Using Time Information Management (TIM)

University of North Carolina

Time Information Management (TIM)

EPA Exempt Employees

EPA Employees are Exempt and paid on a Salary basis therefore it is not required they keep track of time worked.

TIM has been established for EPA employees to track and record their leave time used on a Monthly Basis.

Each Department maintains a Payroll Processing Deadline for time card completion and approval.

July 2014

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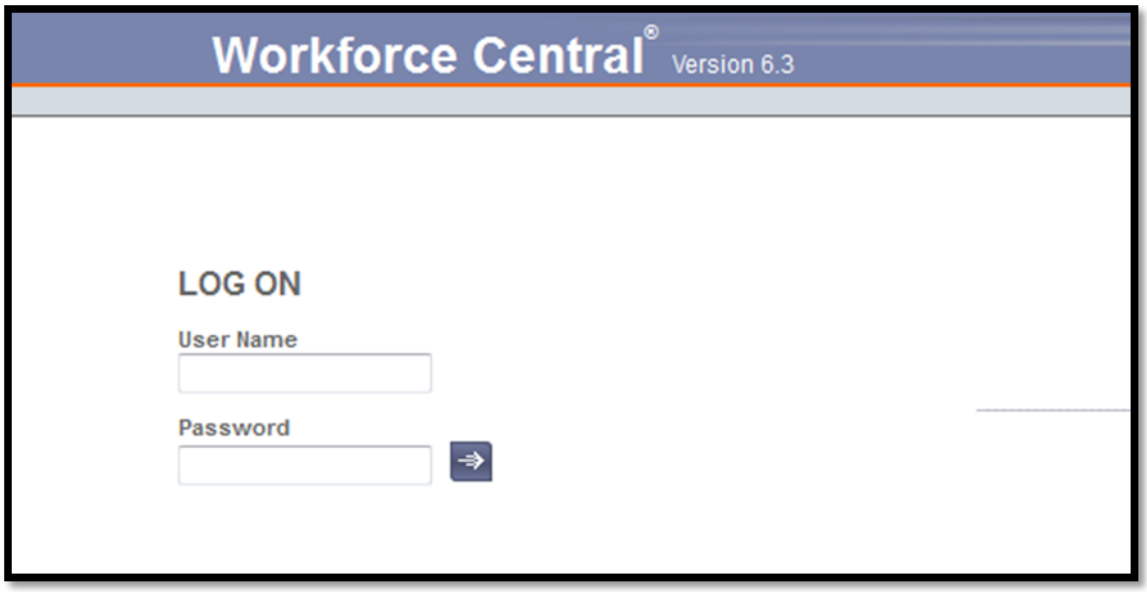
Installing TIM

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.



For detailed instructions, please refer to the HTML (non-Java) TIM User's Manuals, located here: 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.

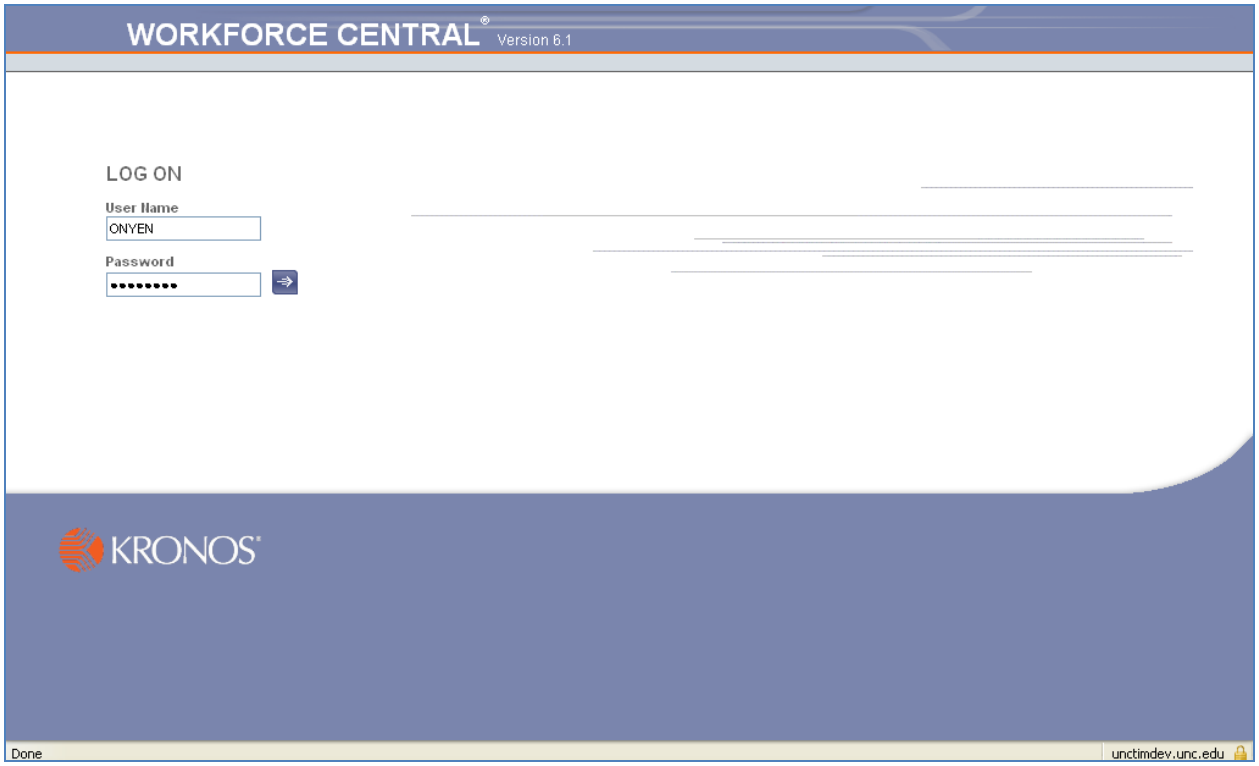
Please Note-

- 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.

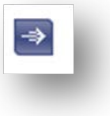
- SPA Permanent Non-Exempt Employees (not set to capture) should enter their times in and times out in their timecards in TIM on a daily basis to ensure accuracy and completeness, under UNC audit standards. The times for each day should reflect the actual time the employee started work and the actual 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/].

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.

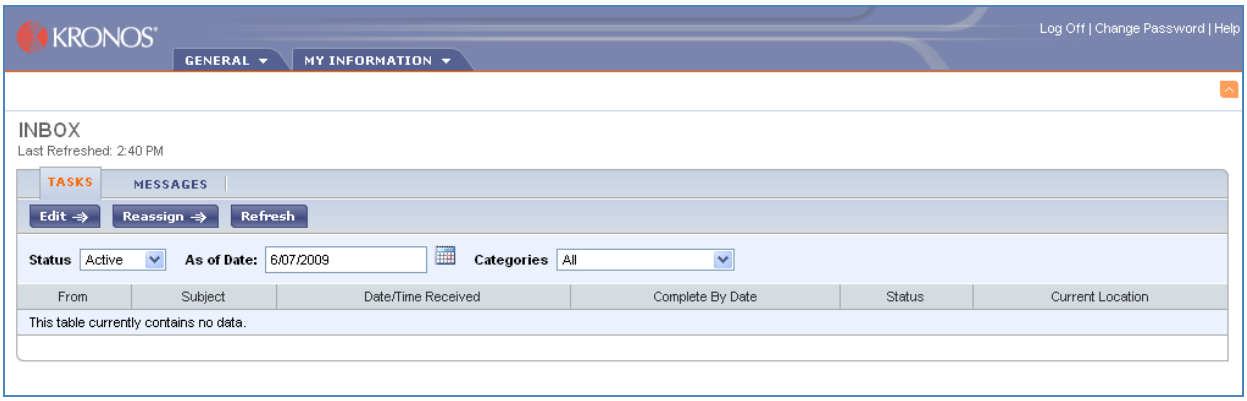
1. Type your **ONYEN** in the User Name field.
2. Type your **ONYEN password** in the Password field
3. Click



Navigating TIM

Identifying Elements of the Inbox Window

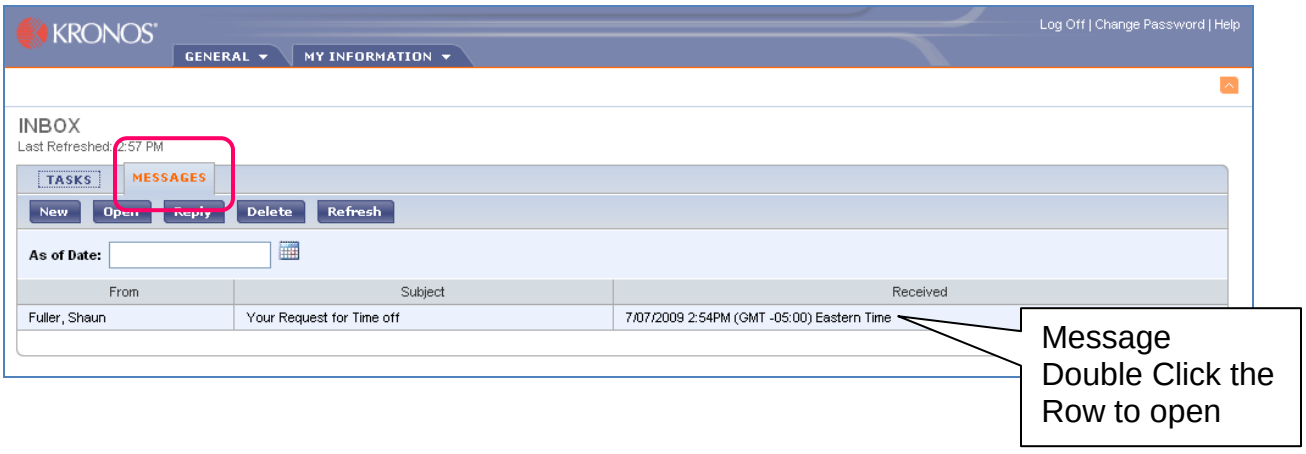
After you log on to TIM, the Inbox window appears. This window will display any messages related to Time Off Notifications.



Reviewing Messages

1. Click

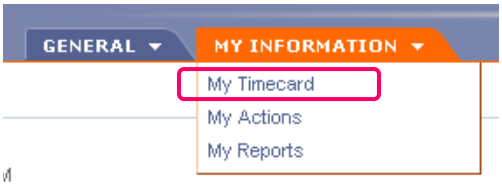
to view a list of messages.
2. Double click the **message** you want to review.



Viewing Your Time Card

Accessing your Timecard

Click the on the My Information or General Tabs to see the options.

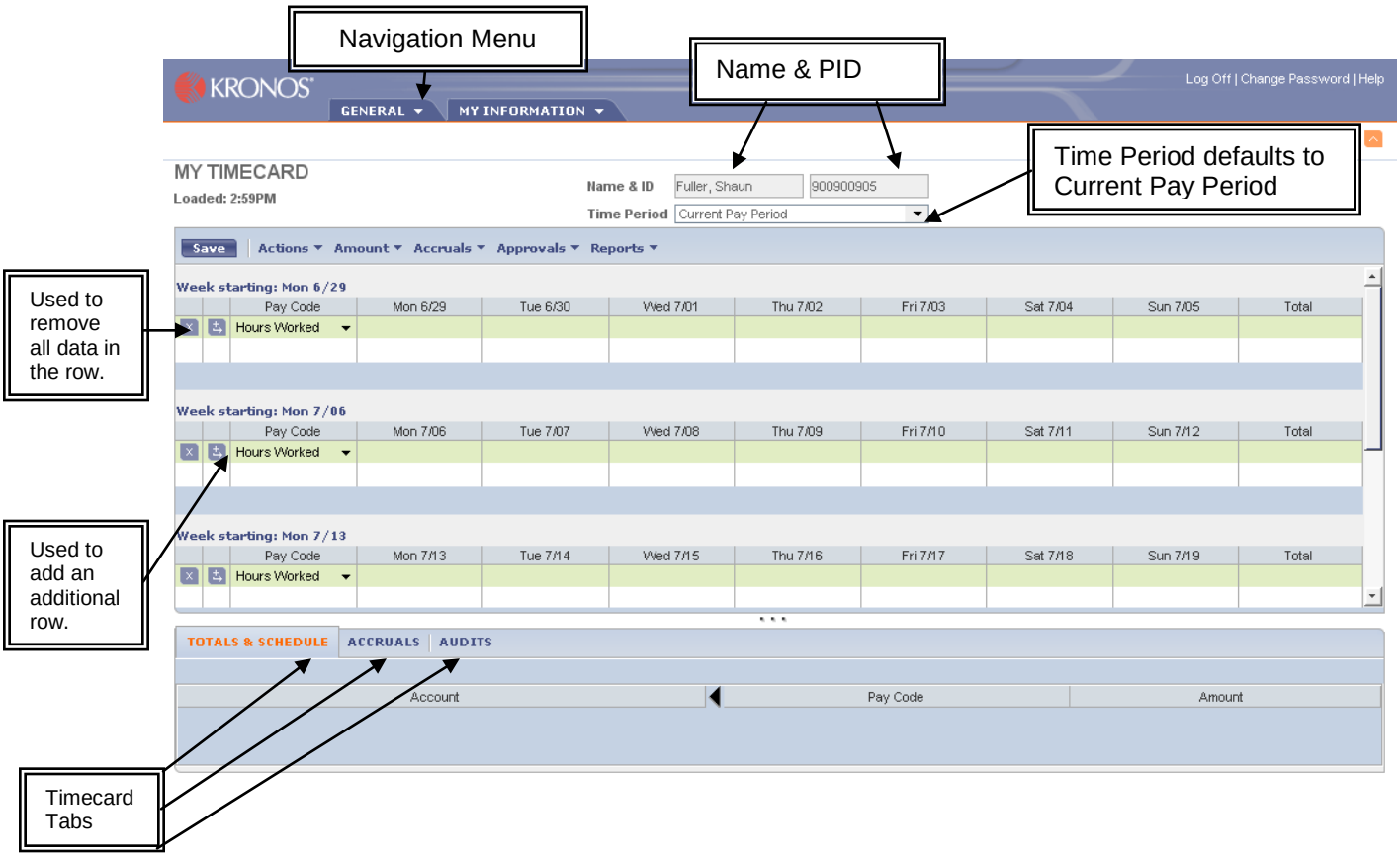


Click **My Timecard** for access to your Time Card view.

Identifying Parts of the Time Card

You may view your timecard whenever you wish. You will be able to view all of your accrual balances. You can view any time period you chose. You will also be able to make any edits to your timecard up until the time you approve your timecard. Once you have approved your timecard only your Manager or TIM Administrator can make edits.

EPA employees do not report time worked however, they will need to report their leave time by the department deadline each month.



Timecard Screen Definitions

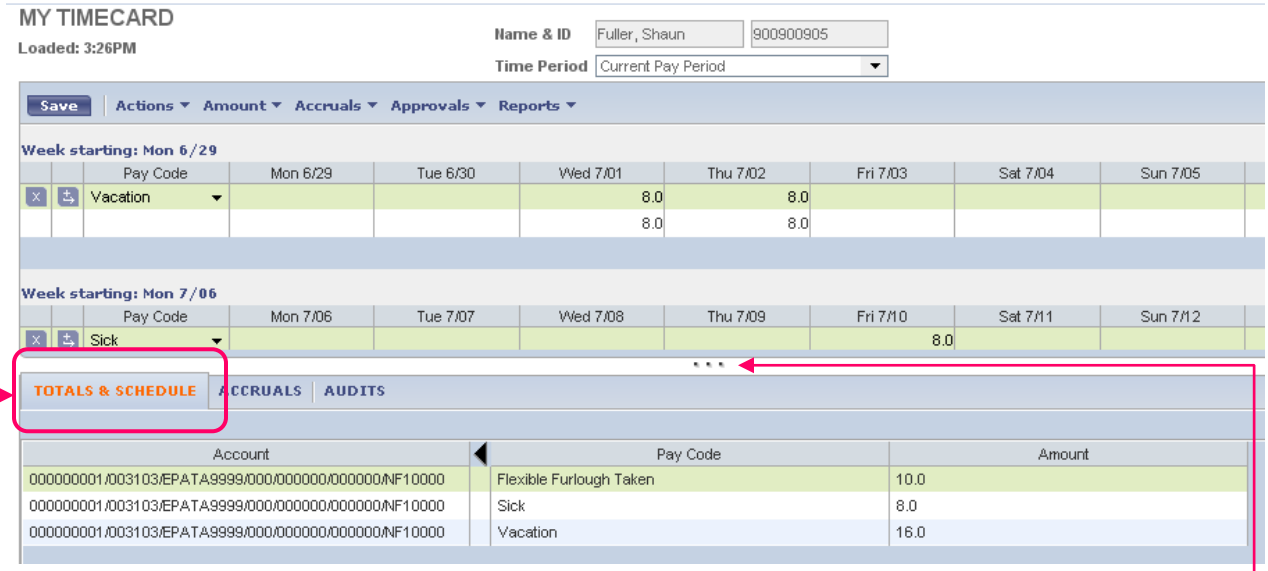
Navigation Menu	Located across the top section of the page, the Navigation Bar contains menu links to all TIM features you are authorized to access.	
Header	Located at the top of the page. The header includes your name and PID.	
Timecard	The timecard workspace displays the following information: • Menu bar that contains selections for performing timekeeping tasks • Daily time entry data, totals and cumulative amounts • Pay code terms and amounts of time allotted to each pay code entry	
Timecard Grid Icons	**Insert Row** - Used to add an additional row.	**Delete Row** - Used to remove all data in the row.
Timecard Tabs	Timecard tabs display additional information about how TIM tracks employee hours. The following tabs always appear in the Timecard Tab section: • Totals & Schedule • Accruals • Audits The following additional tabs might appear if they apply to the employee's time data: • Comments • Moved Amounts • Sign-offs & Approvals	

Reviewing Timecard Tabs

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

Totals and Schedules

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

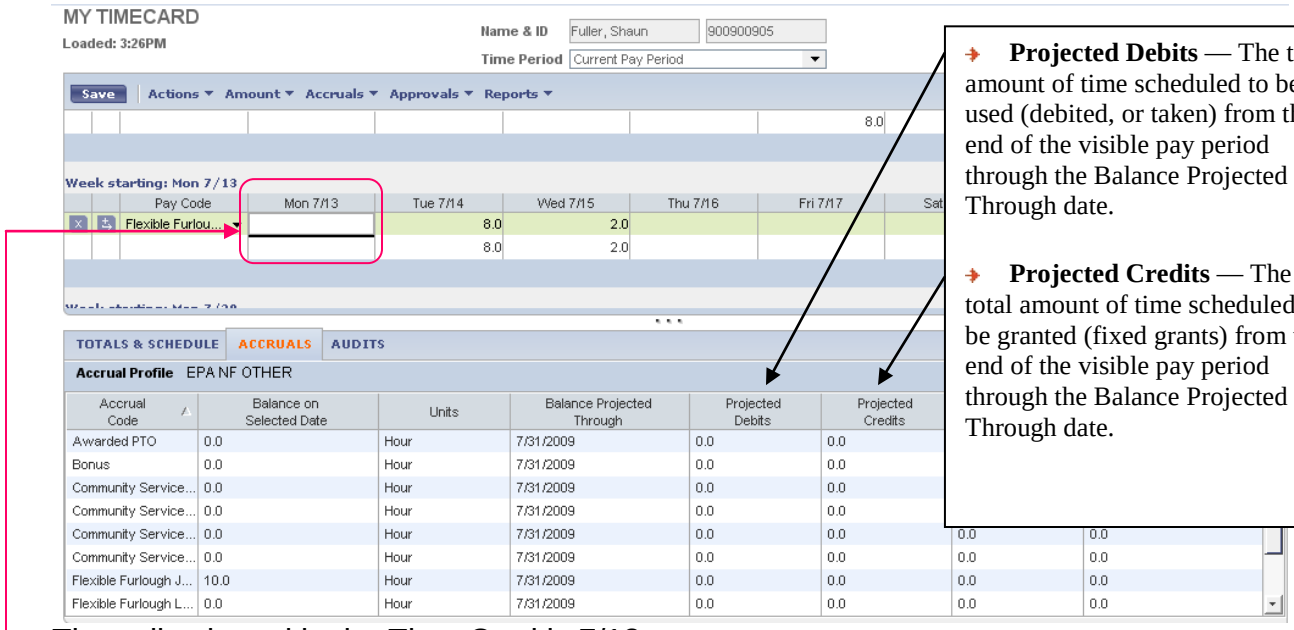


The Totals Section sums all hours recorded in the timecard for the duration of the Time Period selected. You can adjust your screen to show more of the time card or expand the totals section using the • • • Screen Adjustment Tool.

The EPA Time Card is a monthly period. Current Pay Period displays the current month. The Time Card is organized into 4 weekly sections starting on Monday and ending on Sunday.

Accruals

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



The cell selected in the Time Card is 7/13

The Balance shown under the Accrual Tab will be reflected as of 7/13 the selected date.

Accrual Profile EPA NF OTHER

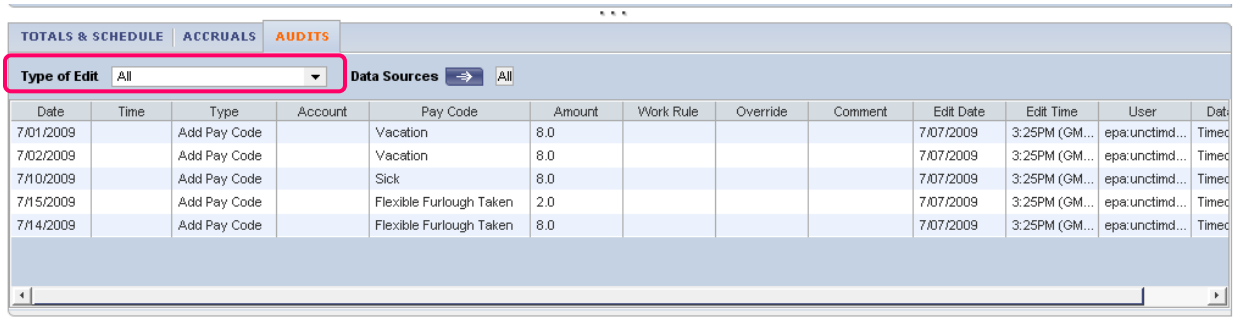
Accrual Code	Balance on Selected Date
Awarded PTO	0.0
Bonus	0.0
Community Service...	0.0
Community Service...	0.0
Community Service...	0.0
Community Service...	0.0
Flexible Furlough J...	10.0
Flexible Furlough L...	0.0

- ✓ To **Expand** any column place the cursor on the line between the columns, wait for the double arrow Click and drag to widen or narrow the column.
- ✓ To **Sort** any column click the header field, click again to reverse the sort.

Hours for Vacation and Sick accrue on the last day of each month.

Audits

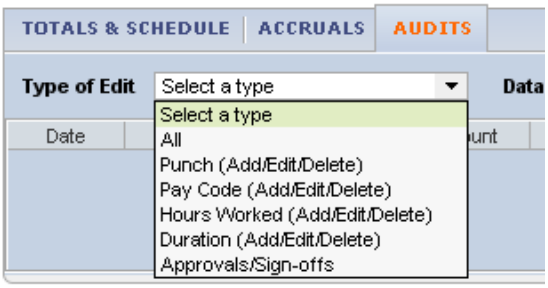
This tab lists all pay code edits performed on the timecard. Information on this tab includes the user name of the person who made the edits, and the date and time of the edit. Select *Type of Edit* drop down list to view the information.



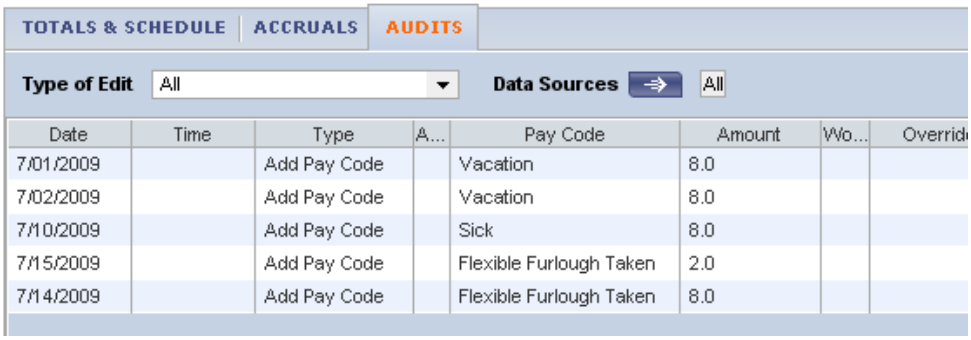
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Dat
7/01/2009		Add Pay Code		Vacation	8.0				7/07/2009	3:25PM (GM...	epa:unctimd...	Timec
7/02/2009		Add Pay Code		Vacation	8.0				7/07/2009	3:25PM (GM...	epa:unctimd...	Timec
7/10/2009		Add Pay Code		Sick	8.0				7/07/2009	3:25PM (GM...	epa:unctimd...	Timec
7/15/2009		Add Pay Code		Flexible Furlough Taken	2.0				7/07/2009	3:25PM (GM...	epa:unctimd...	Timec
7/14/2009		Add Pay Code		Flexible Furlough Taken	8.0				7/07/2009	3:25PM (GM...	epa:unctimd...	Timec

This tab will display who made the change, date and time of the change and what was changed. You will not be able to make edits to the screen. You can sort the information displayed by clicking on any column header.

1. Click the **Audits tab**.
2. Select **All** in the Type of Edit drop down list



3. **Options**:
   a. Widen the columns by placing the cursor on the line between the headers until you see and dragging to the left or right.
   b. Click on the **column headers** to sort the information.

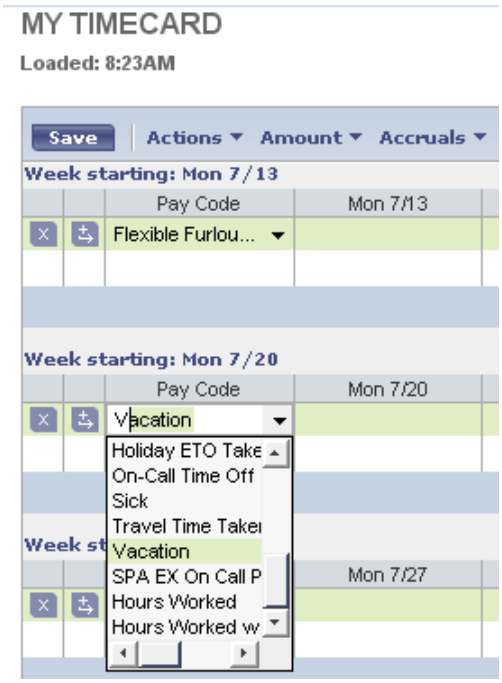


Date	Time	Type	A...	Pay Code	Amount	Wo...	Overrid
7/01/2009		Add Pay Code		Vacation	8.0		
7/02/2009		Add Pay Code		Vacation	8.0		
7/10/2009		Add Pay Code		Sick	8.0		
7/15/2009		Add Pay Code		Flexible Furlough Taken	2.0		
7/14/2009		Add Pay Code		Flexible Furlough Taken	8.0		

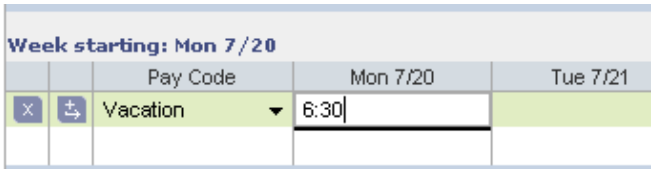
Entering Paid Leave Time

Your timecard displays one month at a time. You are responsible for recording all leave taken. You should be approve your timecard by the department deadline each month after you have reviewed the entries.

1. Open your **timecard**.
2. Select **Vacation** from the Pay Code drop down list or type the letter **V**.



3. Type the **number of vacation hours taken** in the corresponding day/date cell. Repeat this process for all leave taken, i.e. Sick, Bonus, Community Service.

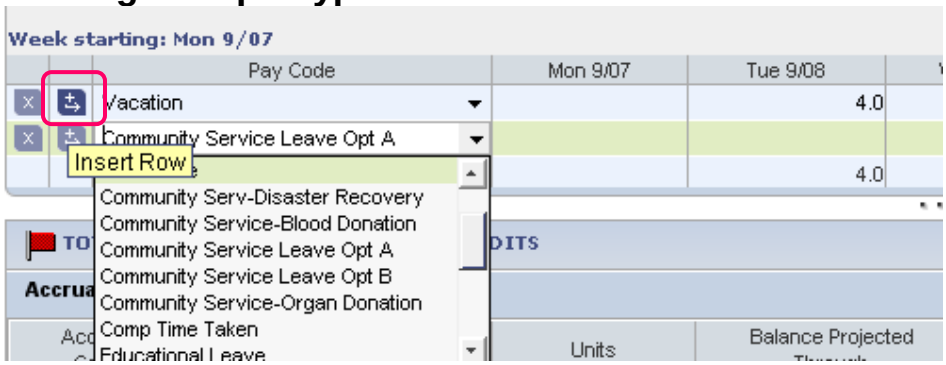


You may enter your time as hours and minutes separated by a colon (6:30 for 6 hours and 30 minutes) the system will convert the entry to tenths of hours, or you can enter in hours and tenths (6.5 six and a half hours).

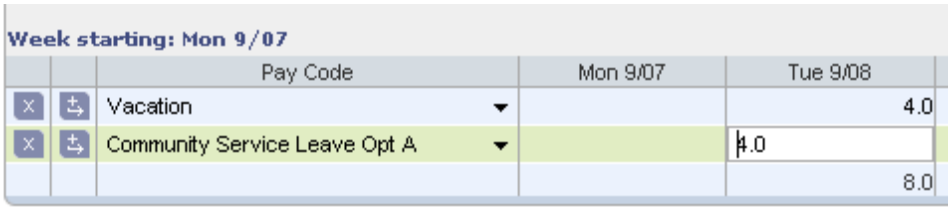
4. Click

.

Entering Multiple types of Leave



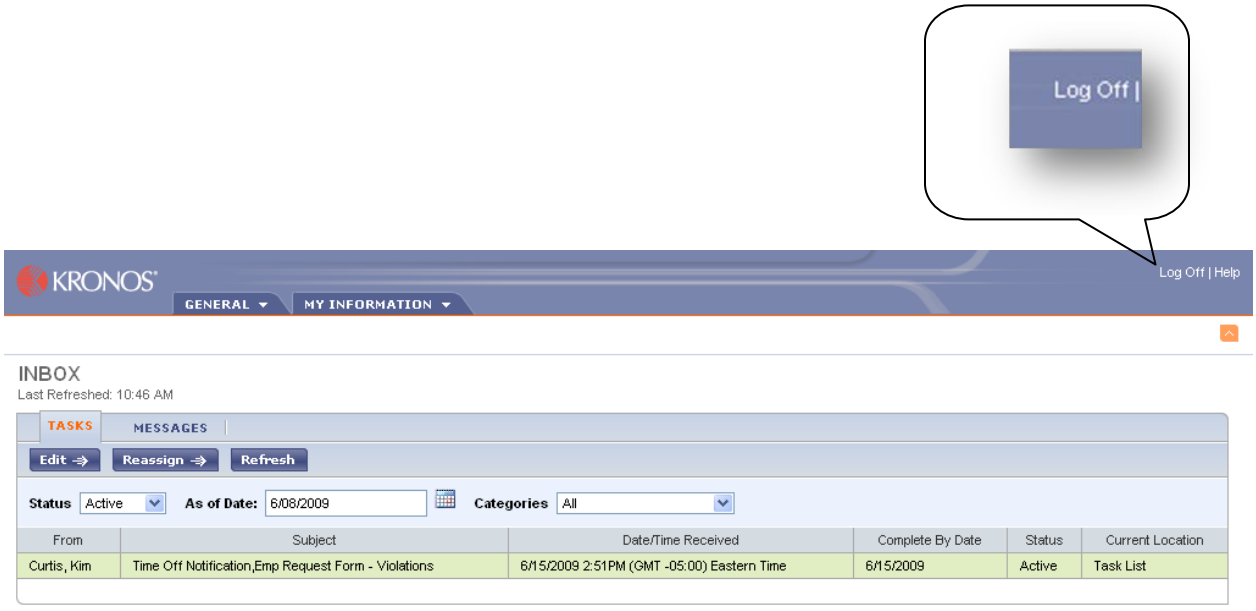
1. Use the Insert Row Icon to add an additional row to your time card.
2. Select the Pay Code from the List of Values.
3. Enter the number of hours on the corresponding date.



4. Save the entry.

You may add as many rows as needed to complete the entry.
When you are finished reviewing your timecard, you can log off.

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



Approving Your Timecard

At the time of your last entry for the pay period, you should approve your timecard. You must approve your time card by your department's deadline. By approving the timecard you are indicating you agree with entries made. Once a timecard is approved, only a TIM Administrator can change it.

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 (the first of the month) make sure you are in the correct time period before approving.

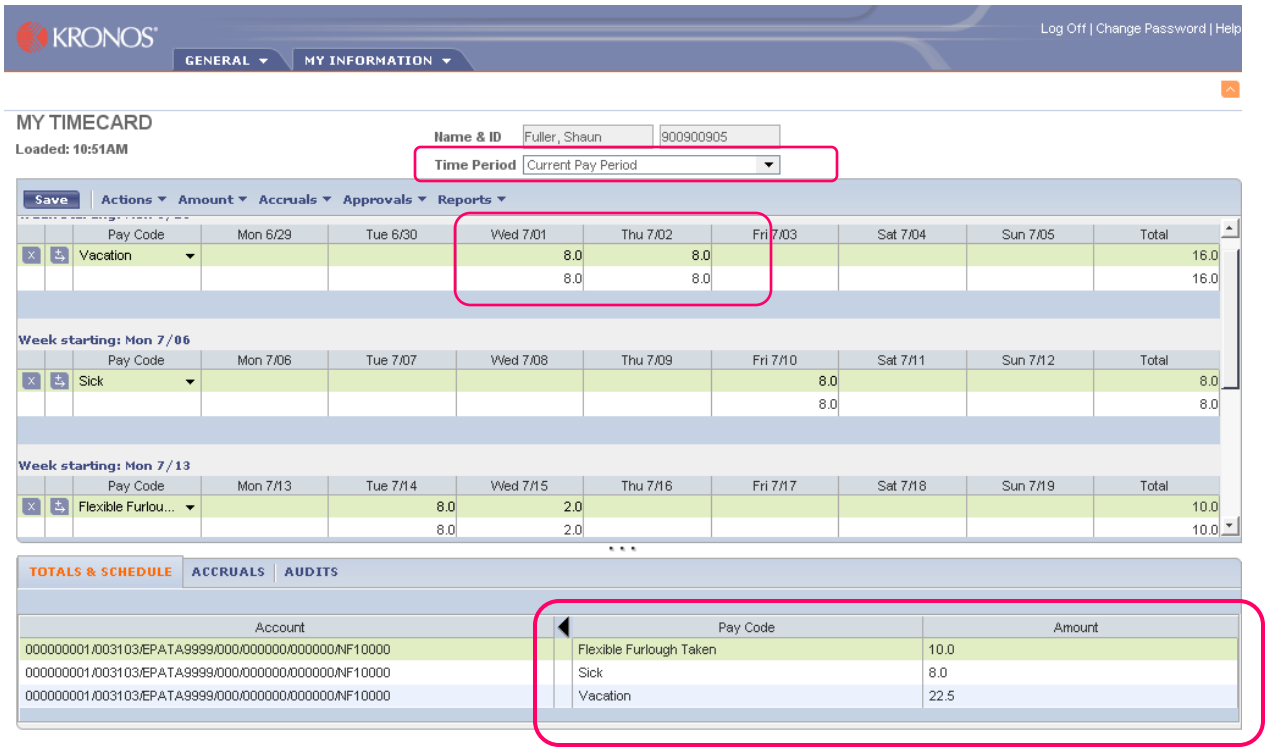
☐ Once you have approved your timecard, only your Department TIM Administrator can edit it.

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

3. Click **My Timecard**.

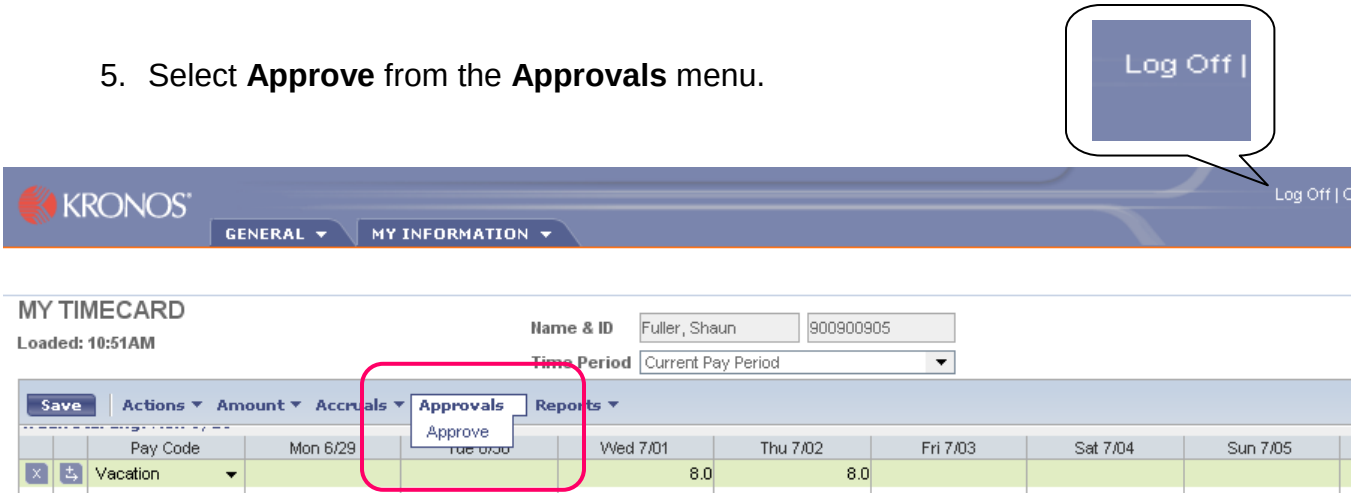
4. **Review** your timecard to make sure that the timecard reflects all of the leave taken.

   - ☐ Confirm that you are in the correct Time Period
   - ☐ Make sure all of your leave is entered for the month
   - ☐ Check the totals to verify the totals reflect the total leave hours taken

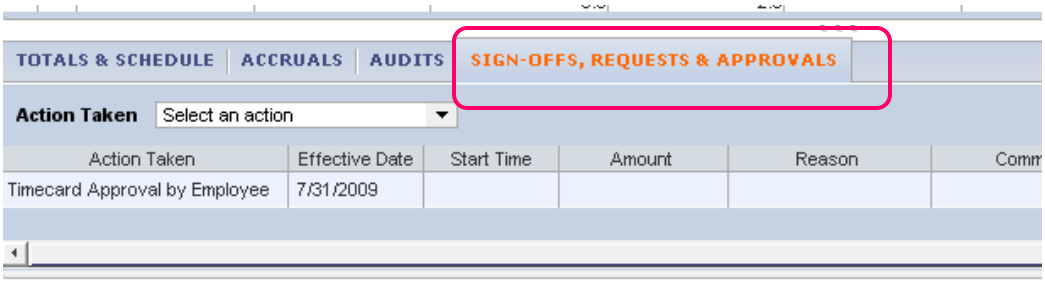


☐ **Before** you select Approve, be sure you are approving the **correct pay period**.

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



Once you process the Approval you will see a new Tab at the bottom of your time card.



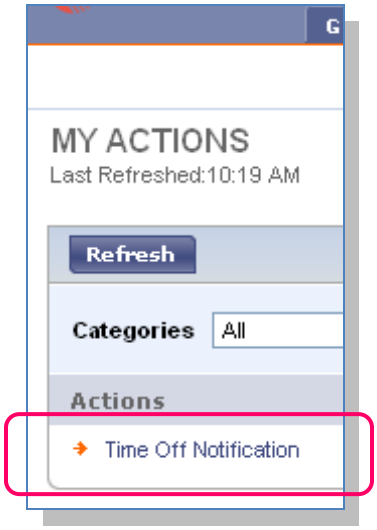
6. Click **Log Off** in the upper right hand corner to exit TIM.

Requesting Time Off

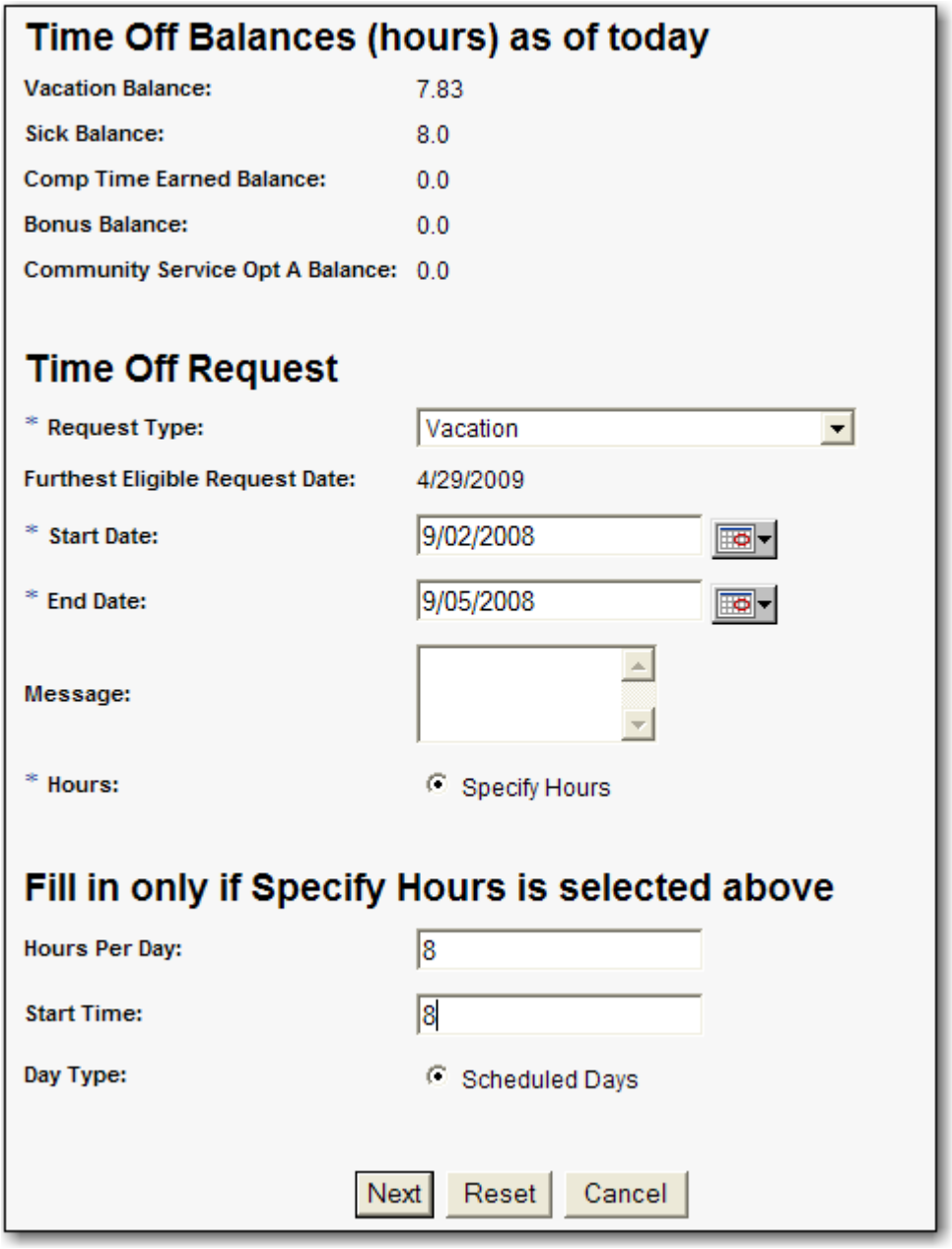
The Time Off Notification is a form you can complete to request Paid Time Off using one of your available leave pay codes. You can complete the form up to 90 days in advance of the date you want off. The form routes to your TIM Administrator for processing

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

3. Click **Time Off Notification**.
4.

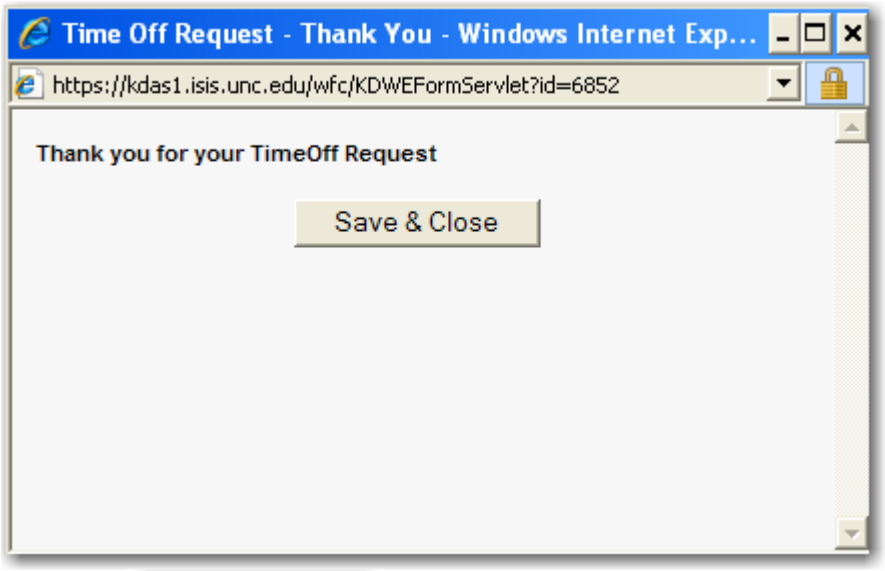


5. **Fill in** all the appropriate text boxes. All fields marked with an "*"are required.



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.

6. Click Next.



7. Click Save & Close.

When your Department TIM Administrator processes the request, you will see it in your timecard and recorded schedule.

To cancel your unprocessed request for future vacation time, you **must** complete the Cancel Request option. After the Time Off Request is processed only your Department TIM Administrator can remove the entry from your schedule. You cannot complete a Cancel Time Off Request once it has been processed and appears in your time card.

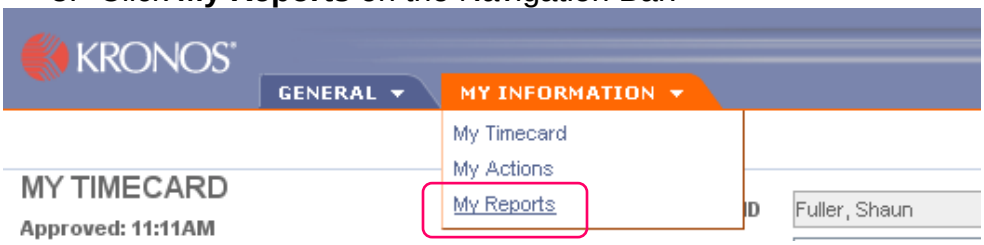
☐ You should check your Inbox on a regular basis.

Do not schedule time off with dates that cross over the Weekend. This will put 8 hours per day, including Saturday and Sunday, into the timecard.

Running a Report

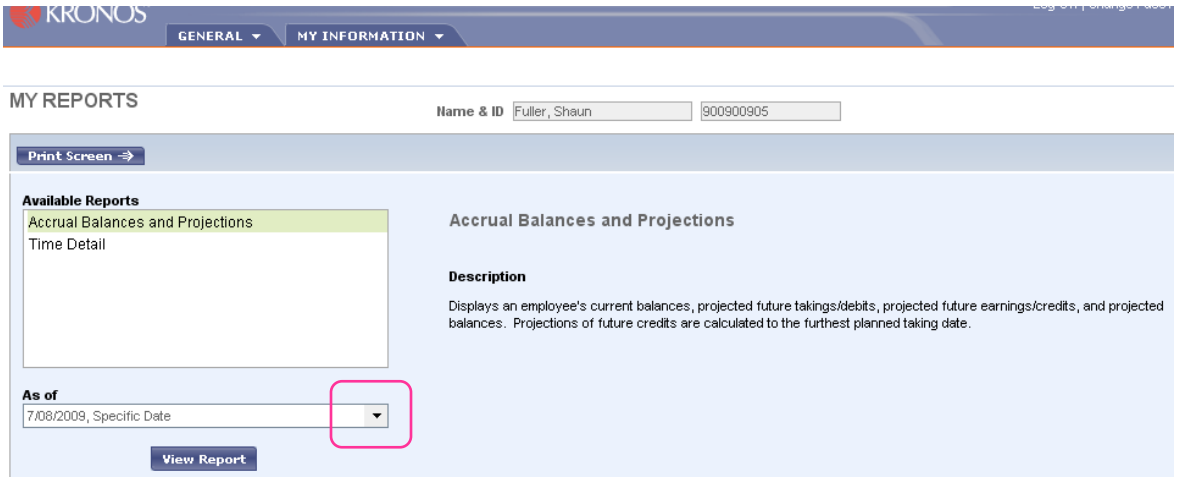
The “My Report” screen offers several options in a drop down box on your screen.

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



Viewing the Accrual Balances and Projections Report

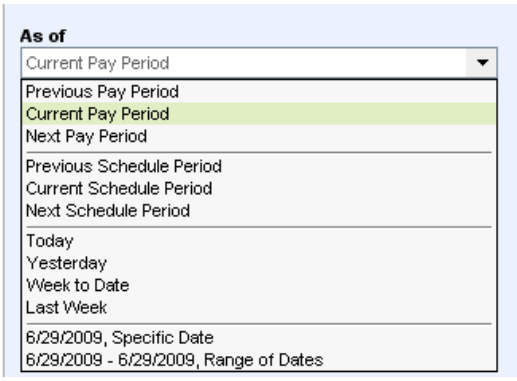
4. Click **Accrual Balances and Projections** to see a description of the selected report.



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

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

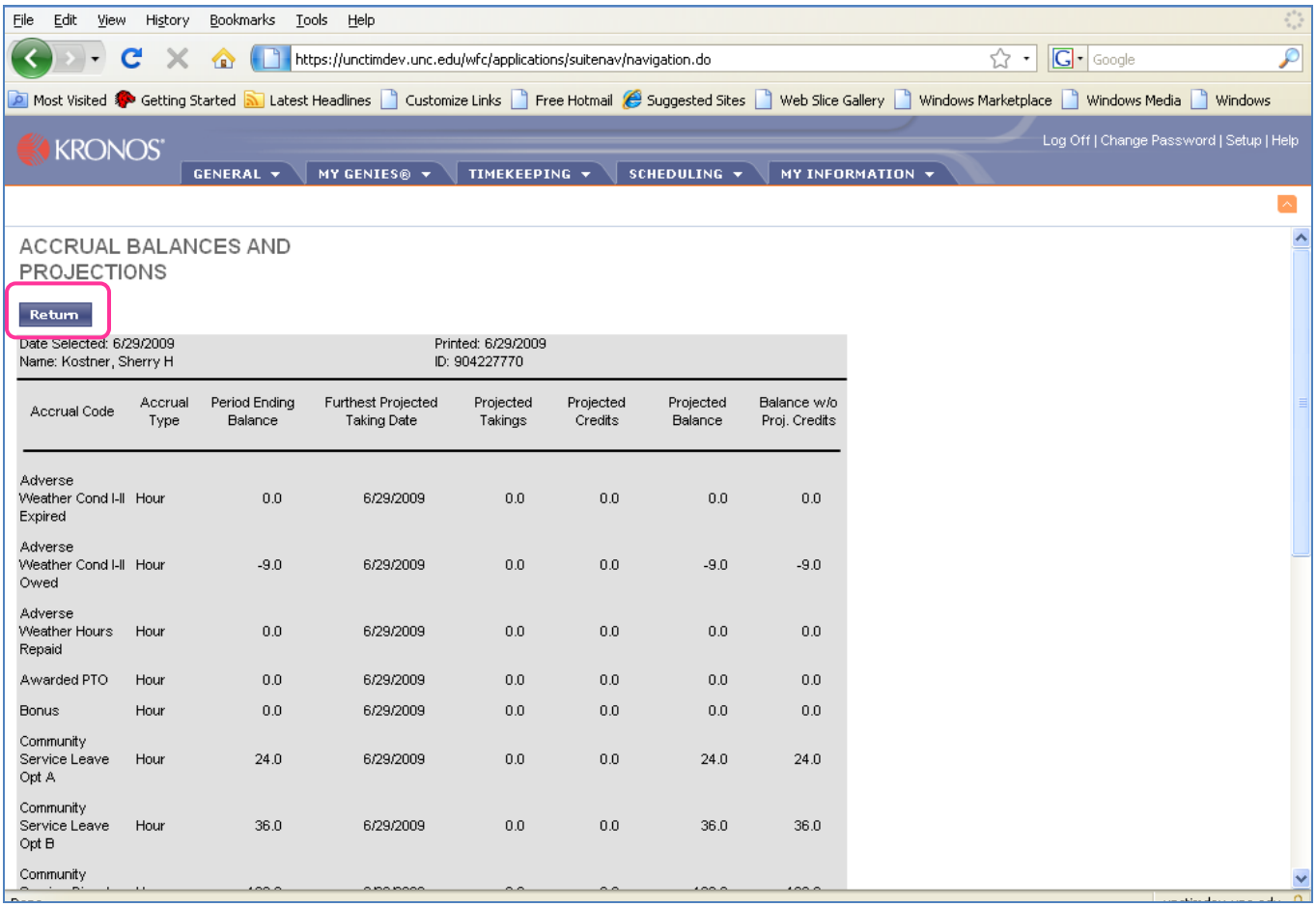
6. Click the drop down list in **Date**:
7. Select the Specific Date Option



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

9. Click in the Specific Date window.

10. Click .



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.

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

Time Detail Report

Run using the same steps as above.

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.