TIM Reference Guide
(Non-Java Version)

SPA Exempt Employees

June 2012
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Log into TIM (Non-Java Version)

1. Click on this link or open a web browser and type, http://unctim.unc.edu/employee into the address bar.

2. Type your ONYEN in the User Name field.

3. Type your ONYEN password in the Password field.

4. Click on the arrow,

   - 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.
Log Off TIM

1. To log off securely, click **Log Off** in the Navigation Bar.

2. After you have logged off TIM successfully, you will see a text message stating that you have logged off. Use the button in the top right corner to close the web browser.

- Logging off incorrectly may create issues with future connections. Do not close the browser window without clicking **Log Off** first.
- TIM is set to automatically log off after 30 minutes of inactivity.
Open & Edit My Timecard

1. Click on My Timecard to open the timecard.

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<table>
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<th>My Information</th>
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<td>✋ Inbox</td>
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- Because this is the non-Java version of TIM, you must click on ‘Home’ on the right side of the screen to navigate back to the My Information list.
Enter Leave Taken

1. Open the timecard and click on the drop down arrow in the Pay Code column and select the appropriate leave pay code. If needed, in the Add Row column, click on the icon with the plus sign to insert a row.

2. Enter the amount of hours under the date leave was taken.

3. Click on the Save button to save the entry in the timecard.

Because this is the non-Java version of TIM, you must click on ‘Home’ on the right side of the screen to navigate back to the My Information list.
Approve My Timecard

1. Click on My Timecard to open the timecard

2. Select the correct Time Period to be approved, Current or Previous Pay Period.

3. Review the timecard to ensure all leave taken has been entered.

4. Click on the Approve button to process employee approval.

- Be sure to select the correct pay period. If the pay period to be approved has ended, select the Previous Pay Period. If the pay period to be approved is still open, select the Current Pay Period.
- Once employee or manager approval has been applied to the timecard, only a manager can make changes to it.
- Because this is the non-Java version of TIM, you must click on ‘Home’ on the right side of the screen to navigate back to the My Information list.
View My Reports

1. Click on My Reports to see a list of available reports

   - Schedule- shows the employee’s schedule for the time period selected.
   - Time Detail- shows the times in and out and leave taken for the time period selected.
   - Accrual Balances and Projections- lists all of the employee's accrual balances as of the date selected

2. Select the report and time period and click on the View Reports button.

3. Click on the Return button to return to the list of reports and run another report or click on ‘Home’ on the right side of the screen to return to My Information list.

   ➢ The Accrual Balances and Projections Report is the only way for an employee to view all of their accrual balances in the non-Java version of TIM.
Assistance with TIM

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