

TIME INFORMATION MANAGEMENT (TIM)

The chart shown below explains the default options and elected options available for the various employee classifications and how they will process time in the TIM system. For those classifications that show “No” under the Payroll Auto Pay column a timesheet is required to be completed for time worked.

Time sheets should be approved in TIM, however payroll will process time sheets without approval and a manually signed form will be required to be retained by the Department for all time sheets processed without an electronic Approval.

| Employee Classification | Time Entry Methods | Devices | Description | Payroll Auto Pay |
|--|-----------------------------|--|---|------------------|
| Students | Capture | <ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time | Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator | No |
| UNC Temporary Employees | Capture | <ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time | Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator | No |
| TH Temps | Capture | <ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time | Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator | No |
| SPA Permanent Non-Exempt (Hourly Paid) Department Election of either Capture or MTE | Capture (Election) | <ul style="list-style-type: none"> • Badge Terminal • Web Stamp • Tele Time | Employees use one of the devices to record hours worked. Edits are not allowed by the employee. Corrections must be processed by their manager or TIM Administrator | No |
| | Manual Time Entry (Default) | Web Access using Online Timesheet | Employees access Online Timesheet and enter Start and End Times for each workday and meal break | No |
| SPA Permanent Exempt (Salaried) | Manual Time Entry | Web Access using Online Timesheet | Permanent Schedule Pattern is assigned and hours are defaulted to the standard schedule. Employees will enter exceptions in their online timesheets and leave hours used. | Yes |
| EPA Permanent Exempt (Salaried) | Leave Reporting Only | Web Access Online or continue to report to TIM Administrator using existing procedure | Employees report only leave hours used either via current process or Online. This is the EPA Employee's option. | Yes |
| EPA Temporary Employees | None | None | No Leave Employees are not imported to TIM | Yes |