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:
• ONYEN and Password
• Submitted and been approved as TIM Administrator. See TIM website for request form, http://tinyurl.com/6879sJ5.
• Please review all TIM Audit information on the TIM Administrator updates. Also review the TIM Announcements for the most up to date TIM information.

Important Information:
• Attendance is Mandatory
• It is recommended that TIM Administrators 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,
  • Wage Hour- http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/wage-hour-policies/index.htm
• You may wish to print the most current TIM Administrator Manual and bring it to class.
  • Part 1 http://tinyurl.com/6yedse6
  • Part 2 http://tinyurl.com/664kwvF
• If you have never used TIM before or you are unsure about how employees interact with TIM, please watch the Employee CBTs at http://tinyurl.com/27xq6pc

Next Class:
Location: AOB Building 104 Airport Drive, Room 3101
Date: Thursday, January 17th 2013
Hours: 1:00pm – 5:00pm

Training Registration Web Page: http://tinyurl.com/6frp324