Using Time Information Management (TIM)

University of North Carolina at Chapel Hill

Students and Temporary Employees Time Stamp

Student and Temporary Employees are paid on an Hourly basis for hours worked. They are Non-Exempt and entitled to overtime or compensation time at one and one half times regular rate for hours worked in excess of 40 hours per week.

Time Stamp has been selected for all Student and Temporary employees, this method of keeping time records requires the user to capture their start and end work times by using a computer to record their time. They cannot correct, change and update time entries. Corrections and changes must be done by their Manager or TIM Administrator.

Each Department maintains a Payroll Processing Deadline for time card completion and approval.

July 2014
This manual is designed to accompany the Time Stamp Student and Temporary Employee’s computer based training located at:
http://www.unc.edu/finance/payroll/tim/tim_training.html

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Accessing TIM

How to access TIM

For all employees (not TIM Administrators or Managers), an HTML (non-Java) version should be used.

To log in, open a supported web browser (Internet Explorer (IE) versions 7, 8 or 9 or Mozilla Firefox version 4 or higher) and type http://unctim.unc.edu/employee in the address bar. A log in page will appear. Take the following steps:

1. Type your ONYEN in the User Name field.
2. Type your ONYEN password in the Password field.

For detailed instructions, please refer to the HTML (non-Java) TIM User's Manuals, located here: http://finance.unc.edu/training/#tim_non_java.

For employees using other devices to access TIM, such as Badge Terminals or TeleTime, please refer to those manuals, located here: http://finance.unc.edu/training/#tim_emp_other.

Please Note-

• New hires will not be able to log into TIM until 24-48 hours after the new hire action has been successfully completed in the HR System.
• Times in and out must be captured in TIM at the start and end of each shift worked by Student, Temporary, and SPA Permanent Non-Exempt (set to capture) Employees.

• SPA Permanent Non-Exempt Employees (not set to capture) should enter their times in and times out in their timecards in TIM on a daily basis to ensure accuracy and completeness, under UNC audit standards. The times for each day should reflect the actual time the employee started work and the actual time when the employee stopped work. Actual times out and in for meal breaks should be recorded daily as well. Please refer to the December 12, 2011, TIM Internal Audit memo located on the TIM announcements webpage [http://finance.unc.edu/controller/payroll-services/tim/tim-announcements/page/4/].

Logging on to TIM

[Image of TIM login page]
On the Workforce Central website, the User Name field should now have a flashing line. You may want to bookmark this address before logging in, to avoid having to type it in each time you use TIM.

1. Type your **ONYEN** in the User Name field.
2. Type your **ONYEN password** in the Password field.
3. Click
Navigating TIM

Identifying Elements of the Time Stamp Window

After you log on to TIM, the initial window appears. This window is customized to reflect the different roles at UNC-Chapel Hill.

This screen contains your name, PID, and the date and time. The time you see will be recorded when you click on “Record Timestamp”. This may differ from what you see on your computer clock or your watch. TIM uses the atomic clock, which is the official time used by TIM and Human Resources.
Time Stamp Screen Definitions

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Bar</strong></td>
<td>Located on the top of the work area, the Navigation Bar contains links to all TIM features you are authorized to access.</td>
</tr>
<tr>
<td><strong>Header</strong></td>
<td>Located at the top of the page. The header includes your name and PID.</td>
</tr>
<tr>
<td><strong>Workspace</strong></td>
<td>Located in the middle of the page, the workspace will display detailed information about the time stamp, your time card and time period you are currently viewing.</td>
</tr>
<tr>
<td><strong>Transfer</strong></td>
<td>The initial screen defaults to your home department. Use the drop down arrow to transfer time worked to other departments you have been assigned to work.</td>
</tr>
<tr>
<td><strong>Log off after stamping</strong></td>
<td>When this box is checked, TIM will log you off immediately after stamping. When this box is unchecked, you have the option to use all of the features you have access to, i.e. time card, reports, help.</td>
</tr>
</tbody>
</table>
Recording Time

Recording Time Only

TIM automatically assumes that you will be working for your home department. There is no need to use the Transfer option unless your hours worked should be assigned to a different department.

You must record a time stamp for your start of work, start of lunch break, end of lunch break and end of work for each work day.

1. Log on to TIM using your ONYEN and Password.

2. Click button.

If the “Log off after stamping” box is checked, TIM will immediately return you to the Internet Browser after you click the Record Time Stamp button.

Then use the Red X to close the Browser Window.
Working Multiple Jobs

When you work for a department other than your home department, or work special events, you must transfer the hours you are recording time for before you stamp your IN PUNCH at the start of your shift.

1. Log on to TIM using your ONYEN and Password.
2. Click the down arrow in the Transfer text box.

3. Select one of the departments from the Search drop down list OR
   Click Search

TIM will recall the last 4 entries in the Search drop down list.

Search brings to the Select Transfer Screen
Each Department and Supervisor you have been assigned is located in the Job section of the Select Transfer window.

4. Click [ ] to open up the list.

5. Click the box next to the position for which you are about to record time.
6. Click to close the Select Transfer Window.

7. Click to record your time for this position.

☐ Select Transfer only before the In time stamp.

☐ If your position is not shown in the list of Jobs report this to your Manager or Department TIM Administrator immediately. Failure to properly record time to your positions can result in lost or no pay.

Confirmation of Time Stamp
Viewing Your Time Card

Students and Temps may view their timecard anytime. You will be able to view hours worked and any transfers you have made. You can view any time period you chose. However, you cannot make any edits to the timecard. Edits to the timecard can only be made by your Manager or TIM Administrator.

To review your timecard after Time Stamping:
1. Log on to TIM using your ONYEN and Password.
2. Click to deselect the check box.
3. Click to record your time.
4. Click My Timecard on the Navigation Bar.

By deselecting the Log Off after stamping option you will remain in TIM to view your time card.

☐ It is not necessary to record your time in order to access My Timecard. You may select My Timecard at any time to review your time record.
The Totals Section of the Timecard calculates all hours by Position. The hours here are sent to payroll for processing. Check your totals regularly during the pay period to ensure all of your hours are shown with the correct position number. Report any inaccuracies to your manager as soon as possible.

This Timecard shows a missing Timestamp for the out punch on Wednesday June 24, you should report your out time to your manager or TIM Administrator immediately for correction.

**WARNING:** Failure to Record all hours worked in your time card will result in reduced or no pay.
To view your timecard during a period other than the Current Pay Period:

Click the **down arrow** in the Time Period drop down list.

Logging Off

When you are finished reviewing your timecard, you can log off.

5. Click in the upper right hand corner of the TIM Window.

Then Close the Browser Using the Red X

![Image of timecard and browser window]
Approving Your Timecard

Timecard Approval is required at the close of each Pay Period. Your department will issue a deadline for you to complete the approval process.

Always check that you are in the correct Time Period **before** approving.

Review all of your time entries at the time of your last entry for the current pay period and then approve your timecard.

Once you have approved your timecard, only your manager can make changes to it.

1. Log on to TIM using your ONYEN and Password.
2. Click **My Timecard** on the Navigation Bar.

3. **Review** your timecard to make sure that the timecard reflects all of the hours worked.
4. Select **Approve** from the **Approvals** menu.

5. Click ![Log Off](image) in the upper right hand corner of the TIM Window.
Running a Report

The “My Report” screen offers several options in a drop down box on your screen.

1. Log on to TIM using your ONYEN and Password.
2. Click My Reports on the Navigation Bar.

Or from your Timecard

3. Click on Reports Menu then select Time Detail
4. Select Report by Clicking on the Name

5. Chose Time Period from List

6. Click
To Print the Report Select File Print or Printer Icon from Browser Menu.

You can copy the report to a word document using the Print Screen Key and Paste in Word to keep a copy Saved on your Desktop.
In Conclusion

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.