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.

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, Leave: http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/leave-and-holidays/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, July 12, 2012
Hours: 1:00pm – 4:30pm

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