Using Time Information Management (TIM)

University of North Carolina

Time Information Management (TIM)

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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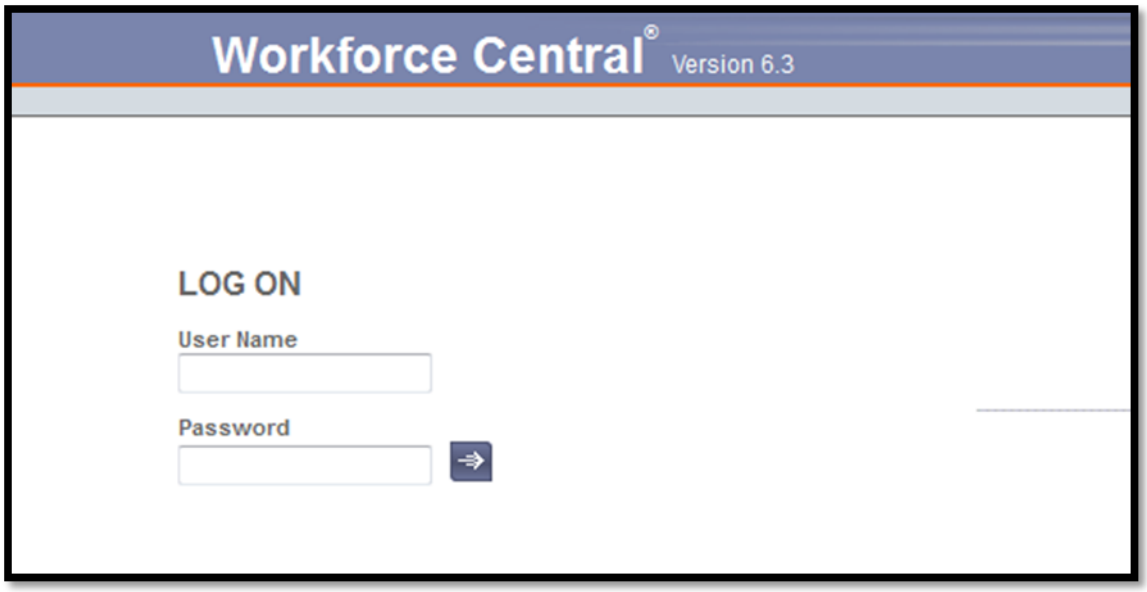
Installing TIM

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.



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.

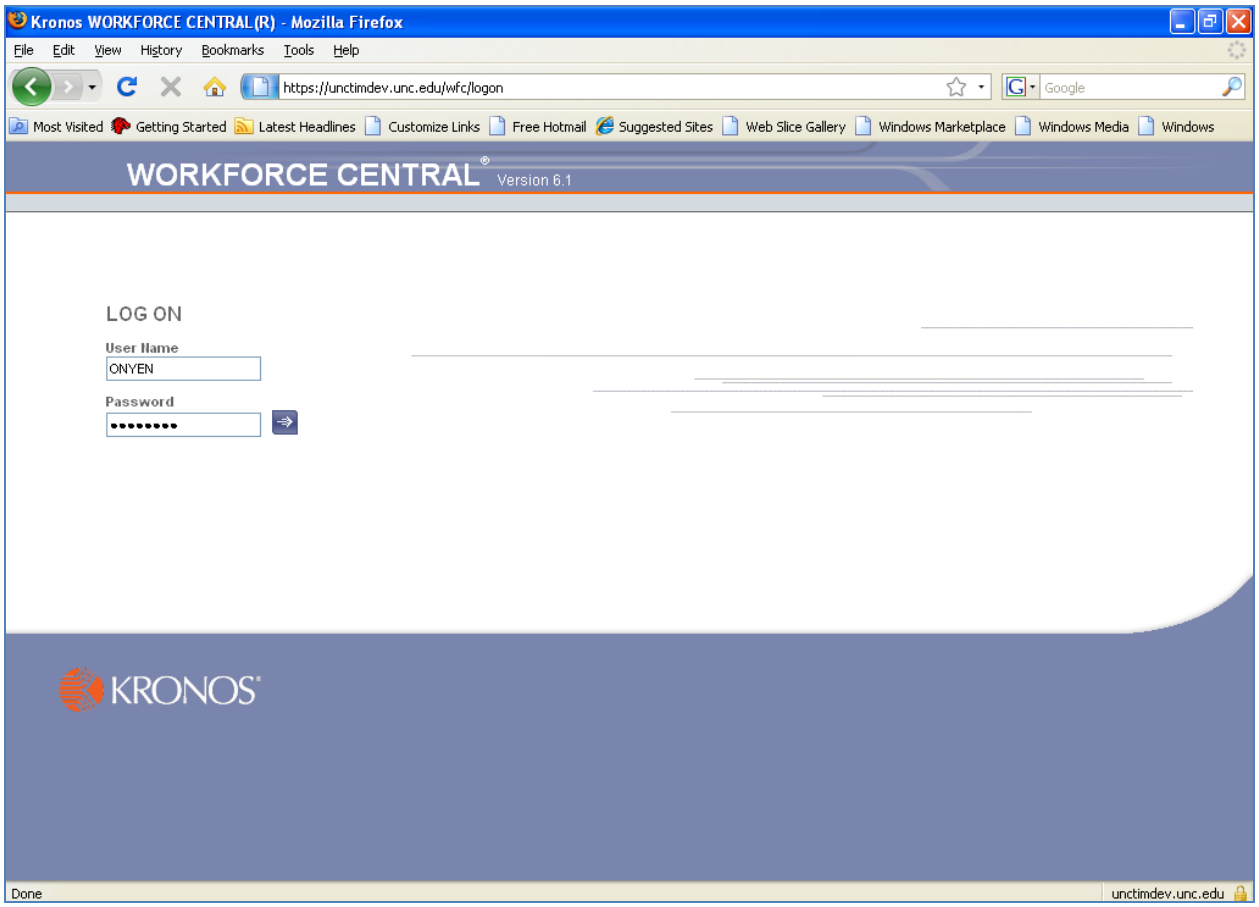
Please Note-

- 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



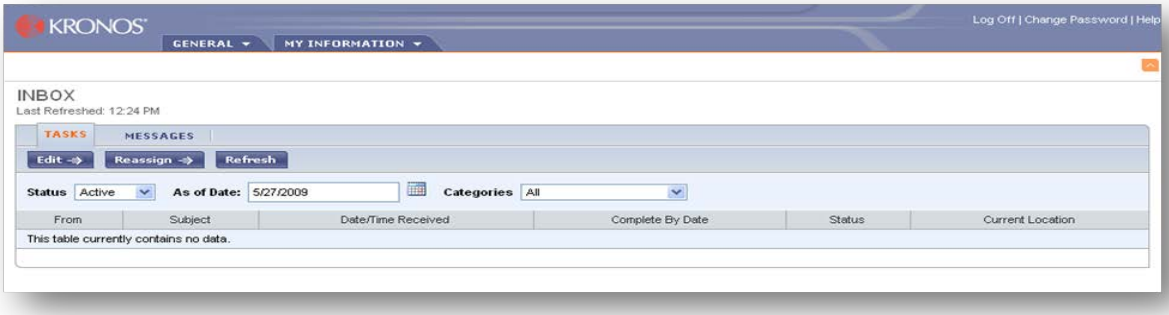
On the Workforce Central website, the User Name field should now have a flashing line. You may want to bookmark this address before logging in, to avoid having to type it in each time you use TIM.

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

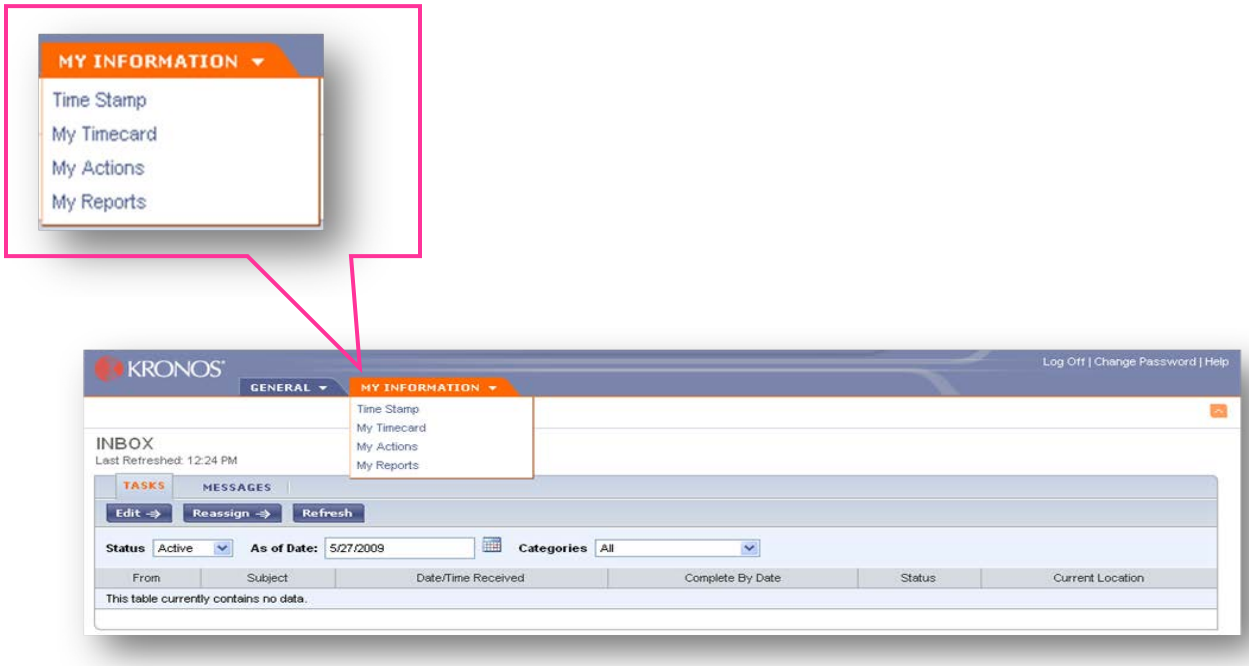
Navigating TIM

Identifying Elements of the 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.



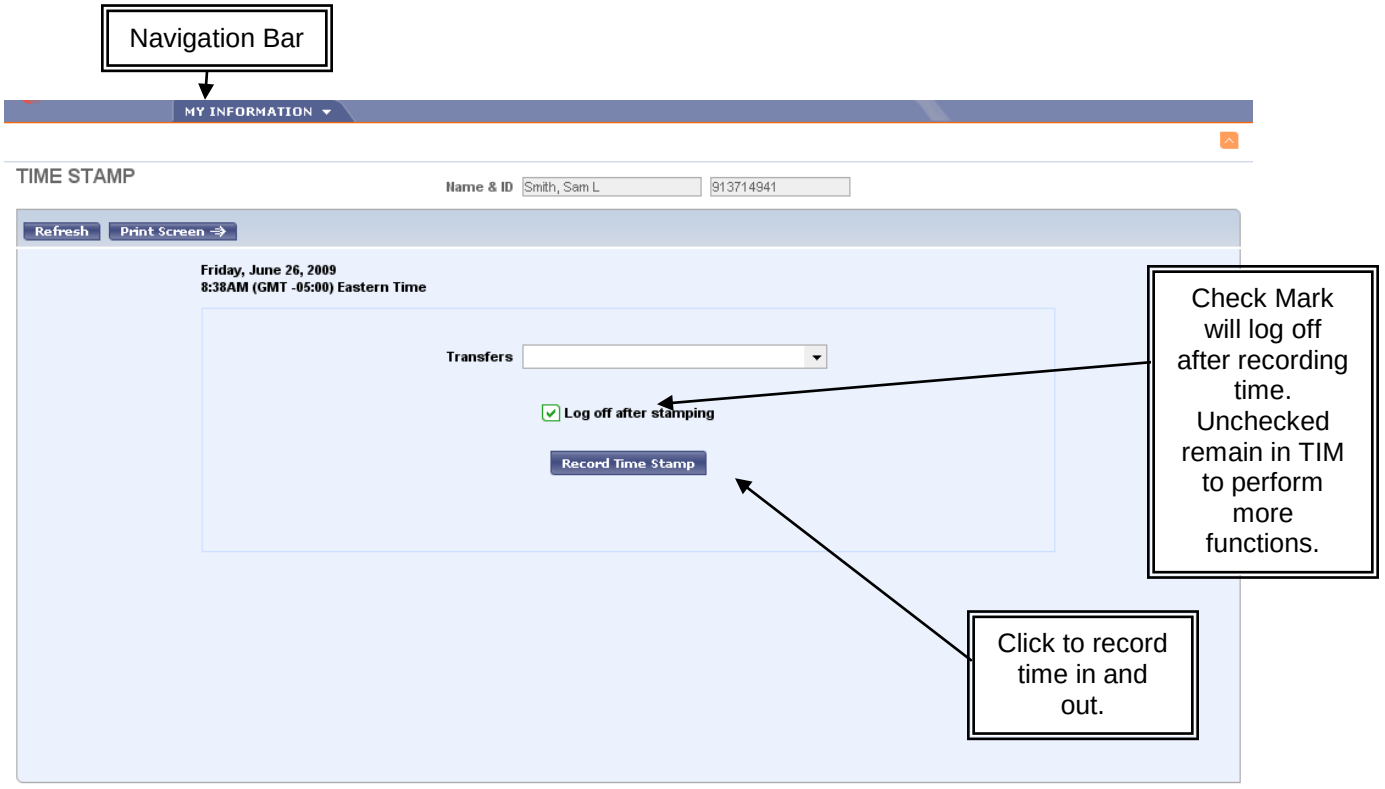
To get to your Timecard Select the My Information Menu then My Timecard.



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

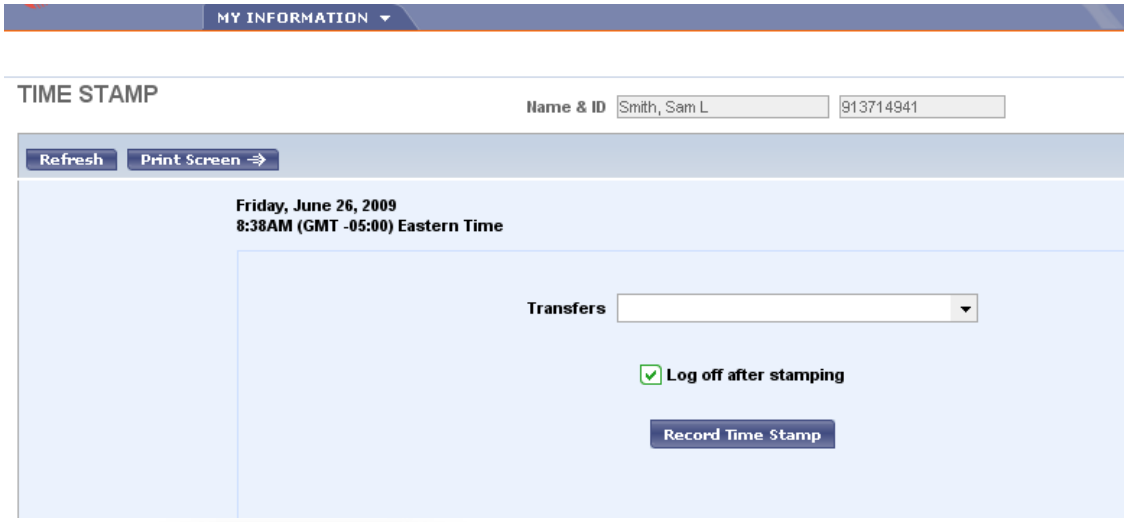
Area	Description
Navigation Bar	Located on the top of the work area, the Navigation Bar contains Menu Links to all TIM features you are authorized to access.
Header	Located at the top of the page. The header includes your name and PID.
Workspace	Located in the middle of the page, the workspace will display detailed information about the time stamp, your time card and time period you are currently viewing.
Transfer	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.
Log off after stamping	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.

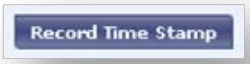
Recording Time

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**.



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

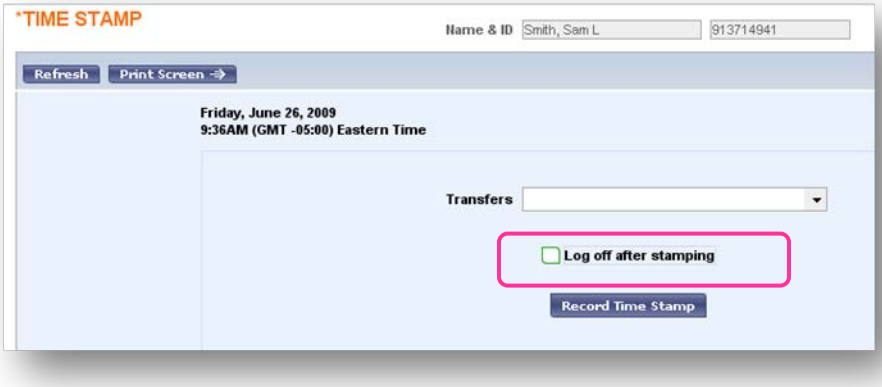
Identifying Parts of the Time Card

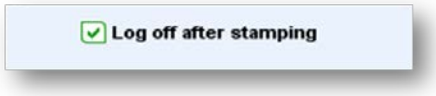
Employees may view their timecard whenever they wish. You will be able to view hours worked and any transfers you have made. You can view any time period you chose. However, you cannot make any edits to the timecard. Edits to the timecard can only be made by your Manager or TIM Administrator.

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

To review your timecard after Time Stamping:

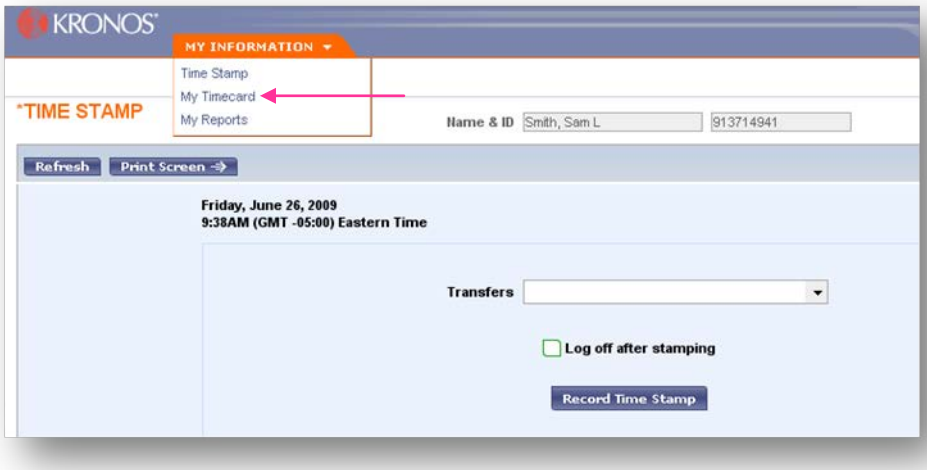
1. Log on to **TIM** using your **ONYEN** and **Password**.



2. Click  to deselect the check box.

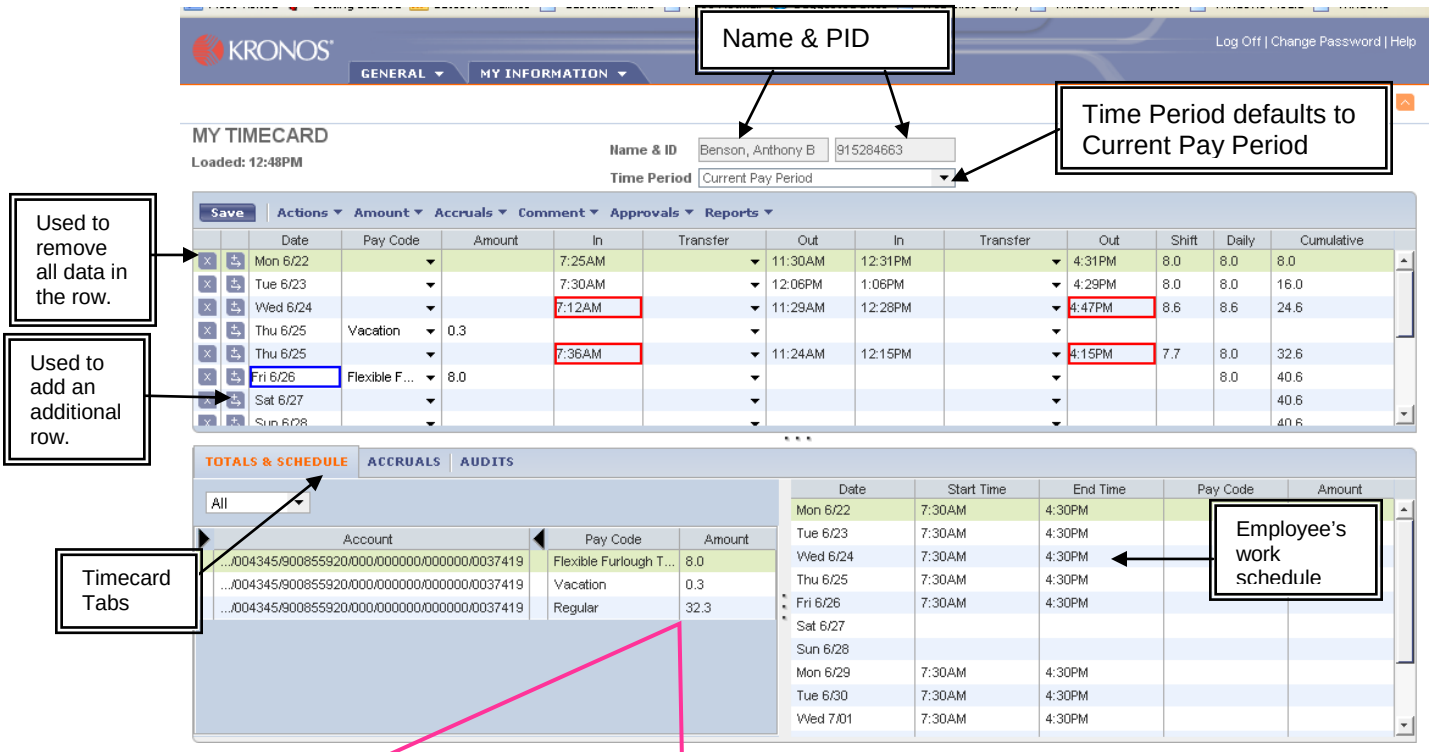
3. Click to record your time.

4. Click My Timecard on the Navigation Bar.



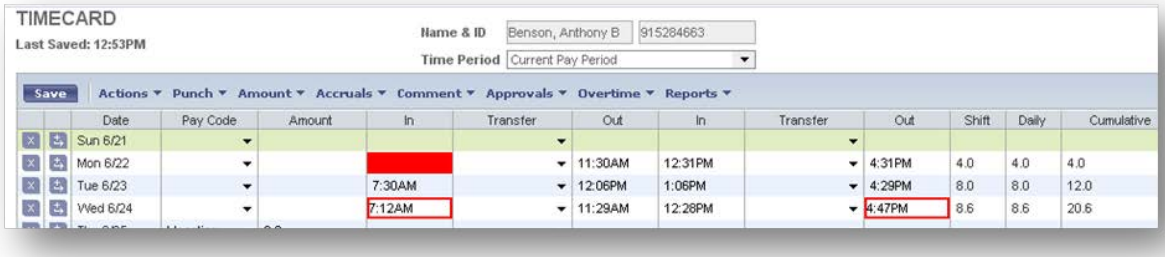
Accessing the Timecard <u>without</u> Recording Time

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

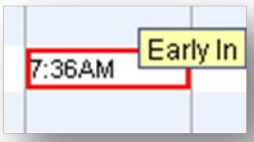


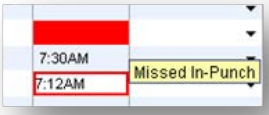
The Totals Section of the Timecard calculates all hours by Position. The hours here are sent to payroll for processing. Check your totals regularly during the pay period to ensure all of you hours are shown with the correct position number. Report any inaccuracies to your manager as soon as possible.

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.



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
Unscheduled **Early In** **Early Out** **Late In** **Very Late Out**	Outside the hours showing on your schedule.
Solid Red Box	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**.

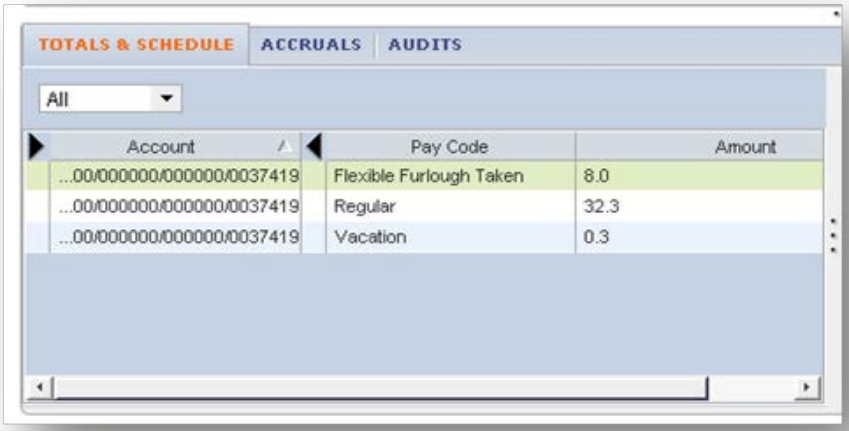
WARNING: Failure to record all hours worked in you timecard will result in reduced or no pay.

Understanding Timecard Tabs

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

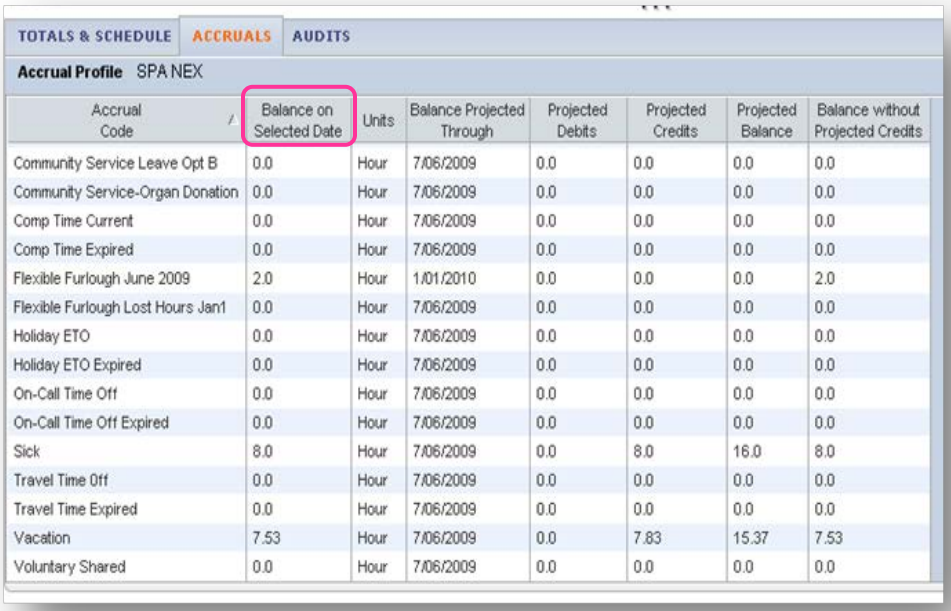
Totals and Schedules

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



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.



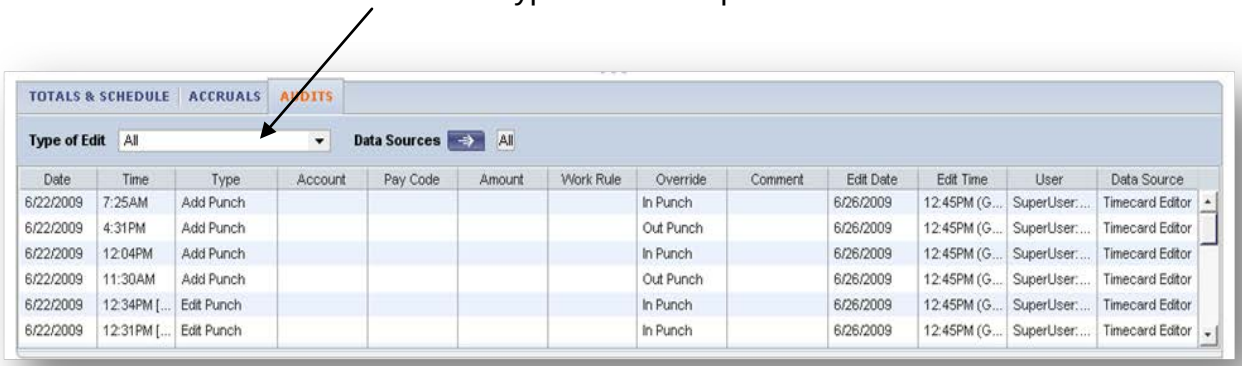
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Community Service Leave Opt B	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
Community Service-Organ Donation	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
Comp Time Current	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		

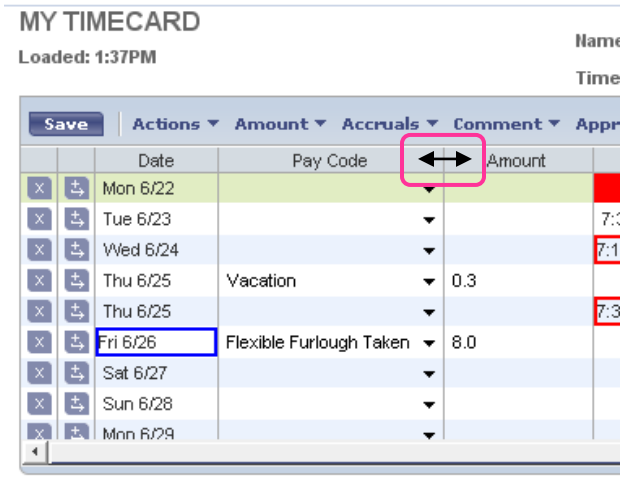
Entering Paid Leave Time

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

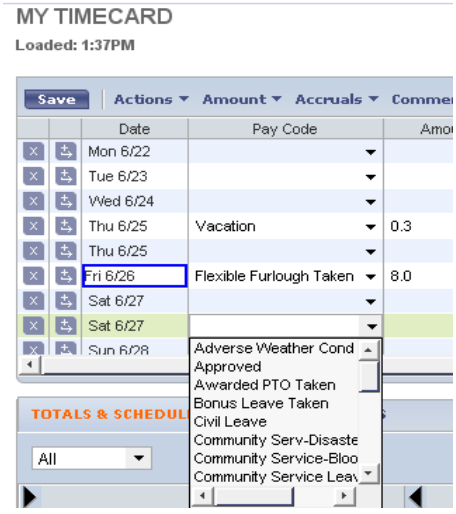
1. Click **My Timecard** under the My Information list in the Navigation Bar.
2. Click to add another line.

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

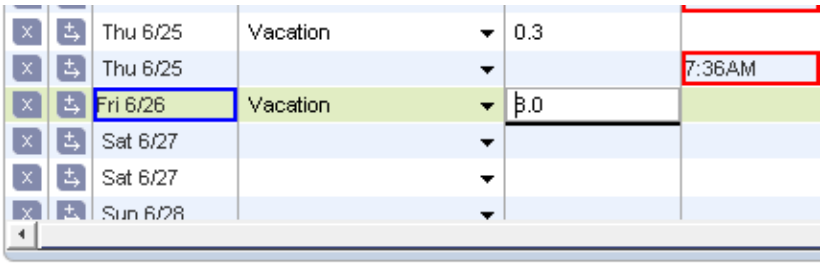
3. Point your **cursor** on the line between the **Pay code column** and the **Amount column** until you see .
4. Click, hold and drag to the right to widen the column.



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.



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).



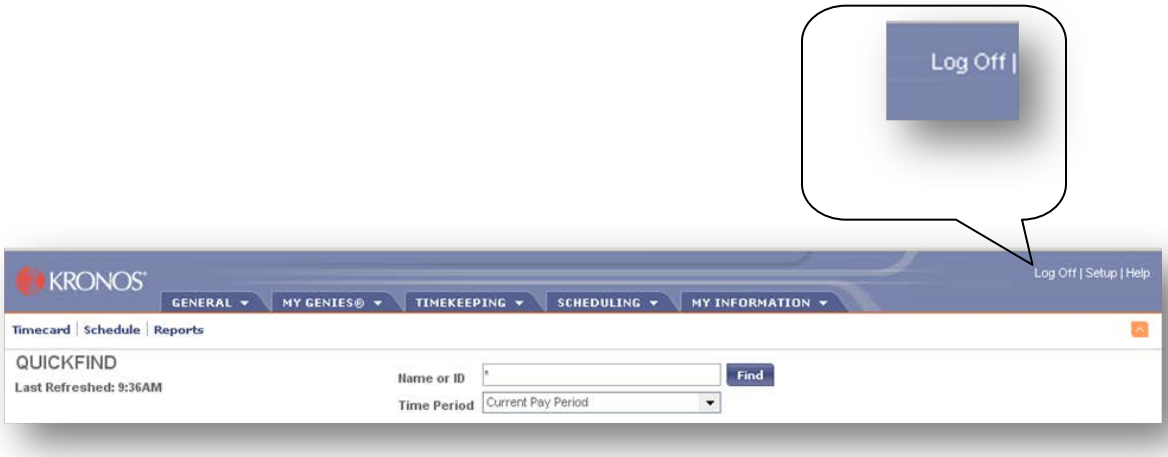
8. Click **Save**.

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.

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

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

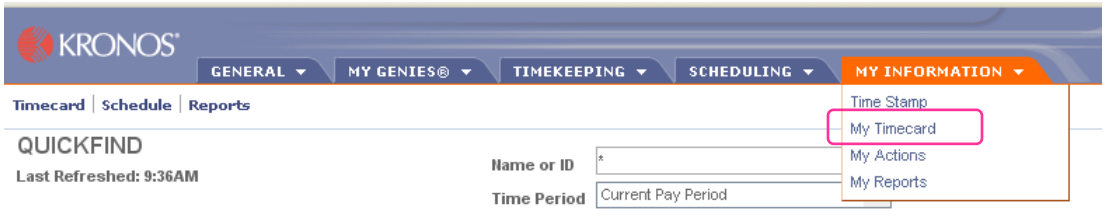


Approving Your Timecard

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.

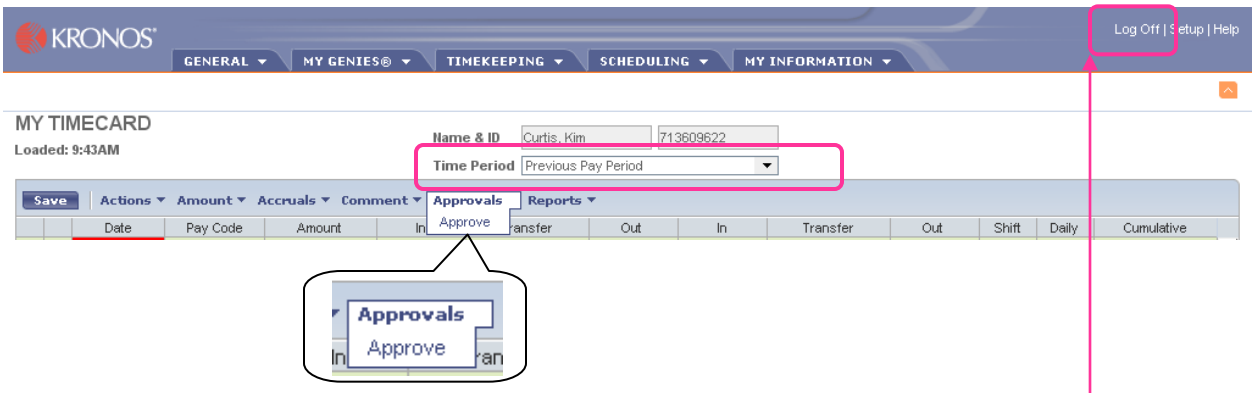
1. Log on to TIM using your **ONYEN** and **Password**.
2. Click the My Information Menu



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.

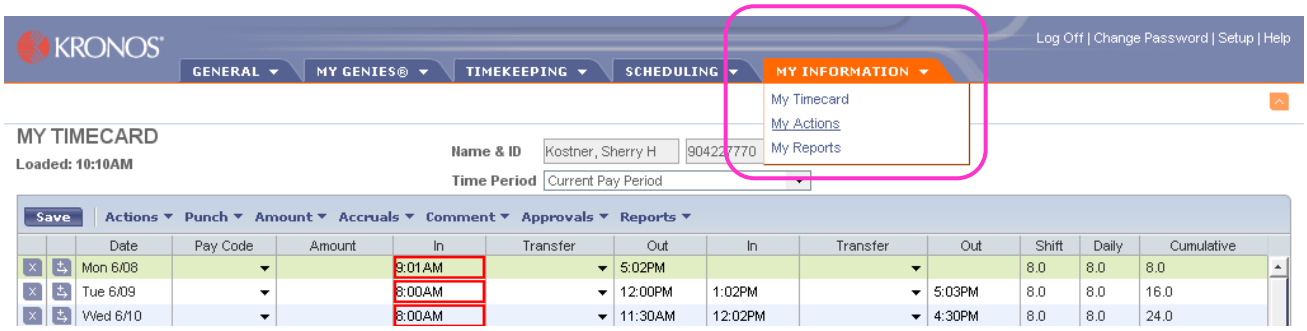


6. Click **Log Off** to exit TIM.

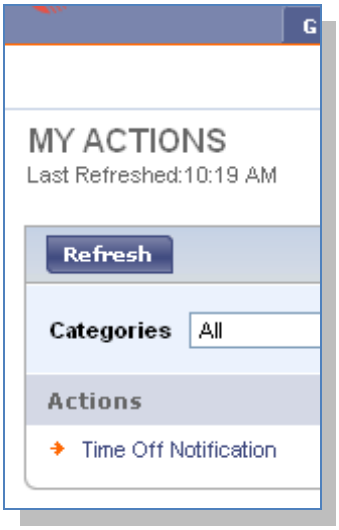
Requesting Time Off

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.

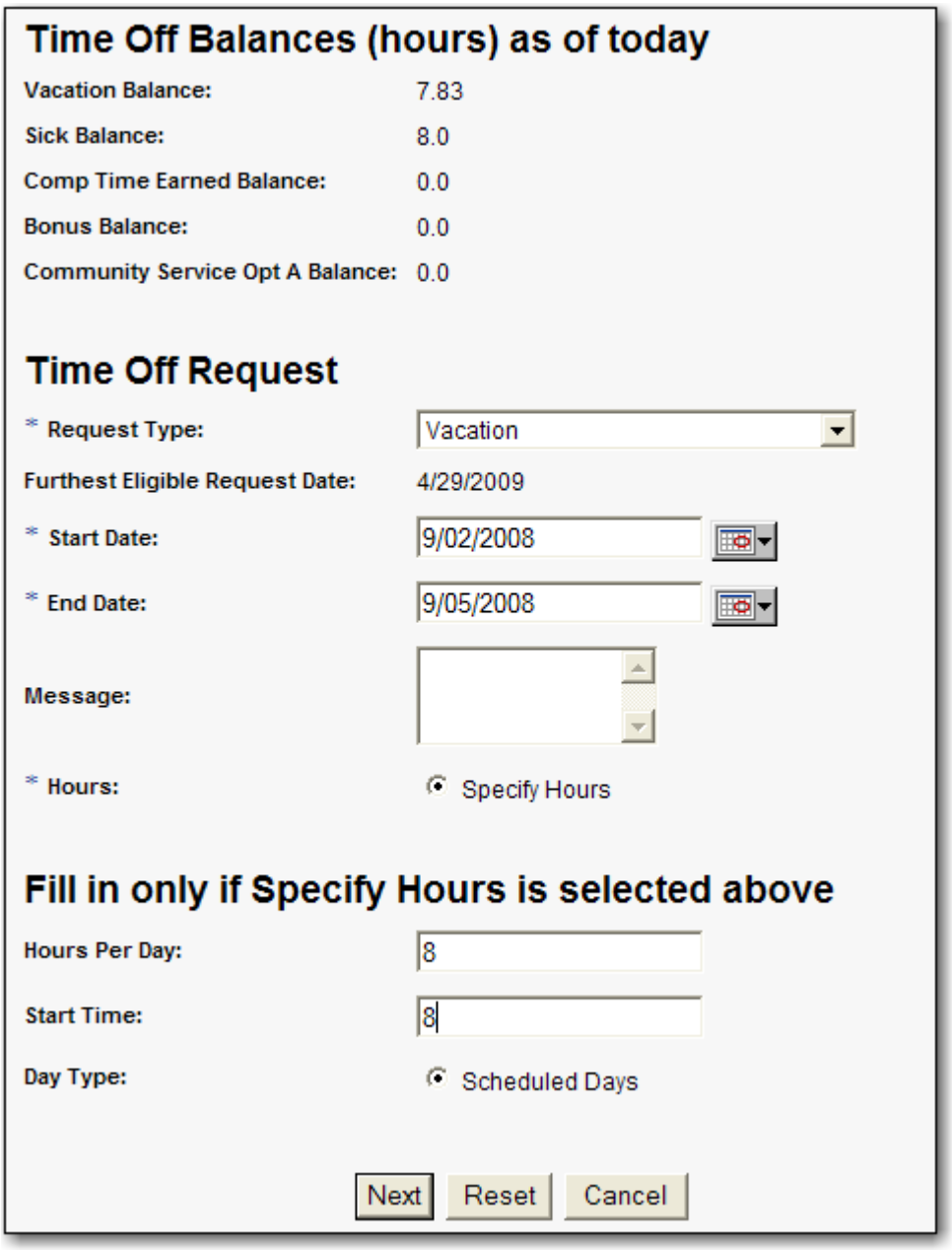
1. Log on to TIM using your **ONYEN and Password**.
1. Select **My Information** on the Navigation Bar and select **My Actions**.



2. Click **Time Off Notification**.



3. **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.

4. Click

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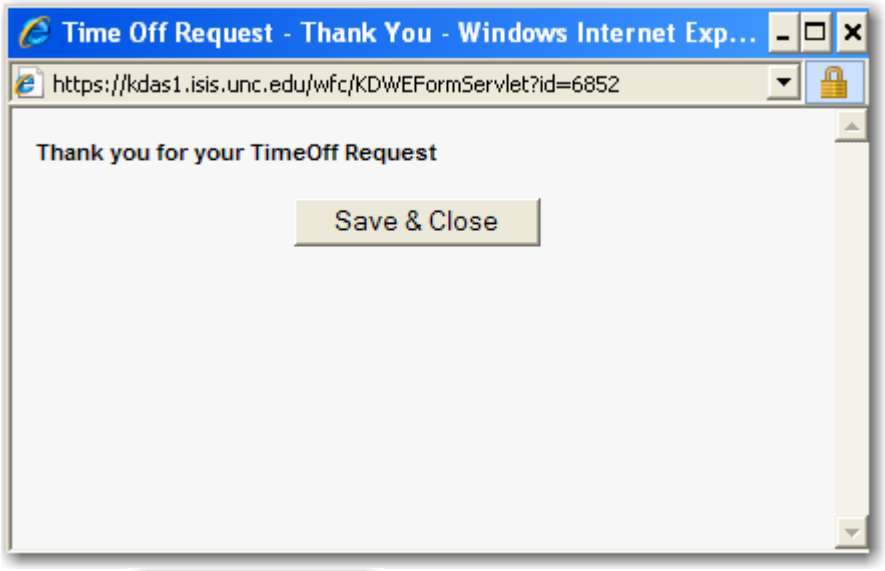
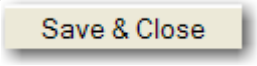


5. Click 

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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.

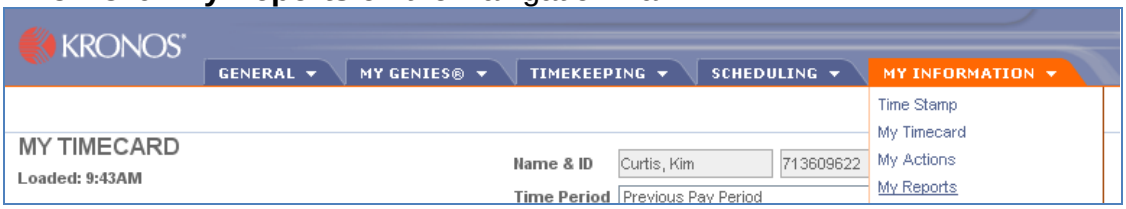
☐ You should check your Inbox on a regular basis.

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

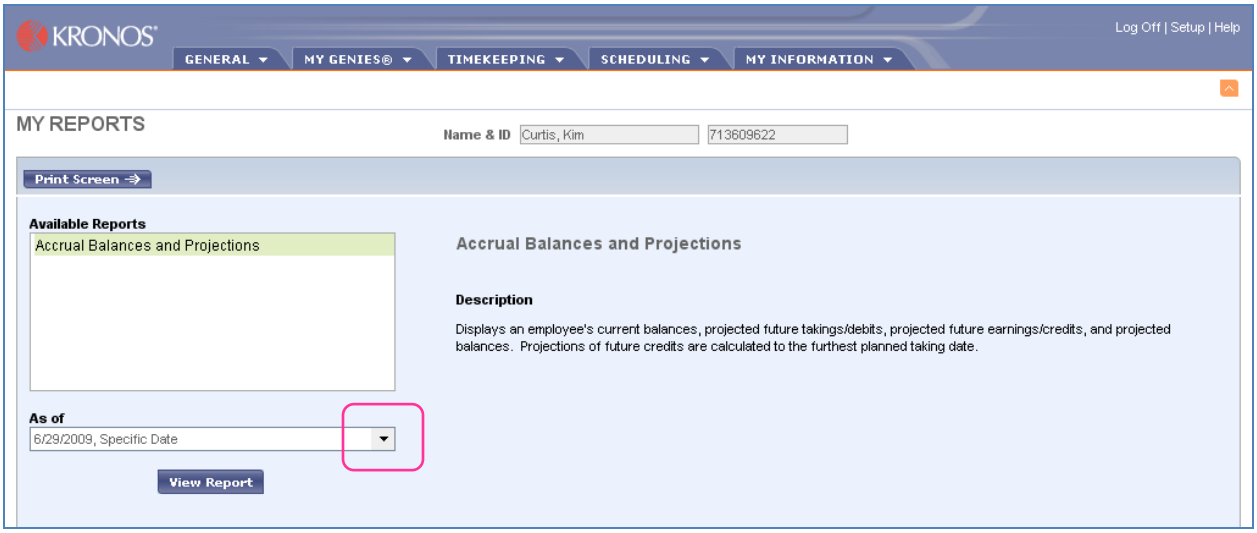
The “My Report” screen offers several options in a drop down box on your screen.

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



Viewing the Accrual Balances and Projections Report

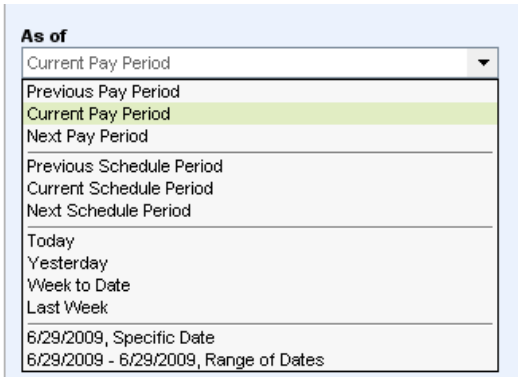
1. Click **Accrual Balances and Projections** to see a description of the selected report.



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

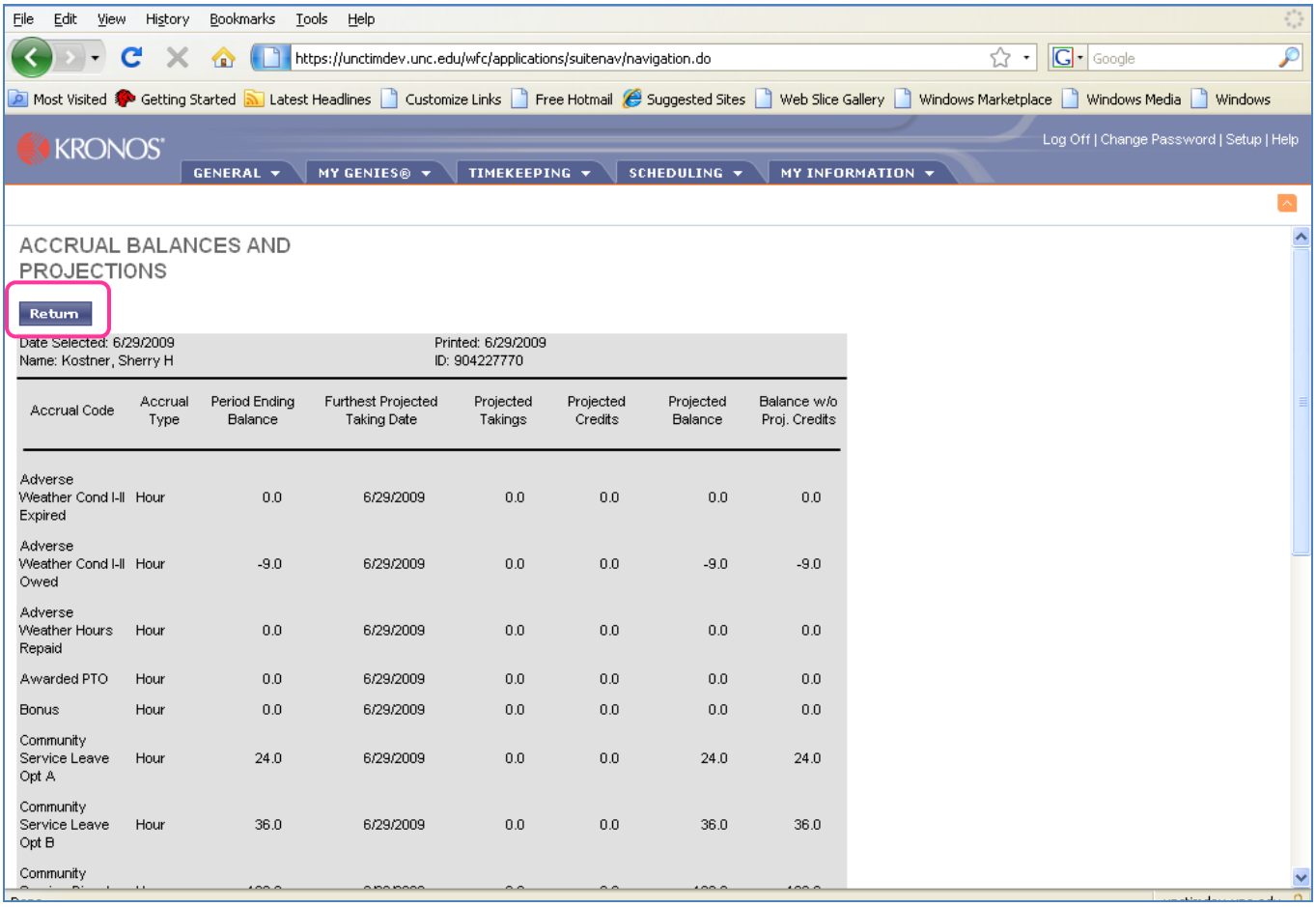
2. Click the drop down arrow in **As of**:

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 .



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.