New TIM Administrator Training - Leave and Timekeeping (Part 1&2)

Description: Time Information Management (TIM) provides tools to help you carefully track worked and non-worked hours to ensure your employees are compensated appropriately. In this class you will learn how to:

- Navigate the TIM System
- Use Online Help
- Maintain Accrual Balances
- Identify and Enter Appropriate Pay Codes
- Generate and Print Reports
- Manage Employee Timecards
- Perform Signoff
- Manage Comp Time and Overtime
- Enter Historical Edits

Prerequisites:
- Active ONYEN and Password
- Submitted and been approved as TIM Administrator, [http://financepolicy.unc.edu/form-section/payroll-benefits/](http://financepolicy.unc.edu/form-section/payroll-benefits/)
- Review all TIM Audit information on the TIM Administrator webpage and recent TIM Announcements.

Important Information:
- Attendance is Mandatory for New TIM Administrators
- TIM Administrators need to have a detailed understanding of the UNC-CH Wage Hour and Leave Policies for SPA Non-Exempt employees. These policies are located on the HR website, [http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/](http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/)
- The most current TIM Administrator Manual Parts 1 and 2 are located here, [http://finance.unc.edu/training/#tim_mgr_ta](http://finance.unc.edu/training/#tim_mgr_ta)
- If you have never used TIM before or you are unsure about how employees interact with TIM, please watch the Employee CBTs at [http://finance.unc.edu/training/#tim](http://finance.unc.edu/training/#tim)

Next Class:
Location: AOB Building 104 Airport Drive, Room 3101
Date: Thursday, December 3, 2015
Hours: 1:00pm – 4:30pm

Training Registration Web Page: [https://apps.research.unc.edu/events/index.cfm](https://apps.research.unc.edu/events/index.cfm)