

**PART**

**1**

# **TIM Reference Guide**

## **(Non-Java Version)**

**SPA Student & Temporary 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.



### LOG ON

User Name

ONYEN

Password

\*\*\*\*\*



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.

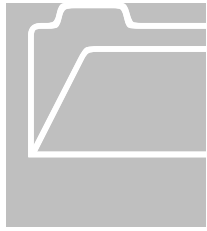
## Log Off TIM

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.



## Record a Time Stamp

1. The Time Stamp screen appears when a SPA Student or Temporary Employee logs into the non-Java version of TIM. Click on the Record Time Stamp button to record a time in or out.

KRONOS Log Off | Change Password | Help

< Home

### TIME STAMP

Record Time Stamp Primary Account

Saturday, April 07, 2012 4:30PM (GMT -05:00) Eastern Time

Transfer  🔍

2. The Time Stamp Results screen appears with the recorded time.

KRONOS Log Off | Change Password | Help

< Home

### TIME STAMP RESULTS

Primary Account OK

Recorded Time 4:32PM (GMT -05:00) Eastern Time


## Transfer to Secondary Position on Time Stamp In

1. In the Time Stamp screen, click on the magnifying glass beside the Transfer field. This will open the Transfer Selection form.

TIME STAMP

Record Time Stamp Primary Account

Saturday, April 07, 2012 4:30PM (GMT -05:00) Eastern Time


Transfer  

2. Click on the drop down arrow beside the Job field.

TRANSFER SELECTION

JOB

As of 4/07/2012


Job:  

3. Select the position that will be worked and click OK.
4. Click on the Record Time Stamp button to record the time stamp in.

TIME STAMP

Record Time Stamp Primary Account

Saturday, April 07, 2012 5:51PM (GMT -05:00) Eastern Time

Transfer  

5. The Time Stamp Results screen appears with the recorded time in and position.

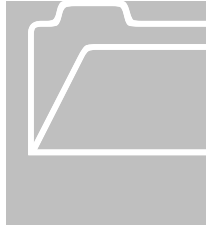
TIME STAMP RESULTS

Primary Account OK

Recorded Time 5:55PM (GMT -05:00) Eastern Time

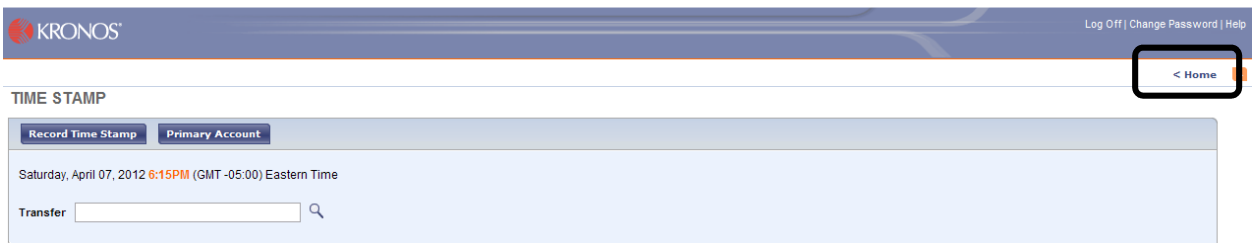
Job Dermatology/CYNTHIA C CREEDH1132382  
Dermatology/CYNTHIA C CREEDH1132382 - Student Assistant

- Transfer to a position only on the Time Stamp **In**. A transfer to a position on the Time Stamp Out will cause a duplicate punch to appear in the timecard, which must be removed by the Manager.
- If a secondary position does not appear in the list, report this to the Manager of that position **immediately**.

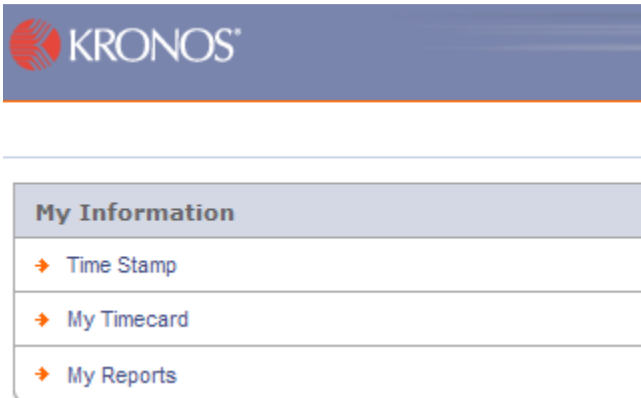


## View My Timecard

1. The Time Stamp screen appears first when a SPA Student or Temporary Employee logs into the non-Java version of TIM. Click on 'Home' on the right side of the screen to open My Information list.



2. Click on My Timecard to open 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. Open My Information list by clicking on 'Home' and then click on My Timecard.

2. Select the correct Time Period to be approved, Current or Previous Pay Period.
3. Click on the Totals Summary button to review the total hours worked in the pay period. Then, click OK.

4. If the total hours are correct, click on the Approve button above the timecard. If the total hours are not correct, notify your Manager immediately.

TIMECARD

Person & Id Employee, Marcus (100000007)

Time Period Current Pay Period 3/26/2012 - 4/08/2012

Approvals:

Timecard Approval by Employee (kadtemp): 4/08/2012

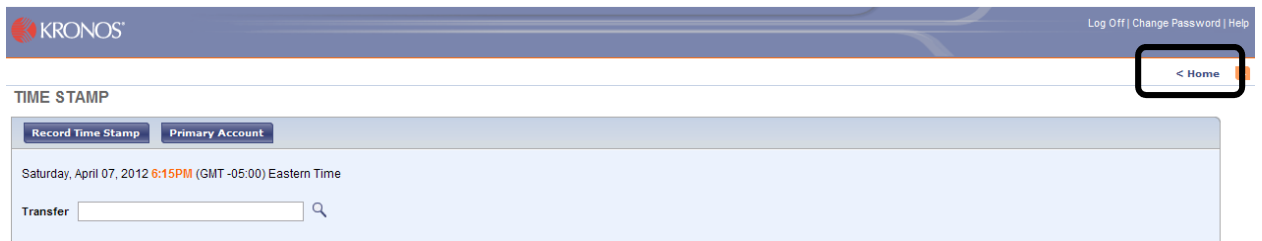
Primary Account		Totals Summary		Refresh				Totals	
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	
	Mon 3/26			9:10AM		12:23PM	3.2	3.2	
	Tue 3/27			9:14AM		12:10PM	2.9	2.9	
	Wed 3/28			9:03AM		12:22PM	3.3	3.3	
	Thu 3/29								
	Fri 3/30								
	Sat 3/31								
	Sun 4/01								
	Mon 4/02			9:04AM		12:17PM	3.2	3.2	
	Tue 4/03			9:12AM		12:06PM	2.9	2.9	
	Wed 4/04			9:17AM		12:03PM	2.8	2.8	
	Thu 4/05								
	Fri 4/06								
	Sat 4/07								
	Sun 4/08								
								Total: 18.3	

- 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.
- If the total hours worked is not correct, notify your Manager immediately. Approve the timecard as soon as it is correct.
- 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.

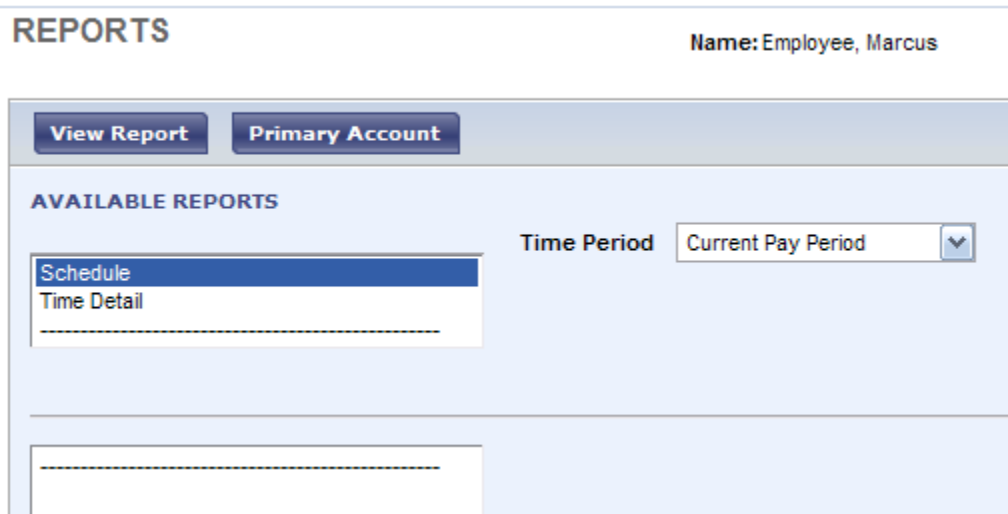


## View My Reports

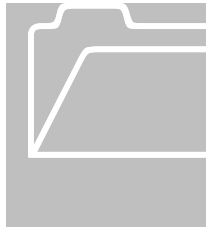
1. The Time Stamp screen appears first when a SPA Student or Temporary Employee logs into the non-Java version of TIM. Click on 'Home' on the right side of the screen to open My Information list.



2. 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.
3. Select the report and time period and click on the View Reports button.
  4. Click on the Return button to return to the list of reports and run another report or click on 'Home' to return to My Information list.



## **Assistance with TIM**

- 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.