

Using Time Information Management (TIM)

University of North Carolina at Chapel Hill

Students and Temporary Employees Time Stamp

Student and Temporary Employees are paid on an Hourly basis for hours worked. They are Non-Exempt and 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 for all Student and Temporary employees, 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 and 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

This manual is designed to accompany the Time Stamp Student and Temporary Employee's computer based training located at:
http://www.unc.edu/finance/payroll/tim/tim_training.html

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Accessing 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 a web browser window displaying the 'Workforce Central' login page. At the top, the text 'Workforce Central' is displayed in a large font, with 'Version 6.3' in a smaller font to its right. Below this, the heading 'LOG ON' is centered. Underneath, there are two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a blue button with a white arrow pointing to the right.

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

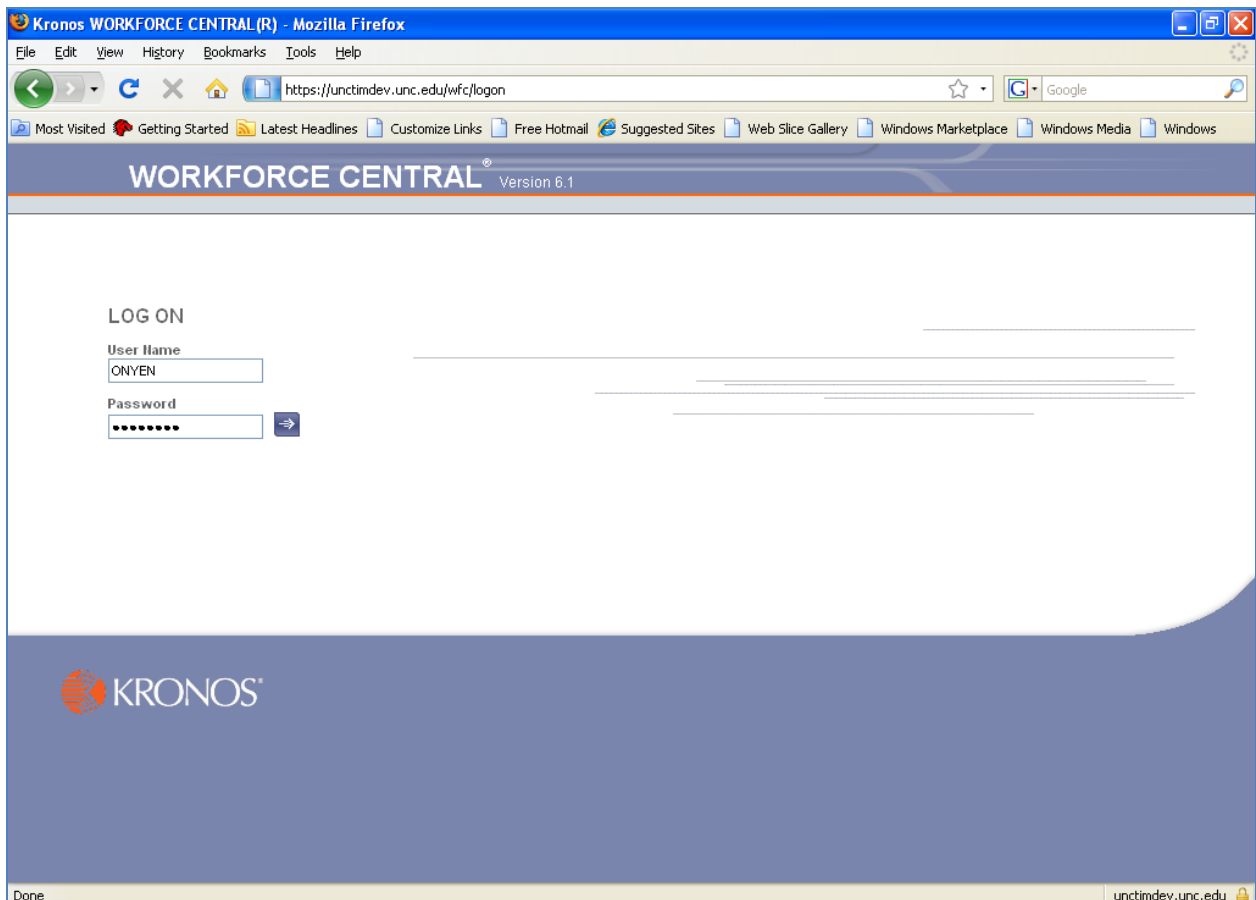
For employees using other devices to access TIM, such as Badge Terminals or TeleTime, please refer to those manuals, located here: http://finance.unc.edu/training/#tim_emp_other.

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 \[http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/page/4/\]](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 initial window appears. This window is customized to reflect the different roles at UNC-Chapel Hill.

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.

The screenshot shows the TIM Time Stamp window. At the top, there is a "Navigation Bar" with a "MY INFORMATION" dropdown. Below this, the "TIME STAMP" section displays the user's name and ID: "Name & ID Smith, Sam L 913714941". There are "Refresh" and "Print Screen" buttons. The current date and time are "Friday, June 26, 2009 8:38AM (GMT -05:00) Eastern Time". A "Transfers" dropdown menu is present, with a callout explaining: "Transfer hours worked to a position when employees work more than one job." Below the dropdown is a checked checkbox labeled "Log off after stamping", with a callout stating: "Check Mark will log off after recording time. Unchecked remain in TIM to perform more functions." At the bottom of the main area is a "Record Time Stamp" button, with a callout saying: "Click to record time in or out."

Time Stamp Screen Definitions

Area	Description
Navigation Bar	Located on the top of the work area, the Navigation Bar contains 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**.

MY INFORMATION ▾

TIME STAMP

Name & ID

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

Transfers

Log off after stamping

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.

Then use the Red X  to close the Browser Window.

Working Multiple Jobs

When you work for a department other than your home department, or work special events, you must transfer the hours you are recording time for before you stamp your IN PUNCH at the start of your shift.

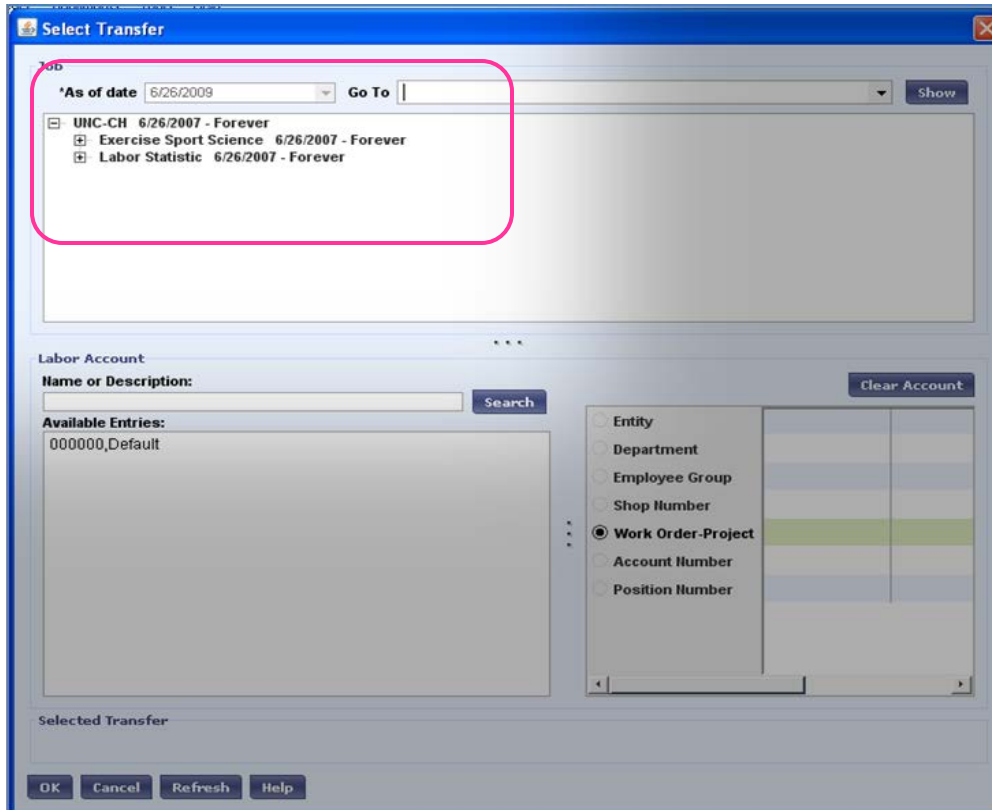
1. Log on to **TIM** using your **ONYEN** and **Password**.
2. Click the **down arrow** in the Transfer text box.




3. **Select** one of the **departments** from the Search drop down list
OR
Click **Search**

 TIM will recall the last 4 entries in the Search drop down list.


Search brings to the Select Transfer Screen



Each Department and Supervisor you have been assigned is located in the Job section of the Select Transfer window.

4. Click  to open up the list.



5. Click the box  next to the position for which you are about to record time.



6. Click  to close the Select Transfer Window.

7. Click  to record your time for this position.

Select Transfer only before the In time stamp.
If your position is not shown in the list of Jobs report this to your Manager or Department TIM Administrator immediately. Failure to properly record time to your positions can result in lost or no pay.

Confirmation of Time Stamp

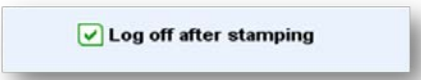
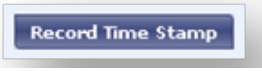




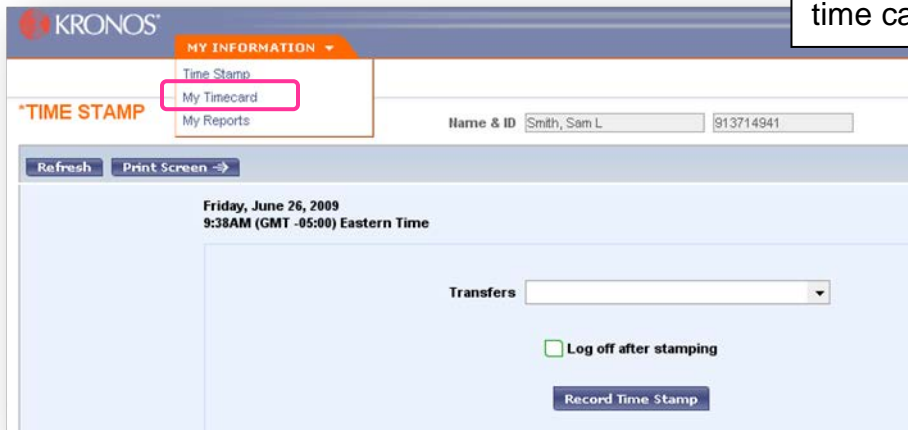
Viewing Your Time Card


Students and Temps may view their timecard anytime. 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.

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.

By deselecting the Log Off after stamping option you will remain in TIM to view your time card.



 It is not necessary to record your time in order to access My Timecard. You may select My Timecard at any time to review your time record.

Understanding the Time Card

Name & PID

Time Period defaults to Current Pay Period

Missed Punch

Timecard Tabs

Employee's work schedule

Date	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 6/22	8:02AM		12:06PM				4.1		
Mon 6/22	12:42PM		4:57PM				4.2	8.3	8.3
Tue 6/23	2:15PM	...-CHLabor Statistic/Ben Franklin/1111100	7:12PM				4.9	4.9	13.2
Wed 6/24	1:15PM								13.2
Thu 6/25									13.2
Fri 6/26	8:49AM	...e Sport Science/John Hampton/1111184	9:50AM	9:50AM	... Statistic/Ben Franklin/1111100	1:15PM	4.4	4.4	17.6
Sat 6/27									17.6
Sun 6/28									17.6
Mon 6/29									17.6
Tue 6/30									17.6
Wed 7/01									17.6
Thu 7/02									17.6

Date	Start Time	End Time	Pay Code
Mon 6/22	8:00AM	5:00PM	
Tue 6/23			
Wed 6/24			
Thu 6/25			
Fri 6/26			
Sat 6/27			

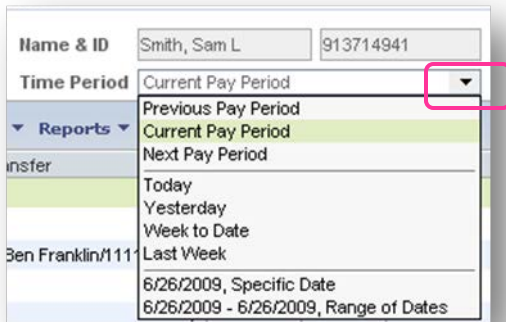
The Totals Section of the Timecard calculates all hours by Position. The hours here are sent to payroll for processing. Check your totals regularly during the pay period to ensure all of your hours are shown with the correct position number. Report any inaccuracies to your manager as soon as possible.

This Timecard shows a missing Timestamp for the out punch on Wednesday June 24, you should report your out time to your manager or TIM Administrator immediately for correction.

WARNING: Failure to Record all hours worked in your time card will result in reduced or no pay.

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

Click the **down arrow** in the Time Period drop down list.



Logging Off

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

5. Click in  the upper right hand corner of the TIM Window.

A screenshot of the Kronos web application. The browser address bar shows 'https://uncimdev.unc.edu/wfc/applications/suitenav/navigation.do'. The page title is 'KRONOS'. In the top right corner, there is a 'Log Off | Change Password | Help' link, which is highlighted with a red box. Below the navigation bar, the 'MY TIMECARD' section is visible. It shows the user's name 'Smith, Sam L' and ID '913714941'. The 'Time Period' is set to 'Current Pay Period'. The main area displays a table of timecard entries with columns for Date, In, Out, Transfer, Shift, Daily, and Cumulative. Below the table, there are sections for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' section shows a table with columns for Date, Start Time, End Time, Pay Code, and Amount.

Then Close the Browser Using the Red X 



Approving Your Timecard

Timecard Approval is required at the close of each Pay Period. Your department will issue a deadline for you to complete the approval process.

Always check that you are in the correct Time Period **before** approving.

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

Review all of your time entries at the time of your last entry for the current pay period and then approve your timecard.

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

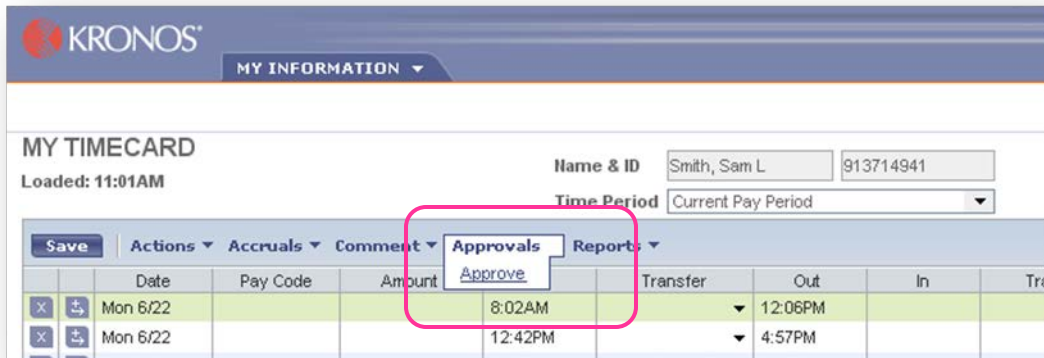
1. Log on to TIM using your ONYEN and Password.
2. Click **My Timecard** on the Navigation Bar.

KRONOS
MY INFORMATION
Time Stamp
My Timecard
My Reports
Name & ID Smith, Sam L 913714941
Refresh Print Screen
Friday, June 26, 2009
9:38AM (GMT -05:00) Eastern Time
Transfers
 Log off after stamping
Record Time Stamp

3. **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.

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



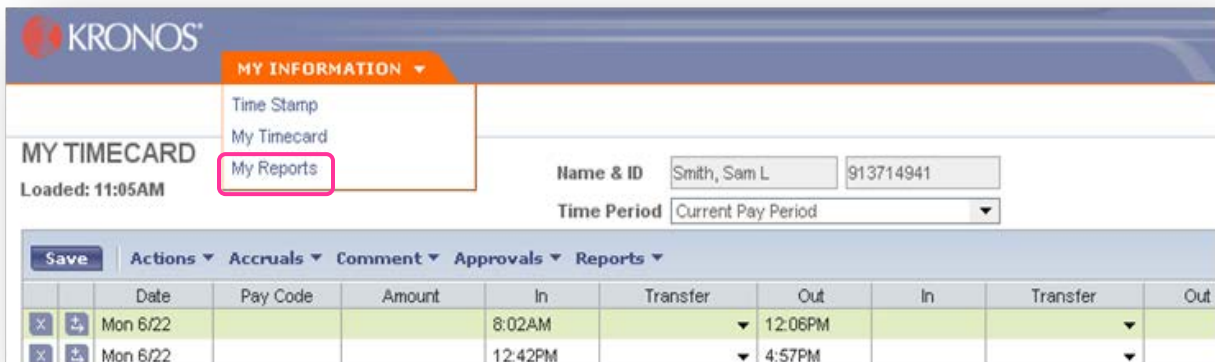
5. Click  in the upper right hand corner of the TIM Window.



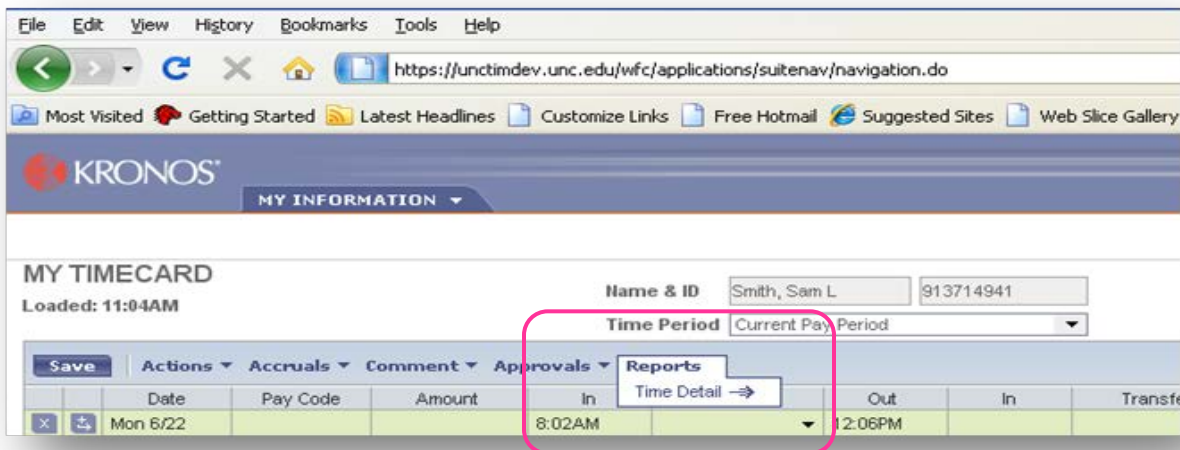
Running a Report

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 **My Reports** on the Navigation Bar.



Or from your Timecard



3. Click on Reports Menu then select Time Detail

4. Select Report by Clicking on the Name

MY REPORTS Name & ID Smith, Sam L. 913714941

Print Screen ->

Available Reports

- Schedule
- Time Detail**

Time Detail

Description

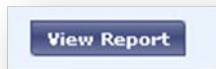
Displays detailed data about an employee's punches, duration and pay code edits. Summary data displays for the employee totaling time and money by labor level and pay code (excluding combined) and then just by pay code (separately listing combined).

As of

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

5. Chose Time Period from List

6. Click



Kronos WORKFORCE CENTRAL (R) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://uncimdev.unc.edu/wfc/applications/suitenav/navigation.do

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Suggested Sites Web Slice Ge

KRONOS

MY INFORMATION

TIME DETAIL

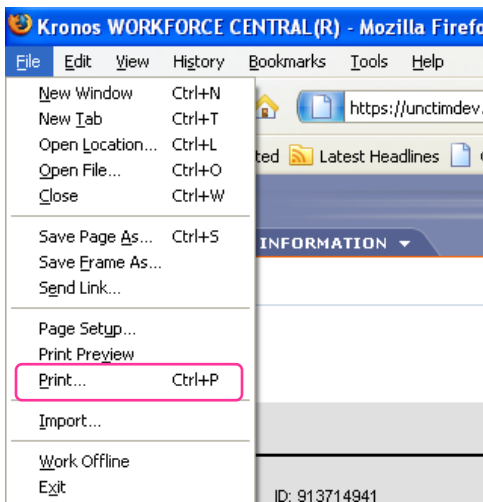
[Return](#)

Time Period: Current Pay Period
 Dates: 6/22/2009 - 7/05/2009 Printed: 6/26/2009

Name: Smith, Sam L ID: 913714941 Pay Rule: STUDENT
 Primary Account(s): 5/25/2009 - forever 000000001/003292/900855920/000/000000/000000/1111184

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Mon 6/22		8:02AM		12:06PM				4.1		
Mon 6/22		12:42PM		4:57PM				4.2	8.3	
Tue 6/23		2:15PM		7:12PM				4.9	13.2	
Wed 6/24	Organization/UNC-CH/Labor Statistic/Ben Franklin/1111100	1:15PM			MO			0.0	13.2	
Thu 6/25									13.2	
Fri 6/26		8:49AM		9:50AM						
Fri 6/26	Exercise Sport Science/John Hampton/1111184	9:50AM		1:15PM				4.4	17.6	
Sat 6/27	Labor Statistic/Ben Franklin/1111100								17.6	
Sun 6/28									17.6	
Mon 6/29									17.6	
Tue 6/30									17.6	
Wed 7/01									17.6	
Thu 7/02									17.6	
Fri 7/03									17.6	
Sat 7/04									17.6	
Sun 7/05									17.6	
Totals						0.00	0.0	17.6	17.6	

To Print the Report Select File Print or Printer Icon from Browser Menu.



You can copy the report to a word document using the Print Screen Key and Paste in Word to keep a copy Saved on your Desktop.



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.