

# Using Time Information Management (TIM)

## University of North Carolina Time Information Management (TIM)

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### SPA Non-Exempt Employees Time Stamp

*SPA Non-Exempt Employees are paid on an Hourly basis for hours worked. They are permanent staff employees entitled to overtime or compensation time at one and one half times regular rate for hours worked in excess of 40 hours per week.*

*Time Stamp has been selected by specific departments, this method of keeping time records requires the user to capture their start and end work times by using a computer to record their time. They cannot correct, change or update time entries. Corrections and changes must be done by their Manager or TIM Administrator. Each Department maintains a Payroll Processing Deadline for time card completion and approval.*

July 2014

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## Installing TIM

### How to access TIM

For all employees (not TIM Administrators or Managers), an HTML (non-Java) version should be used.

To log in, open a supported web browser (Internet Explorer (IE) versions 7, 8 or 9 or Mozilla Firefox version 4 or higher) and type <http://unctim.unc.edu/employee> in the address bar. A log in page will appear. Take the following steps:

1. Type your ONYEN in the User Name field.
2. Type your ONYEN password in the Password field.

The screenshot shows the Workforce Central login interface. At the top, there is a blue header with the text 'Workforce Central' and 'Version 6.3' to its right. Below the header, the main content area is white. In the center, there is a 'LOG ON' section. It contains two text input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a blue button with a white right-pointing arrow.

For detailed instructions, please refer to the HTML (non-Java) TIM User's Manuals, located here: [http://finance.unc.edu/training/#tim\\_non\\_java](http://finance.unc.edu/training/#tim_non_java).

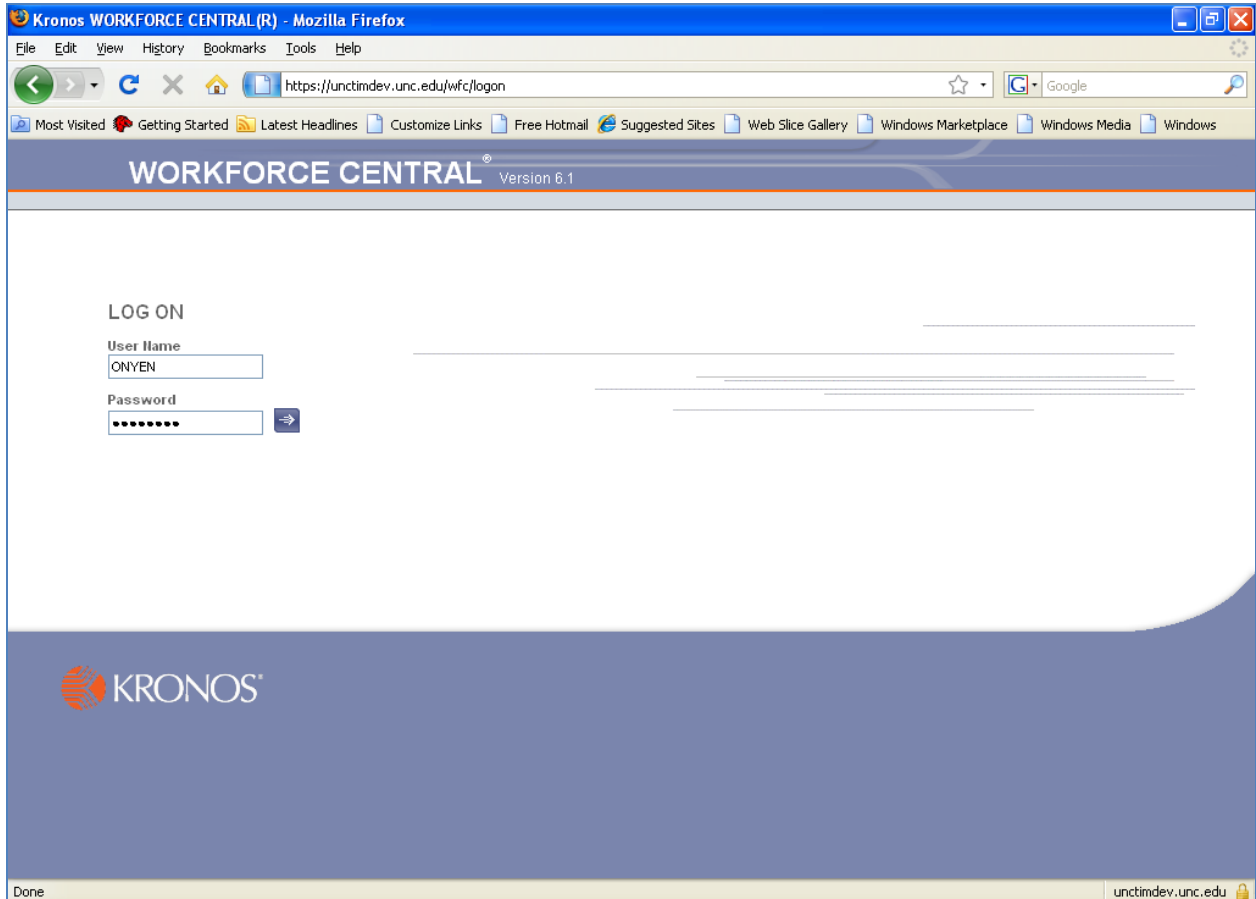
For employees using other devices to access TIM, such as Badge Terminals or TeleTime, please refer to those manuals, located here: [http://finance.unc.edu/training/#tim\\_emp\\_other](http://finance.unc.edu/training/#tim_emp_other).

#### **Please Note-**

- New hires will not be able to log into TIM until 24-48 hours after the new hire action has been successfully completed in the HR System.
- Times in and out must be captured in TIM at the start and end of each shift worked by Student, Temporary, and SPA Permanent Non-Exempt (set to capture) Employees.

- SPA Permanent Non-Exempt Employees (not set to capture) should enter their times in and times out in their timecards in TIM on a daily basis to ensure accuracy and completeness, under UNC audit standards. The times for each day should reflect the actual time the employee started work and the actual time when the employee stopped work. Actual times out and in for meal breaks should be recorded daily as well. Please refer to the December 12, 2011, TIM Internal Audit memo located on the [TIM announcements webpage](http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/page/4/) [http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/page/4/].

## Logging on to TIM



On the Workforce Central website, the User Name field should now have a flashing line. You may want to bookmark this address before logging in, to avoid having to type it in each time you use TIM.

1. Type your **ONYEN** in the User Name field.
2. Type your **ONYEN password** in the Password field
3. Click

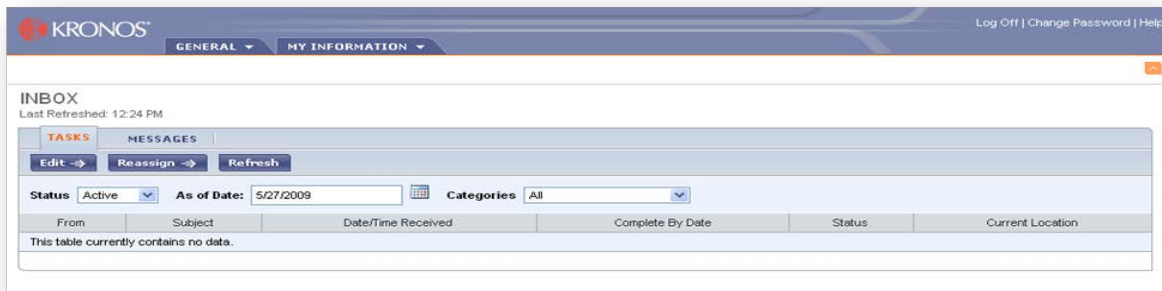




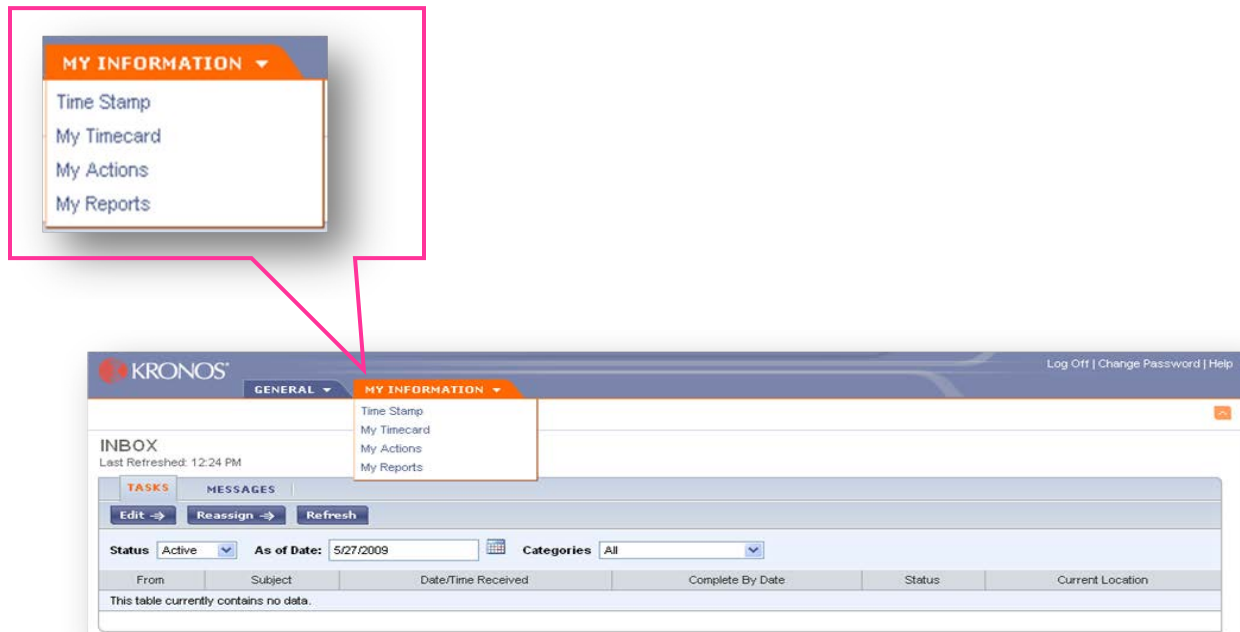
## Navigating TIM

### Identifying Elements of the Time Stamp Window

After you log on to TIM, the Inbox window appears. This window is customized to reflect the different roles at UNC-Chapel Hill. The default screen displayed is your Inbox. Check your messages here for information about Time Off Requests regularly.



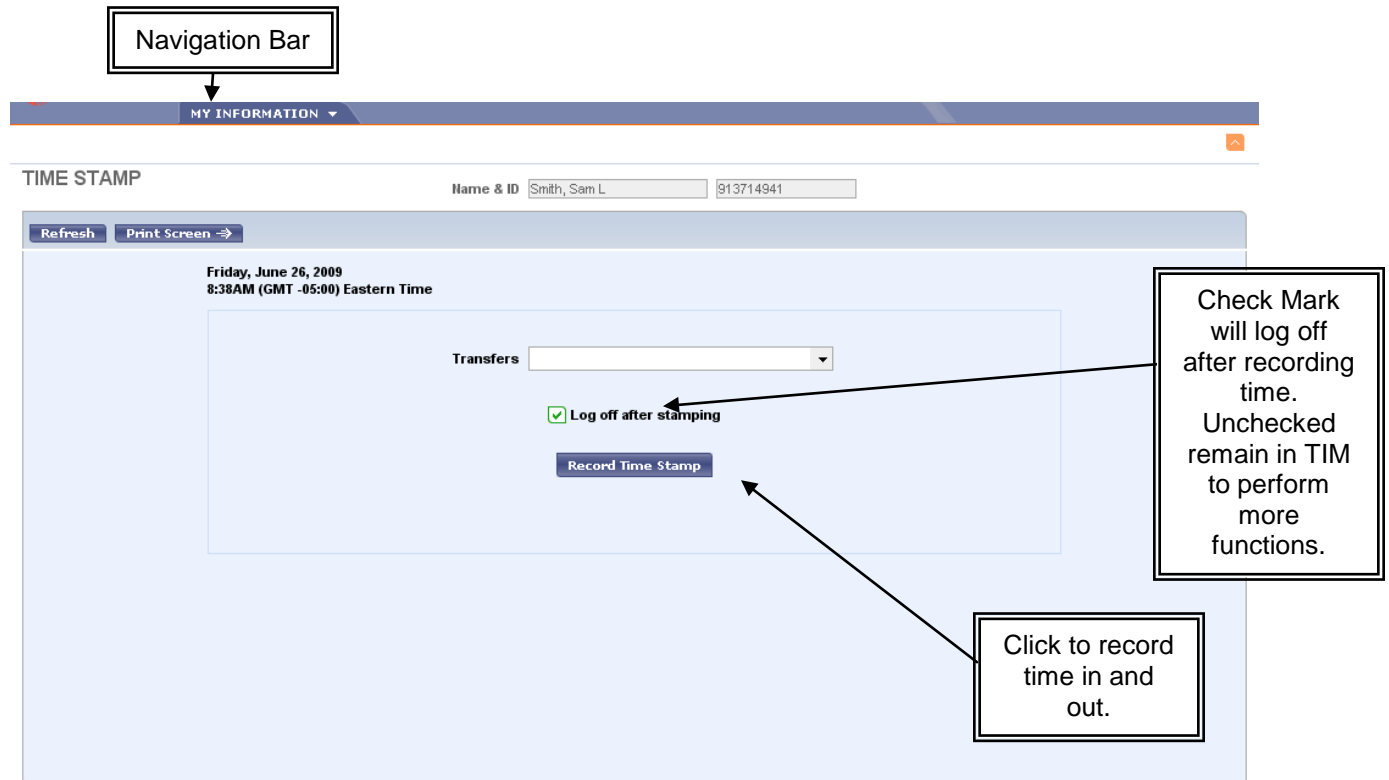
To get to your Timecard Select the My Information Menu then My Timecard.



The Navigation Menu is at the top of the screen. Click the My Information Tab and then select the option you want to access.

# Time Stamp Window

After you log on to TIM, the initial window appears. This screen contains your name, PID, and the date and time. The time you see will be recorded when you click on "Record Timestamp". This may differ from what you see on your computer clock or your watch. TIM uses the atomic clock, which is the official time used by TIM and Human Resources.



## Time Stamp Screen Definitions

Area	Description
<b>Navigation Bar</b>	Located on the top of the work area, the Navigation Bar contains Menu Links to all TIM features you are authorized to access.
<b>Header</b>	Located at the top of the page. The header includes your name and PID.
<b>Workspace</b>	Located in the middle of the page, the workspace will display detailed information about the time stamp, your time card and time period you are currently viewing.
<b>Transfer</b>	The initial screen defaults to your home department. Use the drop down arrow to transfer time worked to other departments you have been assigned to work.
<b>Log off after stamping</b>	When this box is checked, TIM will log you off immediately after stamping. When this box is unchecked, you have the option to use all of the features you have access to, i.e. time card, reports, help.



## Recording Time

### Recording Time Only

TIM automatically assumes that you will be working for your home department. There is no need to use the Transfer option unless your hours worked should be assigned to a different department.

You must record a time stamp for your start of work, start of lunch break, end of lunch break and end of work for each work day.

1. Log on to **TIM** using your **ONYEN** and **Password**.

MY INFORMATION ▾

TIME STAMP

Name & ID Smith, Sam L 913714941

Refresh Print Screen →

Friday, June 26, 2009  
8:38AM (GMT -05:00) Eastern Time

Transfers [Dropdown]

Log off after stamping

Record Time Stamp

2. Click  button.

If the “Log off after stamping” box is checked, TIM will immediately return you to the Internet Browser after you click the Record Time Stamp button.

Use the  Red X to close the browser when you are finished.





## Viewing Your Time Card

### Identifying Parts of the Time Card

Employees may view their timecard whenever they wish. You will be able to view hours worked and any transfers you have made. You can view any time period you chose. However, you cannot make any edits to the timecard. Edits to the timecard can only be made by your Manager or TIM Administrator.

 It is not necessary to record your time in order to access My Timecard.

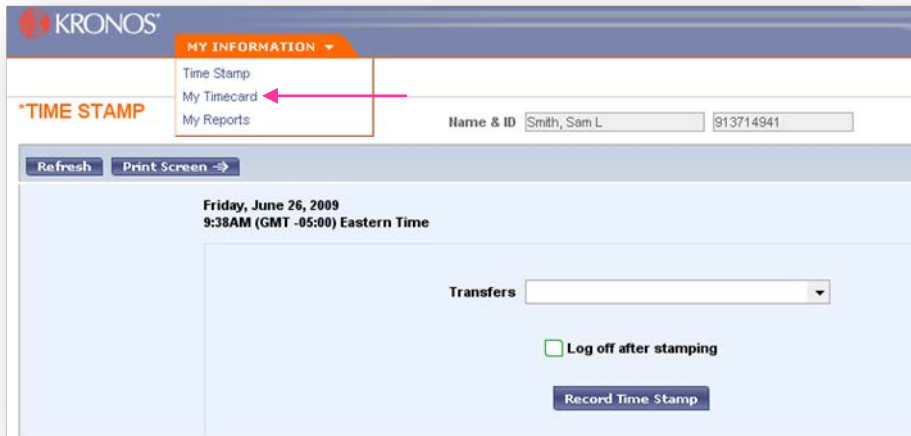
To review your timecard after Time Stamping:

1. Log on to **TIM** using your **ONYEN** and **Password**.



2. Click  to deselect the check box.

3. Click to record your time.
4. Click My Timecard on the Navigation Bar.



# Accessing the Timecard without Recording Time

Click **My Timecard** under the My Information list in the Navigation Bar.

The screenshot shows the Kronos MY TIMECARD interface. At the top, there are navigation tabs for 'GENERAL' and 'MY INFORMATION'. The 'MY INFORMATION' tab is active, showing the user's 'Name & ID' as 'Benson, Anthony B' with ID '915284663'. Below this, the 'Time Period' is set to 'Current Pay Period'. A callout box points to the 'Name & ID' field with the text 'Name & PID'. Another callout box points to the 'Time Period' dropdown with the text 'Time Period defaults to Current Pay Period'. The main area displays a table of timecard entries with columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Cumulative. Callouts explain that the 'x' icon is used to 'remove all data in the row' and the '+' icon is used to 'add an additional row'. Below the main table are three tabs: 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' tab is active, showing a table with columns for Date, Start Time, End Time, Pay Code, and Amount. A callout box points to this section with the text 'Timecard Tabs'. Another callout box points to the 'Employee's work schedule' column with the text 'Employee's work schedule'.

The Totals Section of the Timecard calculates all hours by Position. The hours here are sent to payroll for processing. Check your totals regularly during the pay period to ensure all of your hours are shown with the correct position number. Report any inaccuracies to your manager as soon as possible.

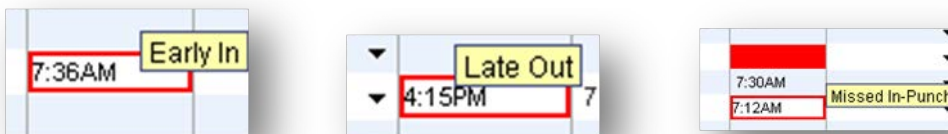
This is a close-up of the 'TOTALS & SCHEDULE' section. It shows a table with three columns: 'Account', 'Pay Code', and 'Amount'. The data rows are:

Account	Pay Code	Amount
...00/000000/000000/0037419	Flexible Furlough Taken	8.0
...00/000000/000000/0037419	Regular	32.3
...00/000000/000000/0037419	Vacation	0.3

This Timecard shows a missing Timestamp for the in punch on Monday June 22. You should report missing time stamps to your manager or TIM Administrator immediately for correction.

TIMECARD														
Last Saved: 12:53PM		Name & ID		Benson, Anthony B		915284663		Time Period					Current Pay Period	
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative			
Sun 6/21														
Mon 6/22					11:30AM	12:31PM		4:31PM	4.0	4.0	4.0			
Tue 6/23			7:30AM		12:06PM	1:06PM		4:29PM	8.0	8.0	12.0			
Wed 6/24			7:12AM		11:29AM	12:26PM		4:47PM	8.6	8.6	20.6			

The "In" and "Out" entries will be automatically populated when you click the Record Time Stamp button. Sometimes you might see a red or blue frame around a punch or a solid red box in an "in" or "out" area. Move your cursor over the box to show the time card exception.



Alert	Explanation
<b>Unscheduled</b>	Outside the hours showing on your schedule.
<b>Early In</b>	
<b>Early Out</b>	
<b>Late In</b>	
<b>Very Late Out</b>	
<b>Solid Red Box</b>	Missed punch – Notify your manager immediately.

The Daily and Cumulative totals are automatically calculated for you.

Contact your Manager or TIM Administrator if there are any changes to your timecard. If you have a missed punch, notify your manager **immediately**.

**WARNING: Failure to record all hours worked in you timecard will result in reduced or no pay.**

## Understanding Timecard Tabs

The timecard tabs provide detailed data about the employee's transactions during the specified time period.

## Totals and Schedules

This tab displays a summary of the employee's worked hours, categorized by accounts, pay codes and amounts.

Account	Pay Code	Amount
...00/000000/000000/0037419	Flexible Furlough Taken	8.0
...00/000000/000000/0037419	Regular	32.3
...00/000000/000000/0037419	Vacation	0.3

## Accruals

This tab displays the employee's current or projected accrual time, such as vacation or sick. The balance shown in the Balance on Selected Date column reflects the date selected in the time card grid.

TOTALS & SCHEDULE		ACCRUALS	AUDITS					
Accrual Profile SPA NEX								
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits	
Community Service Leave Opt B	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Community Service-Organ Donation	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Comp Time Current	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Comp Time Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Flexible Furlough June 2009	2.0	Hour	1/01/2010	0.0	0.0	0.0	2.0	
Flexible Furlough Lost Hours Jan1	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Holiday ETO	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Holiday ETO Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
On-Call Time Off	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
On-Call Time Off Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Sick	8.0	Hour	7/06/2009	0.0	8.0	16.0	8.0	
Travel Time Off	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Travel Time Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Vacation	7.53	Hour	7/06/2009	0.0	7.83	15.37	7.53	
Voluntary Shared	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	

To expand any column place the cursor on the line between the columns



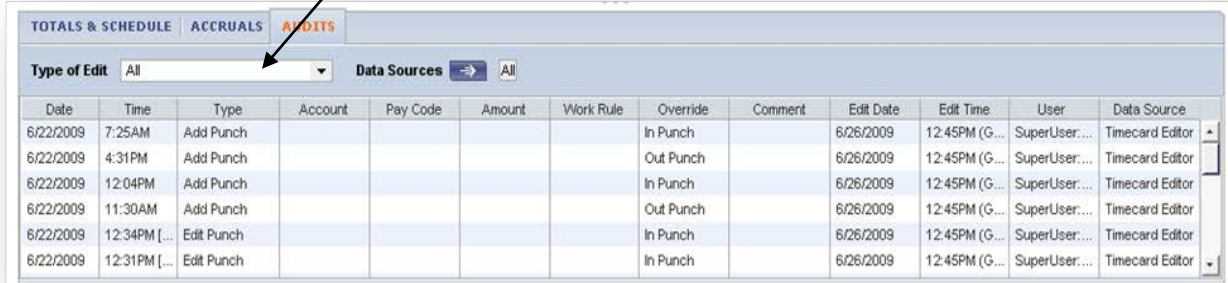
wait for the double arrow click and drag.

To Sort any column click in the header field this will change the order from ascending to descending. Order Indicator



## Audits

This tab lists all punch and pay code edits performed on the timecard. Information on this tab includes the user name of the person who made the edits, and the date and time of the edit. Select All from the type of Edit drop down list to view the information.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
6/22/2009	7:25AM	Add Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	4:31PM	Add Punch					Out Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	12:04PM	Add Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	11:30AM	Add Punch					Out Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	12:34PM [...]	Edit Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	12:31PM [...]	Edit Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor

## Viewing Schedules


The schedule section found at the bottom right of the Timecard window displays the employee's schedule assignment for the selected time period. Your manager has the option of creating your schedule in TIM and is the only one who can make changes to it.





Date	Start Time	End Time	Pay Code	Amount
Mon 6/22	7:30AM	4:30PM		
Tue 6/23	7:30AM	4:30PM		
Wed 6/24	7:30AM	4:30PM		
Thu 6/25	7:30AM	4:30PM		
Fri 6/26	7:30AM	4:30PM		
Sat 6/27				
Sun 6/28				
Mon 6/29	7:30AM	4:30PM		

## Entering Paid Leave Time

A Pay Code Entry is used to record paid leave time, i.e. Vacation, Bonus, Sick, or Community Service.

1. Click **My Timecard** under the My Information list in the Navigation Bar.
2. Click  to add another line.

 You cannot have a time stamp and a Pay Code on the same row.

3. Point your **cursor** on the line between the **Pay code column** and the **Amount column** until you see .
4. Click, hold and drag to the right to widen the column.

MY TIMECARD  
Loaded: 1:37PM

	Date	Pay Code	Amount	Time
	Mon 6/22			
	Tue 6/23			7:0
	Wed 6/24			7:1
	Thu 6/25	Vacation	0.3	
	Thu 6/25			7:3
	Fri 6/26	Flexible Furlough Taken	8.0	
	Sat 6/27			
	Sun 6/28			
	Mon 6/29			

5. Click in the box on the day of the week you wish to enter paid leave time.
6. Select **Vacation** (or Sick or bonus, etc.) from the Pay Code drop down list.

MY TIMECARD  
Loaded: 1:37PM

	Date	Pay Code	Amount
	Mon 6/22		
	Tue 6/23		
	Wed 6/24		
	Thu 6/25	Vacation	0.3
	Thu 6/25		
	Fri 6/26	Flexible Furlough Taken	8.0
	Sat 6/27		
	Sat 6/27		
	Sun 6/28	Adverse Weather Cond Approved	
<b>TOTALS &amp; SCHEDULE</b>			
All			
Community Serv-Disaste Community Service-Bloo Community Service Leav			



7. Enter the **number of leave hours** in the Amount column. You can enter hours/minutes in tenths of an hour (i.e., 7.9) or the system will calculate the tenths for you if you enter hours and minutes (i.e., 7:52).

X	↕	Thu 6/25	Vacation	▼	0.3	
X	↕	Thu 6/25		▼		7:36AM
X	↕	Fri 6/26	Vacation	▼	0.0	
X	↕	Sat 6/27		▼		
X	↕	Sat 6/27		▼		
X	↕	Sun 6/28		▼		

8. Click **Save**.

KRONOS  
MY INFORMATION

MY TIMECARD  
Loaded: 10:17AM

Name & ID: Smith, Sam L 913714941  
Time Period: Current Pay Period

Save Actions Accruals Comment Approvals Reports

Date	In	Transfer	Out	In
Mon 6/22	8:02AM		12:06PM	

To view your timecard during a period other than the Current Pay Period:

9. Click the **down arrow** in the time Period drop down list.

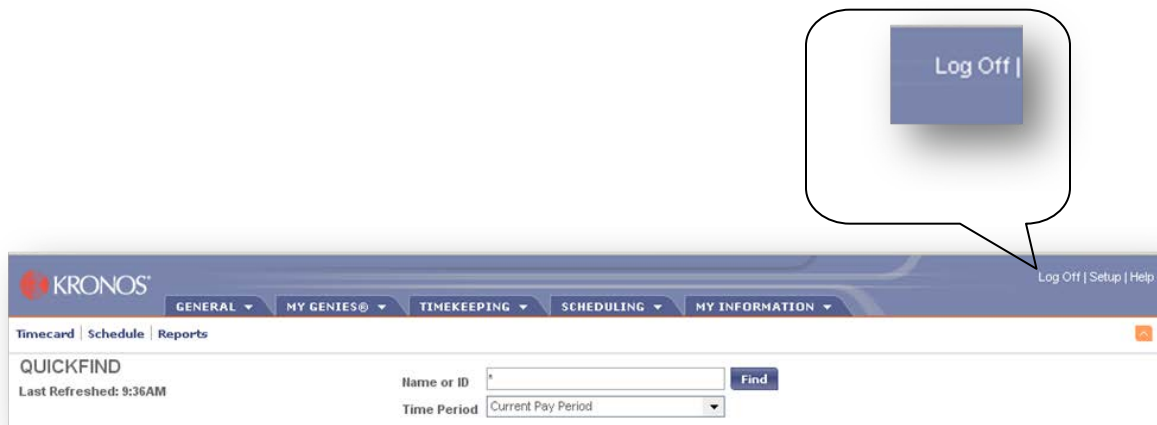
Name & ID: Smith, Sam L 913714941  
Time Period: Current Pay Period

▼

- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Today
- Yesterday
- Week to Date
- Last Week
- 6/26/2009, Specific Date
- 6/26/2009 - 6/26/2009, Range of Dates

When you are finished reviewing your timecard, you can log off.

10. Click **Log Off** in the Upper Right Corner.



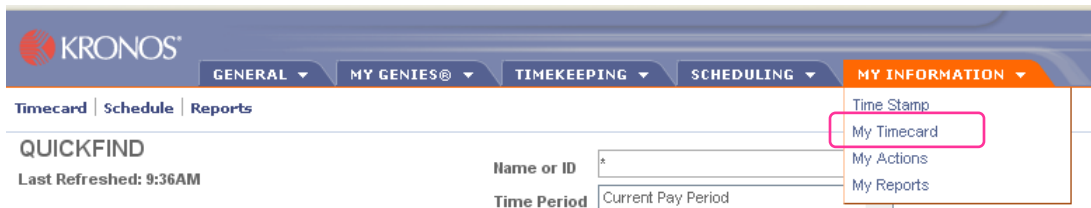


## Approving Your Timecard

Review all of your time entries at the time of your last entry for the current pay period and then approve your timecard. If you approve your timecard after the pay period closes, make sure you are in the correct time period before approving.

Once you have approved your timecard, only your manager can make changes to it.

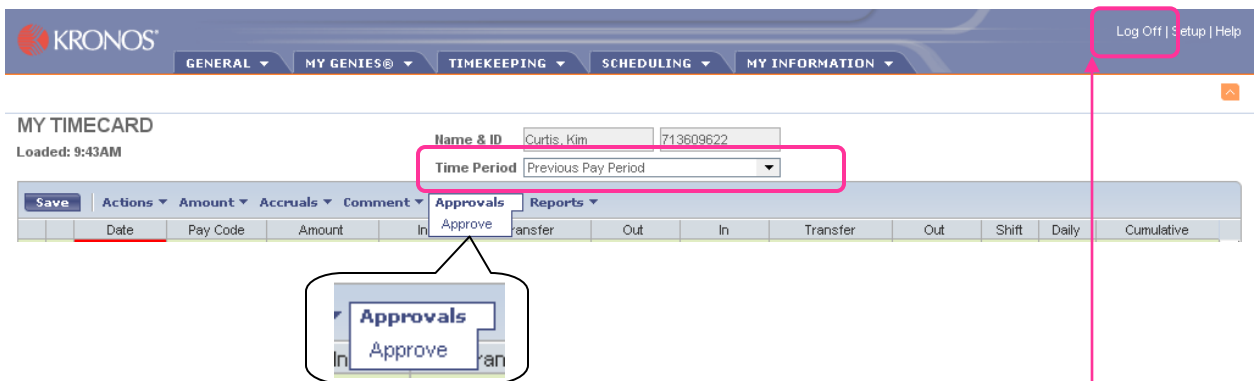
1. Log on to TIM using your **ONYEN** and **Password**.
2. Click the My Information Menu



3. Click **My Timecard**.
4. **Review** your timecard to make sure that the timecard reflects all of the hours worked.

Notify your manager immediately if the total number of hours worked is not correct.  
Before you select Approve, be sure you are approving the correct pay period.

5. Select **Approve** from the **Approvals** menu.



6. Click **Log Off** to exit TIM.



## Requesting Time Off

The Time Off Notification is a form you can complete to request Paid Time Off using one of your available leave pay codes. You can complete the form up to 90 days in advance of the date you want off. The form routes to your manager who can approve or deny the request.

1. Log on to TIM using your **ONYEN and Password**.
1. Select **My Information** on the Navigation Bar and select **My Actions**.

MY TIMECARD  
Loaded: 10:10AM

Name & ID Kostner, Sherry H 904227770  
Time Period Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	Mon 6/08			8:01AM		5:02PM				8.0	8.0	8.0
x	Tue 6/09			8:00AM		12:00PM	1:02PM		5:03PM	8.0	8.0	16.0
x	Wed 6/10			8:00AM		11:30AM	12:02PM		4:30PM	8.0	8.0	24.0

2. Click **Time Off Notification**.

MY ACTIONS  
Last Refreshed: 10:19 AM

Refresh

Categories All

Actions

- Time Off Notification

3. **Fill in** all the appropriate text boxes. All fields marked with an “\*”are required.

### Time Off Balances (hours) as of today

Vacation Balance: 7.83  
Sick Balance: 8.0  
Comp Time Earned Balance: 0.0  
Bonus Balance: 0.0  
Community Service Opt A Balance: 0.0

### Time Off Request

\* Request Type:

Furthest Eligible Request Date: 4/29/2009

\* Start Date:

\* End Date:

Message:

\* Hours:  Specify Hours

### Fill in only if Specify Hours is selected above

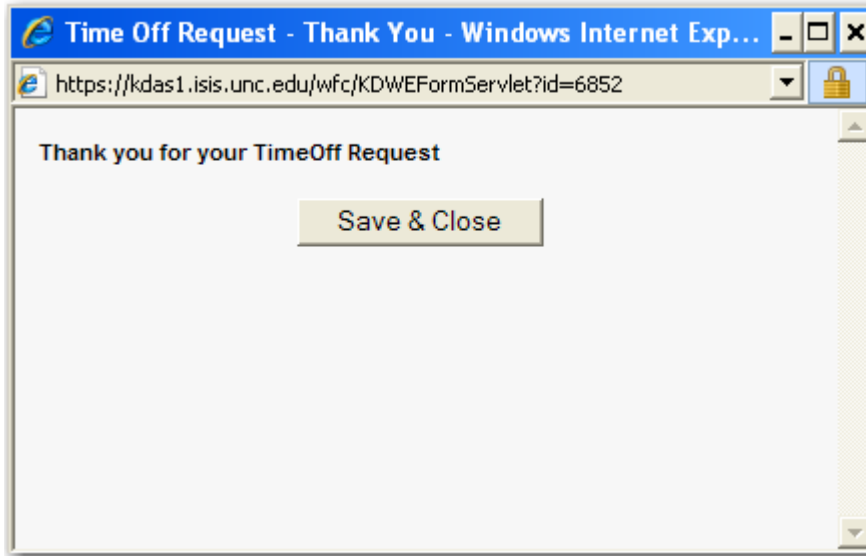
Hours Per Day:

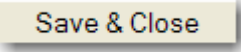
Start Time:

Day Type:  Scheduled Days

In the Specify Hours text box, type only the number of hours per day, not the total number of hours you are planning to request.


4. Click  .



5. Click  .

When your Manager or Department TIM Administrator receives the request and approves it, you will see it in your timecard and recorded schedule.

To cancel your unapproved request for future vacation time, you **must** complete the Cancel Request option. Once your manager approves the Time Off Request your manager must remove the entry from your schedule. You cannot complete a Cancel Time Off Request once it has been approved.

 You should check your Inbox on a regular basis.

Do not schedule time off with a date range that crosses over the weekend. This will put the hours per day including Saturday and Sunday, into the timecard.



## Running a Report

The “My Report” screen offers several options in a drop down box on your screen.

1. Log on to TIM using your **ONYEN** and **Password**.
2. Click the **My Information** Menu
3. Click **My Reports** on the Navigation Bar.

KRONOS

GENERAL MY GENIES® TIMEKEEPING SCHEDULING MY INFORMATION

MY TIMECARD

Loaded: 9:43AM

Name & ID Curtis, Kim 713609622

Time Period Previous Pay Period

Time Stamp  
My Timecard  
My Actions  
My Reports

## Viewing the Accrual Balances and Projections Report

1. Click **Accrual Balances and Projections** to see a description of the selected report.

KRONOS Log Off | Setup | Help

GENERAL MY GENIES® TIMEKEEPING SCHEDULING MY INFORMATION

MY REPORTS

Name & ID Curtis, Kim 713609622

Print Screen →

**Available Reports**

Accrual Balances and Projections

**Accrual Balances and Projections**

**Description**

Displays an employee's current balances, projected future takings/debits, projected future earnings/credits, and projected balances. Projections of future credits are calculated to the furthest planned taking date.

**As of**

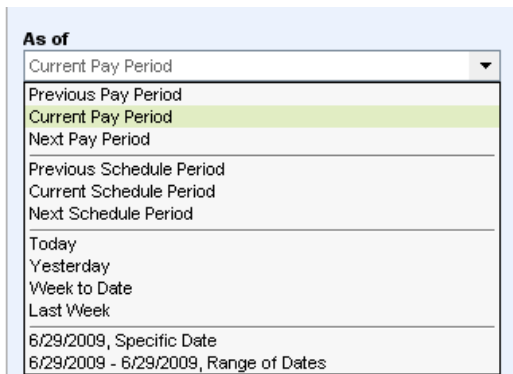
6/29/2009, Specific Date

View Report

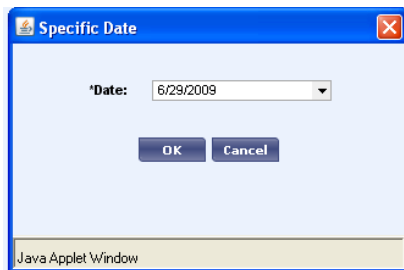
The next step is to determine what date you wish to view in the report.

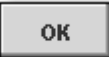
2. Click the drop down arrow in **As of**:

3. Click the drop down list in **Date**:
4. Select the Specific Date Option



5. Select the **date** you wish to view and click on the calendar or type in the date.



6. Click  in the Specific Date window.
7. Click  .




**ACCRUAL BALANCES AND PROJECTIONS**

Date Selected: 6/29/2009      Printed: 6/29/2009  
 Name: Kostner, Sherry H      ID: 904227770

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Adverse Weather Cond I-II Expired	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Adverse Weather Cond I-II Owed	Hour	-9.0	6/29/2009	0.0	0.0	-9.0	-9.0
Adverse Weather Hours Repaid	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Awarded PTO	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Bonus	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Community Service Leave Opt A	Hour	24.0	6/29/2009	0.0	0.0	24.0	24.0
Community Service Leave Opt B	Hour	36.0	6/29/2009	0.0	0.0	36.0	36.0
Community		100.0	6/29/2009	0.0	0.0	100.0	100.0

This report will match the Accruals totals section you looked at earlier on your timecard.

 The hours earned each month for vacation and sick time, will be automatically updated in TIM the last day of each month, based on the employee's years of service.

8. Click Return to take you back to the My Reports screen. This report is presorted and cannot be edited.

**Other Reports:**

- **Schedule Report**
- **Time Detail Report**



## **In Conclusion**

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

Contact your Manager or TIM Administrator if you have questions about using TIM.