2024

Because the historical TIM is read-only, you cannot enter historical corrections for hours recorded or sent to Payroll before 4/8/24 (biweekly).

Biweekly hours worked before 4/8/24- need to be PAID or DOCKED-

Historical Hours Worked- Determine the amount of hours worked that were not sent and **need to be paid (positive amount)** or were sent and **need to be docked (negative amount)-**

Add a row **directly in the timecard on 4/8/24** and select one of the following pay codes and enter the amount of hours to be paid (positive) or docked (negative).

- **REG ADJ-** regular hours
- **OT ADJ-** overtime hours
- **REG SD ADJ-** shift differential employee- regular hours in qualifying shift
- **OT SD ADJ-** shift differential employee- overtime hours in qualifying shift

Note: Use these pay codes **only** to adjust historical TIM hours. They may be entered directly in the timecard on 4/8/24 now and going forward in the updated TIM as they do not impact the hours worked calculated in the Biweekly 21 timecard. Do not enter these pay codes if the hours were paid on the incorrect position.

Biweekly leave hours taken before 4/8/24- need to be PAID-

Leave hours taken not recorded in the historical TIM and need to be paid- Identify the leave type and the total amount of hours taken that were not recorded in the historical TIM that need to be paid.

- **After 12 p.m. on Thursday, April 25,** you will enter a historical correction(s) on 4/8/24 with the leave taken pay code, e.g. Vacation, and the total amount taken before 4/8/24 that needs to be paid, e.g. 16hrs.
 - Leave the correction(s) set to **Yes**, include in totals, and **add** a comment and note with details about why this correction is needed on the amount in the timecard.

Note: These corrections **will automatically affect the starting accrual balance** in the updated TIM. If an employee needs to be paid for leave hours taken **and** the starting accrual balance is correct in the updated TIM, do not enter a correction in TIM, submit a Payroll Service Request to pay the hours instead.

Hours worked Paid but on the wrong position- historical or updated TIM-

- You will **not** enter corrections in TIM for hours that have been paid to the employee but on the wrong position number.
- You will submit a PAAT to reassign the hours charged to the correct position.
- You will submit a Payroll Service Request if the hours were paid at an incorrect rate to pay/dock the employee.

TIM Time and Leave Adjustments

Special Adjustments in TIM

Reassign FMLA, PPL, VSL Accrual Pay Codes Entered in Historical TIM-

- To reassign a FMLA, PPL, or VSL hours entered in the Historical TIM-
 - **After 12 p.m. on Thursday, April 25** (biweekly) or after the April timecard sign off (monthly), you will enter two historical corrections in the updated TIM to reflect the change.
 - Select the pay code entered in the Historical TIM that needs to be changed, e.g. Vacation, and enter the total amount of hours taken to be reassigned as **negative**, e.g. -40 hours.
 - Select the pay code that the hours need to be assigned, e.g. FMLA-Vacation, and enter the **same amount** of hours with a **positive** amount, e.g. 40 hours.
 - Set these corrections to **No**, do not include in totals, and add a comment and note on the amount in the timecard.

Note: This is one example of a FMLA, PPL, VSL historical adjustment that may be needed in the updated TIM. Please refer to information provided to you by OHR Leave Administration.

Special Accrual Balance Adjustments

If an adjustment is needed to one of the following accrual balances, email timsupport@unc.edu with the employee's name, PID, the accrual to be updated, and what the balance should be as of the first day of the current pay period-

- **Comp Time**- Current or Expired
- **Expired ETO** - Adverse Weather ETO Expired, Comp Time Expired, Holiday ETO Expired, OCTO Expired, Travel Time Expired.
- **Voluntary Shared Leave Received**- if VSL hours were received **after** the TIM update and **will be used** in Biweekly 21 (biweekly) or April (monthly).
 - VSL hours received and will be used after these time periods will be entered in TIM by TIM Administrators as usual.