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/6879sij](http://tinyurl.com/6879sij)
- 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](http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/wage-hour-policies/index.htm). 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](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](http://tinyurl.com/6yedse6)
  - Part 2 [http://tinyurl.com/664kwvf](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](http://tinyurl.com/27xq6pc)

**Next Class:**

Location: AOB Building 104 Airport Drive, Room 3101
Date: Thursday, June 6th 2013
Hours: 1:00pm – 5:00pm

**Training Registration Web Page:**
[http://tinyurl.com/6frp324](http://tinyurl.com/6frp324)