

Introduction to Time Information Management (TIM): A User's Guide

The University of North Carolina

General Administration

Time Information Management (TIM)

Table of Contents

CHAPTER 1

INTRODUCTION TO TIME INFORMATION MANAGEMENT (TIM)	1
LOGGING ON AND OFF TIM	2
NAVIGATING TIM	4
USING ONLINE HELP	7
IDENTIFYING AND USING ELEMENTS OF THE TIMECARD	10

CHAPTER 2

HOW TO ENTER WORK TIME AND LEAVE TAKEN	14
HOW TO ENTER WORK TIME	15
PAY CODES	17
HOW TO ENTER VACATION LEAVE	34
HOW TO CHECK YEAR END PROJECTED ACCRUAL BALANCE	35
HOW TO ENTER SICK LEAVE	37
HOW TO ENTER BONUS LEAVE	38
HOW TO ENTER COMPENSATORY TIME TAKEN	39
HOW TO ENTER ADVERSE WEATHER LEAVE	40
HOW TO REPAY ADVERSE WEATHER TAKEN	41
HOW TO ENTER TRAVEL TIME EARNED	46
HOW TO ENTER TRAVEL TIME TAKEN	47
APPROVING THE TIMECARD	49

CHAPTER 3

GENERATE AND PRINT REPORTS	50
EXPLORING LEAVE REPORTS	51

Introduction to Time Information Management (TIM)

Time Information Management (TIM) will provide you with a more efficient method for recording your work hours and leave usage, and this manual will instruct you on how to use the basic functions within the TIM system. For additional assistance with the various features within TIM, please consult the Help feature. Should you have any questions, please contact your Human Resource Facilitator.

Objectives:

At the end of Chapter 1 you will be able to:

- Log On and Off TIM
- Navigate the TIM System
- Access and Use Online Help
- Identify and Use Elements of the Timecard



Logging On and Off TIM

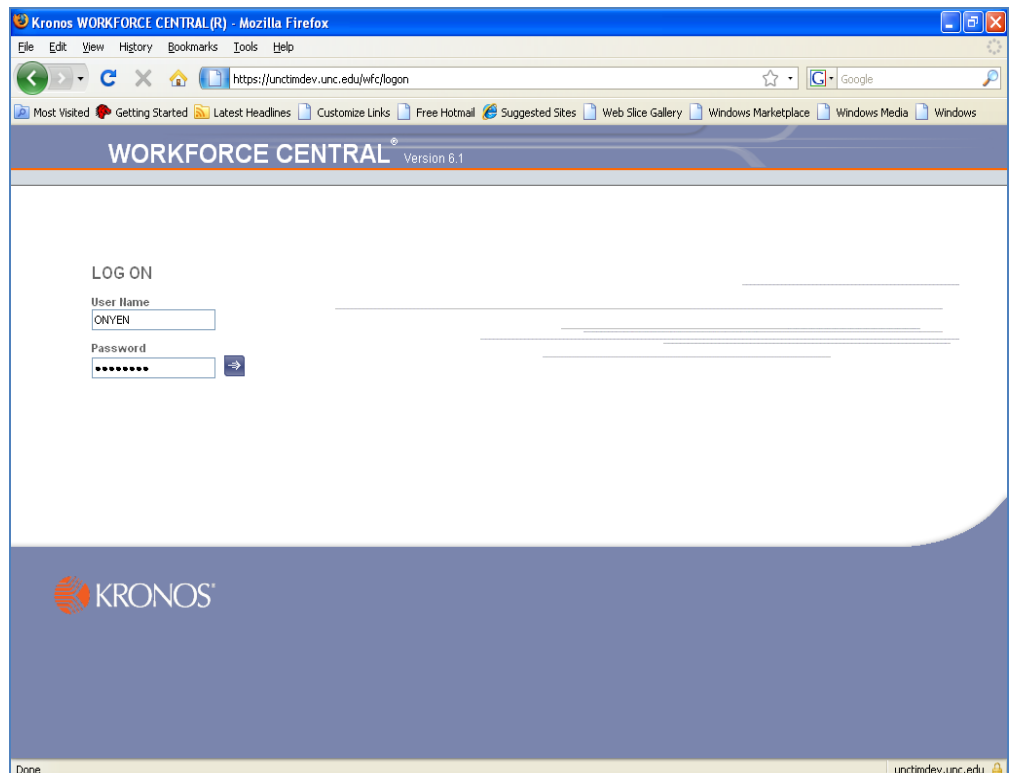
The following link will allow you to download TIM to your desktop. This is a one time step.

LINK HERE



Once downloaded, double click on the icon to access TIM and follow the steps below:

- Enter your **ONYEN**. This is your TIM **User Name**.
- Enter your **ONYEN Password**. This is your TIM **Password**.



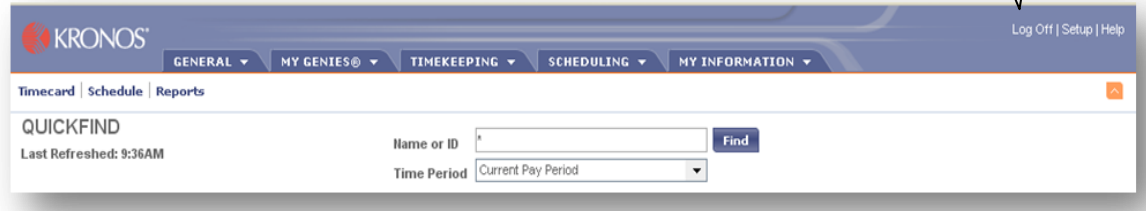
NOTE: To access TIM from a remote location, follow this link ***every time*** you need to access the system: <https://unctimdev.unc.edu/wfc/logon>

To Log Off Correctly

To log off securely, always click Log Off in the Navigation Bar.


- Click **Log Off**.

Log Off







Once you have clicked Log Off, you will see the following message at the bottom of the screen:

 **You are now logged off**

Once you have logged off, you can use the  to close the Browser window.

Logging off incorrectly may cause your password to be locked. Do not close the window without clicking Log Off first to prevent system security from locking your password.

	DO NOT use  (Back Arrow).
	DO NOT use  (Close Window Button) to close TIM's window after logging off.



Navigating TIM

Exploring TIM's Initial Window

After you log onto TIM, the initial window view appears. This window is customized to reflect your employment type at UNC-General Administration. As a Wage and Hour employee (SPA Non-exempt), your timecard may appear automatically as you log on.

The screenshot shows the TIM interface with the following components labeled:

- Navigation Tabs:** Located at the top, including 'GENERAL' and 'MY INFORMATION'.
- Header:** Contains the user's name and ID: 'Name & ID Benson, Anthony B 915284663' and the 'Time Period' dropdown set to 'Current Pay Period'.
- Workspace:** The main area containing the 'MY TIMECARD' table and the 'TOTALS & SCHEDULE' table.
- Help:** A button in the top right corner.

MY TIMECARD Table:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 6/22			7:25AM		11:30AM	12:31PM		4:31PM	8.0	8.0	8.0
Tue 6/23			7:30AM		12:06PM	1:06PM		4:29PM	8.0	8.0	16.0
Wed 6/24			7:12AM		11:29AM	12:28PM		4:47PM	8.6	8.6	24.6
Thu 6/25	Vacation	0.3									
Thu 6/25			7:36AM		11:24AM	12:15PM		4:15PM	7.7	8.0	32.6
Fri 6/26	Flexible F...	8.0								8.0	40.6
Sat 6/27											40.6
Sun 6/28											40.6

TOTALS & SCHEDULE Table:

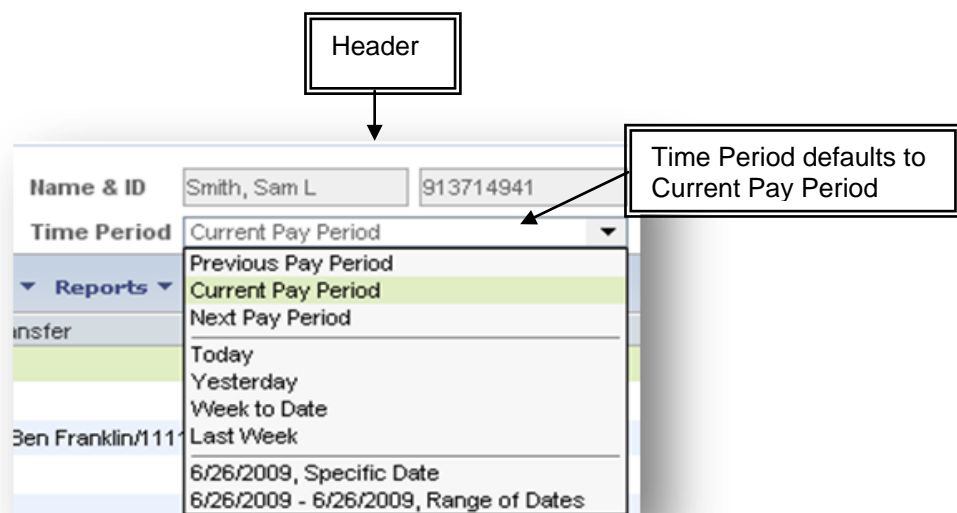
Date	Start Time	End Time	Pay Code	Amount
Mon 6/22	7:30AM	4:30PM		
Tue 6/23	7:30AM	4:30PM		
Wed 6/24	7:30AM	4:30PM		
Thu 6/25	7:30AM	4:30PM		
Fri 6/26	7:30AM	4:30PM		
Sat 6/27				
Sun 6/28				
Mon 6/29	7:30AM	4:30PM		
Tue 6/30	7:30AM	4:30PM		
Wed 7/01	7:30AM	4:30PM		

The following table lists the four main areas of the initial TIM Window.

Area	Description
Navigation Tabs	Located on the top of the page, the Navigation Tabs contain links to all TIM features you are authorized to access.
Header	Located at the top of the page. The header identifies your name and time period you are currently viewing. Depending upon your employment status, this area may also include a menu of additional timekeeper tasks and launch icons for quick access to other TIM functions.
Workspace	Located in the middle of the page, the workspace contains detailed information about you and the time period you are currently viewing.
Help	Navigation Bar Help - Displays Help topics relevant to the TIM window you are currently viewing

Using the tools in the header

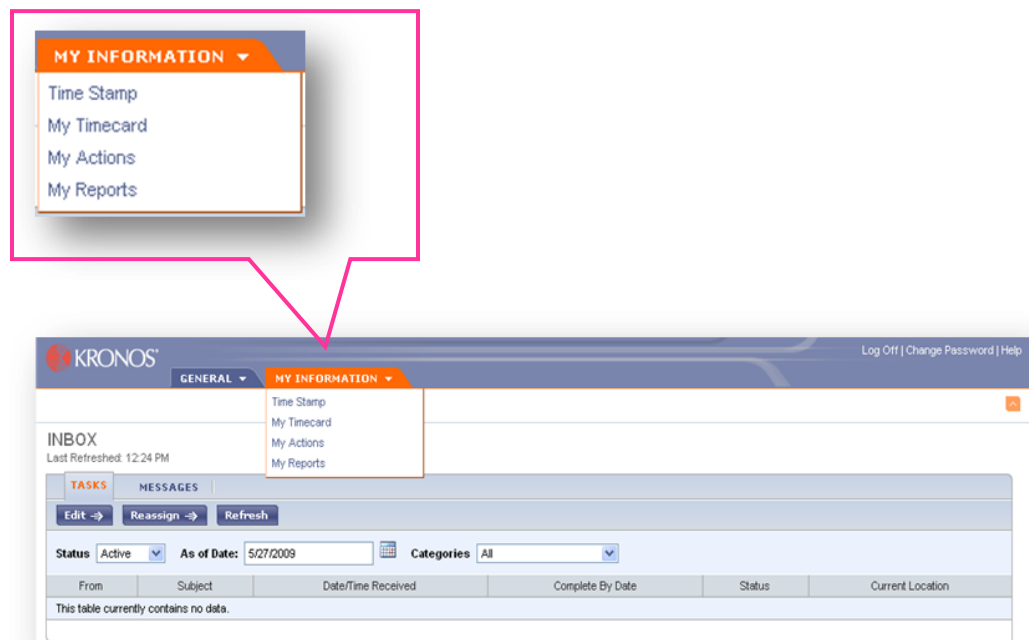
The header contains useful tools to help you access and filter data quickly and easily.



The following table defines the header tools:

	Description
Name and PID	This field allows you to view your name and PID.
Time Period	This field contains a list of time periods that you can select to populate the workspace with information for a specific date, range of dates, pay period, or schedule period.

Using the tools in the Navigation Tabs





Using Online Help

TIM contains an online Help system to assist you in performing timekeeping tasks. This Help system contains a site map, index, and search capabilities to aid in location information about TIM components, concepts, and procedures.

To Access Online Help

1. Click the word **Help** in the Navigation Bar

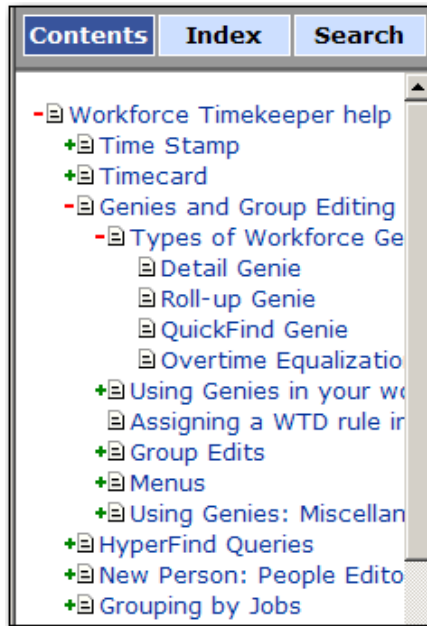
When you access the online Help system from the Navigation Bar, the main TIM Help page appears. The following table lists the three tabs on the help page, which can help you locate information.

The following table defines the Help tab selections:

Help tab	Description
Contents	Collection of topics for all TIM components in your department.
Index	Alphabetical directory of all Help topics in the system.
Search	Tool for entering a specific word or phrase. Topics appear with percent rankings that identify their relevance.

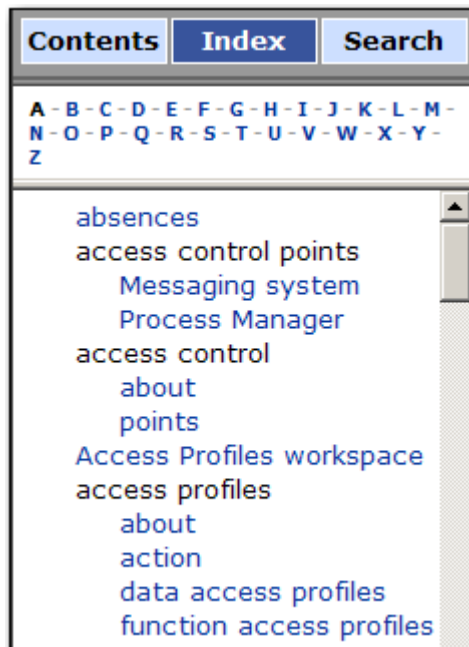
Contents

2. Click . Scroll and then click the topic you need.



Index

3. Click . Click the letter that corresponds to the category of topics for your search and locate the topic.



Search

4. Click **Search**. Type a word or phrase in the Search box and click Go. View the list and select the topic.

Contents	Index	Search
<input type="text" value="help"/> <input type="button" value="Go!"/>		
All Available Books <input type="button" value="v"/>		
Rank Title		
Workforce Timekeeper help		
100. Using Help		
80. Help Build Information		
51. Help button		
17. Timecard indicators and colors		
14.		
12. Header area		
7. Add, edit, or duplicate processing orders		
7. Finding the right menu item (workspace)		
7. Schedule limited policies		
7. Trademarks		
7. Using Reports		
4. About overtime rules		
4. Annual profiles		



Identifying and Using Elements of the Timecard

To Access the TIM Timecard Window

Depending upon your employment status, your timecard may appear automatically as you log onto TIM. If it does not, follow the steps below:

1. Click “My Information” in the Navigation Tab. Then click “My Timecard” and your timecard will appear in the Workspace.

The screenshot shows the KRONOS MY TIMECARD interface. Callouts point to the following elements:



- Navigation Tabs:** Points to the 'MY INFORMATION' tab in the top navigation bar.
- Delete and Insert Row Icons:** Points to the 'X' and '+' icons in the first column of the timecard grid.
- Timecard Grid:** Points to the main table displaying timecard entries with columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Cum.
- Timecard tabs:** Points to the 'TOTALS & SCHEDULE' tab at the bottom of the interface.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cum
Mon 6/22					11:30AM	4:31PM	4.0	4.0
Tue 6/23			7:30AM		12:06PM	1:06PM	8.0	12.0
Wed 6/24			7:12AM		11:29AM	12:28PM	8.6	20.6
Thu 6/25	Vacation	0.3						
Thu 6/25			7:36AM		11:24AM	12:15PM	7.7	28.6
Fri 6/26	Flexible Furlough Taken	8.0					8.0	36.6
Sat 6/27								36.6
Sun 6/28								36.6
Mon 6/29								36.6

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
...	Mon 6/22	7:30AM	4:30PM		
...	Tue 6/23	7:30AM	4:30PM		
...	Wed 6/24	7:30AM	4:30PM		
...	Thu 6/25	7:30AM	4:30PM		
...	Fri 6/26	7:30AM	4:30PM		
...	Sat 6/27				
...	Sun 6/28				
...	Mon 6/29	7:30AM	4:30PM		

Also notice the word Timecard in the top left corner. You will always know what window is open because it will indicate that in the top left corner.

Timecard Area	Description
Header	Located at the top of the page beneath the Web browser menus and icons, the header displays the following information:

Timecard Area	Description
	<ul style="list-style-type: none"> • Name of the window that is open. • Employee's name. • Employee's PID number. • Time Period text field with a drop down list that will allow you to view pre-set time periods or a selected date range. • Launch icons for access to other TIM Timekeeper functions (if applicable per your employment status).
Timecard Grid	<p>Located in the middle of the page beneath the header, the timecard workspace displays the following information:</p> <ul style="list-style-type: none"> • Menu bar that contains selections for performing timekeeping tasks. • Grid containing dates for the selected timeframe. • Time entry totals, including shift, daily, and cumulative amounts. • Pay code terms and amounts of time allotted to each pay code entry. <p>Use the timecard grid to review details about employee time and perform edits, including adding, changing, and removing information.</p>
Timecard Grid Icons	<p>Delete Row - Used to remove all data in the row.</p>  <p>Insert Row – Used to add an additional row.</p> 
Timecard Tabs	<p>Located at the bottom of the page, the timecard tabs display additional information about how TIM tracks employee hours. The following tabs always appear</p>

Timecard Area	Description
	<p>in the Timecard Tab section:</p> <ul style="list-style-type: none"> • Totals & Schedule • Accruals • Audits <p>The following additional tabs might appear if they apply to that employee's time data:</p> <ul style="list-style-type: none"> • Comments • Moved Amounts • Sign-offs & Approvals

About Timecard Tabs

The following illustration shows a partial view of a sample timecard with several tabs that provide detailed data about the employee's transactions during the specified time period:

Totals and Schedule

This tab displays a summary of the employee's work time, categorized by accounts*, pay codes and amounts.

Account	Pay Code	Amount
...00/000000/000000/0037419	Flexible Furlough Taken	8.0
...00/000000/000000/0037419	Regular	32.3
...00/000000/000000/0037419	Vacation	0.3

*The series of numbers in the Account section indicates the employee's department number, manager's ID number and the position ID number.

Accruals

This tab displays the employee's current or projected accrued time, such as vacation or sick time. The Balance Projected Through column indicates the last day of the Pay Period being viewed in the Time Period text box. **The balance shown in the Balance on Selected Date tab reflects the date selected in the timecard grid.**

TOTALS & SCHEDULE		ACCRUALS		AUDITS				
Accrual Profile SPA NEX								
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits	
Community Service Leave Opt B	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Community Service-Organ Donation	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Comp Time Current	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Comp Time Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Flexible Furlough June 2009	2.0	Hour	1/01/2010	0.0	0.0	0.0	2.0	
Flexible Furlough Lost Hours Jan1	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Holiday ETO	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Holiday ETO Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
On-Call Time Off	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
On-Call Time Off Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Sick	8.0	Hour	7/06/2009	0.0	8.0	16.0	8.0	
Travel Time Off	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Travel Time Expired	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	
Vacation	7.53	Hour	7/06/2009	0.0	7.83	15.37	7.53	
Voluntary Shared	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0	

- ☐ To expand any column, place the cursor on the line between any columns. Wait for the double arrow. Click and drag to the right.
- ☐ To sort any column, click the header field. The column will sort alphabetically. If you click again, it will sort in a reverse alphabetical order. The up and down arrows indicate the order in which the column is sorted.

Audits

This tab lists all punch (time entry) and pay code edits performed on the timecard. Information on this tab includes the user name of the person who made the edits, and the date and time of the edit.

TOTALS & SCHEDULE		ACCRUALS		AUDITS								
Type of Edit		All	Data Sources		All							
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
6/22/2009	7:25AM	Add Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	4:31PM	Add Punch					Out Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	12:04PM	Add Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	11:30AM	Add Punch					Out Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	12:34PM [...]	Edit Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor
6/22/2009	12:31PM [...]	Edit Punch					In Punch		6/26/2009	12:45PM (G...	SuperUser:...	Timecard Editor

How To Enter Work Time and Leave Taken

Objectives:

At the end of Chapter 2 you will be able to:

- Enter Work Time
- Identify Pay Codes
- Enter, edit and review Leave Time
- Approve Time

How To Enter Work Time

SPA non-exempt employees must enter the actual time in and out for all workday comings and goings: start of the workday, lunch and end of the workday.

Log on and click **My Information**, then **My Timecard** to show your timecard in the Workspace. The **Time Period** window should show the Current Pay Period.

The timecard grid contains two sets of In and Out columns in which you enter your work time. This entry is called a **Punch**. The two sets of In and Out columns allow you to enter more than one start and stop time; for example, if you punch out for a meal or break and then punch back in when you return to work.

You usually have a corresponding out-punch for every in-punch, although exceptions are possible.

To enter your punches:

1. Click the first In cell across from the appropriate date and enter the time that you begin work. Enter time in hours and minutes. You do not need to enter the colon (:). Time Entries default to AM. If your entry is PM type a P after the time. Example 800 = 8:00am; 906p = 9:06pm.
2. Click **Save**.

Note: Always click Save after a Timecard punch or edit.

The screenshot displays the 'MY TIMECARD' interface. At the top, there are navigation tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below the tabs, the user's name and ID are shown as 'Kostner, Sherry H' with ID '904227770'. The 'Time Period' is set to 'Current Pay Period'. A 'Save' button is highlighted with a red box. Below the navigation bar is a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The table shows data for dates from Mon 6/22 to Thu 7/02. The 'In' and 'Out' columns contain punch times, with some cells highlighted in red. Below the table, there are sections for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'ACCRUALS' section shows a table with columns for Date, Start Time, End Time, Pay Code, and Amount, listing accruals for Tue 6/23, Wed 6/24, Thu 6/25, Fri 6/26, Sat 6/27, and Sun 6/28.

3. When you leave for lunch, enter the time in the Out cell and the time you return from lunch in the In cell. The system defaults to am, so if you are entering a time in the afternoon or evening, you must type in the time, then **p** or **pm**.
4. When you leave for the day, type the time in the Out cell. The total should equal the amount of hours in a regular workday. Usually, this will be 8 hours.

Repeat this process each day, logging the time you arrive and leave.

If you punch in or out more than twice in the same day, you can add a row to the timecard and continue to enter punches.

Work time should be entered daily. However, if necessary, you may enter or edit work time for a previous day. Once the timecard has been approved and forwarded to your supervisor, you will no longer be able to edit that timecard.

Note: On the right side of the Timecard, there will be a running total. If you exceed a total of 80 hours for a bi-weekly pay period, i.e. overtime or budgeted time off, this time must be pre-approved by your manager or supervisor.



Pay Codes

The next section will list, define and describe the **Pay Codes** which should be entered into the Timecard for leave usage during a regular workday for non-working time. The screen shot below illustrates how these pay codes are accessed from the Pay Code column in the Timecard via a pull-down menu.

MY TIMECARD
Loaded: 1:37PM

Save	Actions	Amount	Accruals	Comments
		Date	Pay Code	Amount
x	↕	Mon 6/22		
x	↕	Tue 6/23		
x	↕	Wed 6/24		
x	↕	Thu 6/25	Vacation	0.3
x	↕	Thu 6/25		
x	↕	Fri 6/26	Flexible Furlough Taken	8.0
x	↕	Sat 6/27		
x	↕	Sat 6/27		
x	↕	Sun 6/28		

TOTALS & SCHEDULE

All

- Adverse Weather Cond
- Approved
- Awarded PTO Taken
- Bonus Leave Taken
- Civil Leave
- Community Serv-Disaste
- Community Service-Bloo
- Community Service Leav



Identifying Pay Codes

A Pay Code is a code entered in the time card for non-working time. The following table lists UNC-General Administration's Pay Codes and defines its Human Resource Policies for Accruals. Some of these codes also require an expiration date. Most of these codes will be available for use in TIM. Others will need to be manually entered or edited by the Payroll and Leave Administrator at UNC-General Administration. When searching for the Pay Codes in the pull down menu, please note that they may not always be in alphabetical order. If you do not find a Pay Code listed alphabetically, search at the bottom of the list. Please refer to the Leave Sections of the SPA Policy Manual for more details <http://www.northcarolina.edu/content.php/hr/policies.htm>.

Pay Code	Definition	Maximum Accrual	Expiration
Administrative Leave <i>* For Manager Use Only</i>	Provided at management's discretion as paid time off in certain situations as deemed appropriate by management.	N/A	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Adverse Weather – Cond I-II Open	Adverse weather or other conditions of a serious nature that prohibit some employees from reporting to work but do not necessitate the closing of UNC-General Administration offices or facilities.	N/A	Three options: 1) Immediate use of leave based on policy, 2) Take leave without pay, 3) Choose to be paid for the absence and make up the time within twelve (12) months in which the event occurred.
Adverse Weather - Closed	Hour-for-hour paid time for work missed due to the closing of UNC-General Administration offices because of adverse weather conditions.	N/A	N/A
Adverse Weather - Make Up	Time worked in addition to your regular hours without accumulating overtime in order to make up time for hours missed due to adverse weather.	N/A	Must be made up within twelve (12) months.
Alternate Holiday	Substitution of a Holiday by a permanent employee when the UNC-General Administration holiday falls outside the employee's regular work schedule.	Eleven (11) or twelve (12) based upon current year's holiday schedule.	Must be used within the same calendar year.

Pay Code	Definition	Maximum Accrual	Expiration
Award Paid Time Off (PTO) Granted <i>* For Manager Use Only</i>	An award given to employees under the State Employees' Awards for Excellence Program. Available to both SPA exempt and non-exempt employees.	Twenty-four (24) hours {3 days} of paid leave within a rolling twelve (12) month period.	Must be used within twelve (12) months or accrual is forfeited. If employee separates from UNC-General Administration prior to twelve (12) months from award receipt, payment shall be made for any unused portion.
Award Paid Time Off (PTO) Taken	Coded time taken because of PTO granted under the State Employees' Awards for Excellence Program.	Balance granted up to the maximum twenty-four (24) {3 days} hours allowed.	Must be used within twelve (12) months or accrual is forfeited. If employee separates from UNC-General Administration prior to 12 months from award receipt, payment shall be made for any unused portion.
Bonus Leave	Leave granted by legislation that can be used like regular Vacation leave, but must be accounted for separately.	Currently two hundred (200) hours	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Call Back Guarantee	<p>Compensation for returning to work on an emergency basis per management's requirement. If time worked is less than two (2) hour guaranteed minimum, record all work time and additional time and the remainder of the two (2) hours is recorded by this pay code.</p> <p>For SPA non-exempt employees only.</p>	N/A	N/A
Civil Leave	<p>Leave with pay provided to employees when serving on a jury or when subpoenaed as a witness for non-work related situation.</p>	N/A	N/A
Communicable Exposure Leave	<p>Paid administrative leave to protect employees and others from exposure to communicable disease, i.e. meningitis.</p>	N/A	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Community Service – Disaster Recovery	Leave with pay provided to employees for disaster relief requested through the American Red Cross. Must be a certified disaster relief volunteer for the ARC.	Fifteen (15) work days within a (12) month period.	Must be used within a twelve (12) month period.
Community Service – Blood Donation	Leave with pay provided to employees for use as blood donation, platelet donation, plasma donation, or bone marrow donation. Time is allowed as work time at managements' discretion (used for tracking purposes only).	N/A	N/A
Community Service – Child Involvement	Leave with pay provided to permanent employees for child involvement in the schools or volunteer activity in the schools or in a Community Service Organization.	Twenty-four (24) hours total including all options.	Must be used within the same calendar year.
Community Service - Mentoring	Leave with pay provided to permanent employees for mentoring/volunteering in an established mentoring program while schools are in session.	Thirty-six (36) hours.	Must be used within the same calendar year.

Pay Code	Definition	Maximum Accrual	Expiration
Community Service – Organ Donation	Leave with pay provided to employees to use for organ donation.	Thirty (30) days in a calendar year.	Must be used within the same calendar year.
Community Service – Other	Leave with pay provided to employees for additional types of community service, including Emergency Services. Allowed as work time at management's discretion with approval from Human Resources.	N/A	N/A
Comp Time Taken II <i>* For Wage & Hour Employees Only</i>	Pay code used by eligible employees (FLSA subject) when taking time off using compensatory time.	240 hours (160 hours of work x 1.5)	Twelve (12) months from the date on which it was accrued.
CT to Paid OT <i>* For Manager Use Only</i>	Pay code used to move comp time earned to overtime to pay eligible employees (FLSA subject).	N/A	N/A
Educational Leave	Leave with pay or without pay provided to employees for certain types of educational courses. Applied on a case-by-case basis per management approval.	N/A	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Family Illness - Bonus	Leave with pay using Bonus Leave for an eligible employee to care for the employee's parent, child, or spouse where the family member has a serious health condition.	Fifty-two (52) weeks total within a five (5) year period, taken all at once or intermittently.	Twelve months from initial date of leave.
Family Illness - LWOP	Leave without pay granted to an eligible employee to care for the employee's parent, child, or spouse where the family member has a serious health condition.	Fifty-two (52) weeks total within a five (5) year period, taken all at once or intermittently.	Twelve months from initial date of leave.
Family Illness – Shared Leave	Leave with pay using Shared Leave for an eligible employee to care for the employee's parent, child, or spouse where the family member has a serious health condition.	Fifty-two (52) weeks total within a five (5) year period, taken all at once or intermittently.	Twelve months from initial date of leave.
Family Illness - Sick	Leave with pay using Sick Leave for an eligible employee to care for the employee's parent, child, or spouse where the family member has a serious health condition.	Fifty-two (52) weeks total within a five (5) year period, taken all at once or intermittently.	Twelve months from initial date of leave.

Pay Code	Definition	Maximum Accrual	Expiration
Family Illness - Vacation	Leave with pay using Vacation Leave for an eligible employee to care for the employee's parent, child, or spouse where the family member has a serious health condition.	Fifty-two (52) weeks total within a five (5) year period, taken all at once or intermittently.	Twelve months from initial date of leave.
FMLA - Bonus	Leave with pay using Bonus Leave provided to an eligible employee who has a serious health condition or that of the employee's parent, child, or spouse in accordance with the Family and Medical Leave Act of 1993.	Twelve (12) weeks within a twelve month period. Total includes various types as listed.	Twelve months from initial date of leave.
FMLA - LWOP	Leave without pay granted to an eligible employee who has a serious health condition or that of the employee's parent, child, or spouse in accordance with the Family and Medical Leave Act of 1993.	Twelve (12) weeks within a twelve month period. Total includes various types as listed.	Twelve months from initial date of leave.

Pay Code	Definition	Maximum Accrual	Expiration
FMLA – Shared Leave	Leave with pay using leave donated from other employees provided to an eligible employee who has a serious health condition or that of the employee’s parent, child, or spouse in accordance with the Family and Medical Leave Act of 1993.	Twelve (12) weeks within a twelve month period. Total includes various types as listed.	Twelve months from initial date of leave.
FMLA - Sick	Leave with pay using sick leave provided to an eligible employee who has a serious health condition or that of the employee’s parent, child, or spouse in accordance with the Family and Medical Leave Act of 1993.	Twelve (12) weeks within a twelve month period. Total includes various types as listed.	Twelve months from initial date of leave.
FMLA - Vacation	Leave with pay using vacation leave provided to an eligible employee who has a serious health condition or that of the employee’s parent, child, or spouse in accordance with the Family and Medical Leave Act of 1993.	Twelve (12) weeks within a twelve month period. Total includes various types as listed.	Twelve months from initial date of leave.

Pay Code	Definition	Maximum Accrual	Expiration
GA Emergency Closing	Provided at management's discretion as paid time off in situations where work facilities are not available and alternative work or work locations are not possible due to emergency closing, or in other situations as deemed appropriate by management.	N/A	N/A
Holiday Exchange	Spring Holiday may be exchanged for any other eight-hour workday during the same calendar year. Requires supervisor approval in advance of the Spring Holiday and in advance of the exchange day.	Eight (8) hours.	Completed exchange must occur within the same calendar year.
Holiday Taken	Coded time taken for hours required to work on a UNC-General Administration holiday. Available to both exempt and non-exempt employees.	Eighty-eight (88) hours or ninety-six (96) hours (based upon current year's holiday schedule) maximum accrual per calendar year.	Must be taken as paid time off within twelve (12) months of the holiday worked or must be paid out the pay period following twelve (12) months.
Hours Worked	Leave with pay which designates hours per day of working time.	For SPA non-exempt employees, supervisor approval is required for overtime.	N/A

Pay Code	Definition	Maximum Accrual	Expiration
LWOP – Adverse Weather	Leave without pay in lieu of making up time or using leave for adverse weather or other conditions of a serious nature that prohibit some employees from reporting to work but do not necessitate the closing of UNC- General Administration offices or facilities.	N/A	Must be immediately taken without pay as event occurs.
LWOP – No More Leave Available	Leave without pay granted to employees when no other types of leave are available.	Six (6) months (except for extended illness).	N/A
LWOP - Personal	Leave without pay option granted to employees for personal reasons when time frame of leave exceeds ten (10) working days.	Six (6) months (except for extended illness).	N/A
LWOP - Vacation	Leave without pay granted to employees when no additional vacation leave is available.	Six (6) months (except for extended illness).	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Military –Training (Active/Inactive)	Leave with pay provided to employees for certain periods of training in the uniformed services as specified. One hundred, twenty (120) hours of paid time off each federal fiscal year (Oct-Sept) for annual training.	One hundred, twenty (120) hours total.	Unused balance is forfeited as of Sept. 30.
Military – Civil Air or State Defense Militia	Leave with pay provided to employees for certain periods of service in these uniformed services as specified. One hundred, twenty (120) hours of paid time off each calendar year for activities as ordered.	One hundred, twenty (120) hours.	Must be used within the same calendar year.
Military LWOP	Leave without pay granted for additional types of military leave not covered by military leave with pay, including voluntary extended active duty.	Accumulated five (5) year limit plus any additional service imposed by law.	N/A
Military – Reserve Active Duty	Leave with pay provided to employees for certain periods of service in the uniformed services as specified. Thirty (30) calendar days of paid leave for active duty.	Thirty (30) calendar days per deployment.	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Military – Required Physical Exams	Leave with pay shall be granted for any military leave used for physical exams related to membership in the uniformed services.	N/A	N/A
Relocation	A reasonable amount of leave with pay provided to employees having a work-related transfer to locate a new residence. Relocation leave involves the search for a new residence.	Maximum of three (3) trips of three (3) days each– total of nine (9) days.	N/A
Sick	Leave with pay earned by eligible employees on a monthly basis to use for sick leave reasons as defined by policy.	N/A	N/A
Travel Time Earned	Hour-for-hour time off for all hours spent traveling outside the employee’s regular work schedule. Time may be earned on any day of the week.	N/A	N/A
Travel Time Taken	Coded time taken for hours spent traveling outside the employee’s regular work schedule as accumulated above.	N/A	N/A

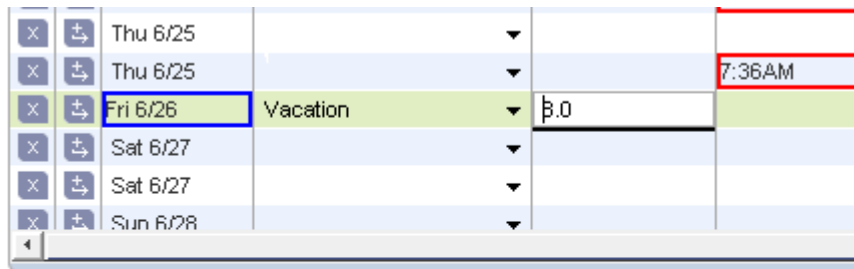
Pay Code	Definition	Maximum Accrual	Expiration
Transfer	A reasonable amount of leave with pay provided to employees having a work-related transfer to move to that new residence. Transfer leave involves to actual move to the new residence.	Two (2) days.	N/A
Vacation	Leave with pay earned by eligible employees on a monthly basis to use for vacation leave reasons as defined by policy.	Two hundred forty (240) hours	As of each December 31, all accumulated hours in excess of 240 (prorated for part-timers) converts into sick leave effective January 1 of the following year.
Voluntary Shared Leave Taken	Leave with pay taken as received by employee donation per policy guidelines.	1,040 hours (prorated for part-time) either continuously or, if for the same condition, on a recurring basis. Management may grant continuation, on a month-to-month basis, to a maximum of 2,080 hours, if management would have otherwise granted leave without pay.	When employee returns to work (if not on an intermittent basis due to the qualifying condition) up to 40 hours may be retained by employee as sick leave; any amount in excess must be returned for redistribution to donors.

Pay Code	Definition	Maximum Accrual	Expiration
Workers Comp LWOP	Designation used to identify employees on leave without pay in order to receive workers' compensation salary payments after a seven (7) day waiting period.	N/A	N/A
Workers Comp (Bonus)	Use of employee's bonus leave to supplement workers' compensation salary payments.	N/A	N/A
Workers Comp (Sick)	Use of employee's sick leave to supplement workers' compensation salary payments.	N/A	N/A
Workers Comp (Vacation)	Use of employee's vacation leave to supplement workers' compensation salary payments.	N/A	N/A

How To Enter Vacation Leave

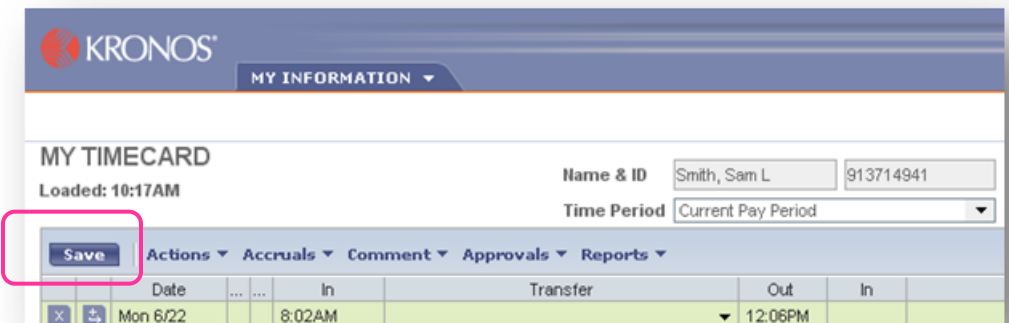
1. Check the **Accruals tab** to see if you have enough vacation time. (See Note on checking Accruals)
2. Click the cell in the **Pay Code column** that corresponds with the date Vacation taken.
3. From the pull down menu, scroll down and choose **Vacation** or type the letter **V**.
Note: You may widen the column to see the entire Pay Code.
4. Type the number of **Vacation hours** taken in the amount column.

Note: You CANNOT enter a PAY CODE edit on the same line as a timecard punch. If you worked and used vacation leave on the same day (total equals 8 hours you must enter times for the worked hours on one row, then add another row for that day to record the number of vacation hours used.



x	↕	Thu 6/25			
x	↕	Thu 6/25			7:36AM
x	↕	Fri 6/26	Vacation	8.0	
x	↕	Sat 6/27			
x	↕	Sat 6/27			
x	↕	Sun 6/28			

5. Click **Save**.
Note: Always click Save after a Timecard punch or edit.



KRONOS

MY INFORMATION

MY TIMECARD

Loaded: 10:17AM

Name & ID: Smith, Sam L 913714941

Time Period: Current Pay Period

Save Actions Accruals Comment Approvals Reports

Date	In	Transfer	Out	In
Mon 6/22	8:02AM		12:06PM	

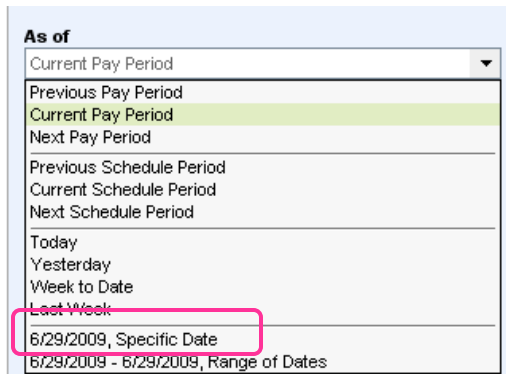
6. Review the **Accruals tab**.

7. Repeat until all vacation hours have been entered.

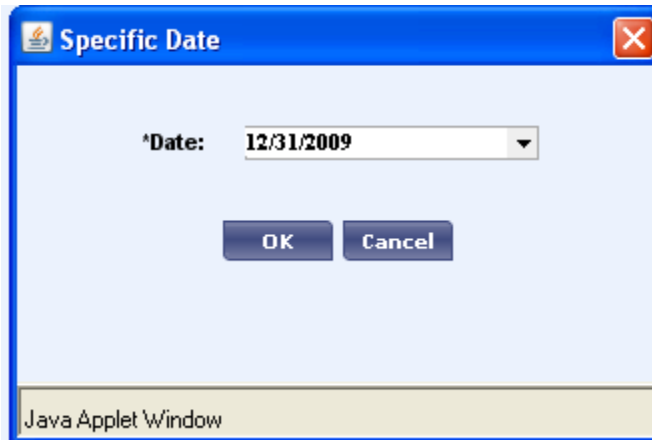
How To Check Year End Projected Accrual Balance

If you request Sick, Vacation or Bonus Leave that you have not yet accrued, the time may be advanced up to the amount of time that will be accrued by the end of the calendar year. This may be done only with your manager's or supervisor's pre-approval. To check the December 31st projected accrual amount:

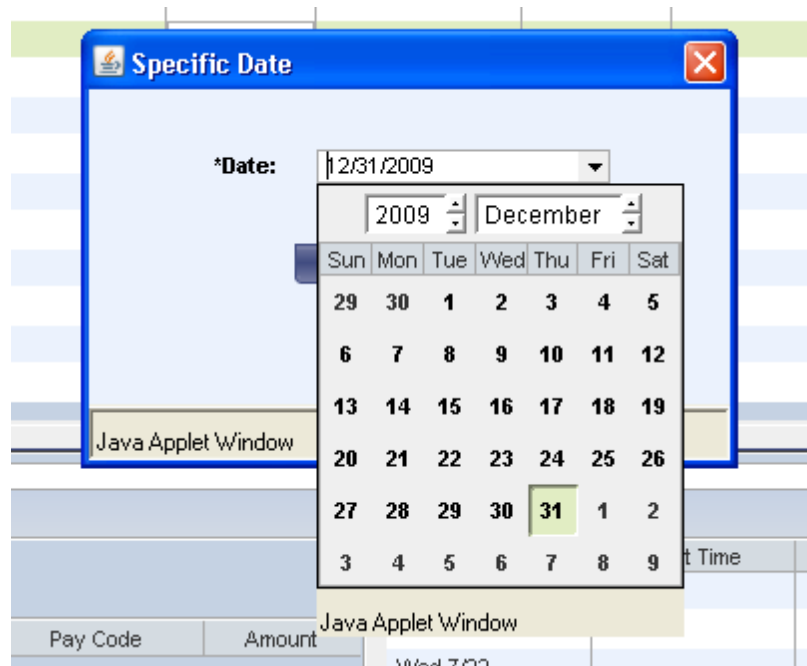
1. Open your time card.
2. Click the down arrow in the **Time Period** text box and select the Specific Date option.



3. Select **Specific Date**.



1. Click the down arrow in the Date field.




2. Scroll to change the month to December.
3. Click to select the last day of the month.
4. Click .
5. Click tab.

Totals & Schedule		Accruals	Audits			
Accrual Code	Balance on Selected Date ▲	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance
Adverse ...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Adverse ...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Adverse ...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Award PTO	0:00	Hour	1/01/2008	0:00	0:00	0:00
Bonus	0:00	Hour	1/01/2008	0:00	0:00	0:00
Communi...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Communi...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Holiday E...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Holiday E...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Travel Ti...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Voluntary ...	0:00	Hour	1/01/2008	0:00	0:00	0:00
Vacation	62:40	Hour	1/01/2008	0:00	0:00	62:40

How To Enter Sick Leave

Sick leave used is entered on the date it is taken. Check the Sick Leave balance before and after each entry by selecting the correct date and clicking on the Accruals Tab. (See Note on checking Accruals)

Scenario: You went home sick after lunch on Monday. You missed 4 hours of work that day.

1. Check the **Accruals tab** to see if you have enough sick time.
2. Click  on the line that corresponds with the date the sick time was taken. This will insert a new line.
Reminder: You CANNOT enter a PAY CODE edit on the same line as a timecard punch.
3. Click the cell in the **Pay Code column**, of the inserted line, that corresponds with the date Sick taken.
4. Scroll down and choose **Sick** or type the letter **S**.
Note: You may widen the column to see the entire Pay Code.
5. In the amount column type the **number of sick hours** taken.
Note: You CANNOT enter a PAY CODE edit on the same line as a timecard punch. If you worked and used sick leave on the same day (total equals 8 hours), you must enter times for the worked hours on one row, then add another row for that day to record the number of sick hours used.

*MY TIMECARD

Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770

Time Period Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
X	Mon 6/22			8:02AM		11:30AM	12:02PM		4:31PM
X	Tue 6/23			8:04AM		12:02PM	12:37PM		4:45PM
X	Wed 6/24			7:57AM		12:15PM	12:48PM	;/P00234/;	4:32PM
X	Thu 6/25	Sick	4.0						
X	Thu 6/25			8:00AM		12:00PM			
X	Fri 6/26			8:04AM					
X	Sat 6/27								

TOTALS & SCHEDULE			ACCRUALS	AUDITS	
All			Date	Start Time	End Time
			Thu 6/25		
			Fri 6/26		
			Sat 6/27		
			Sun 6/28		
			Mon 6/29		
			Tue 6/30		
			Wed 7/01		

Account	Pay Code	Amount
...003267/SPATA9999/000/000000/000000/0032525	Holiday	8.0
...003267/SPATA9999/000/000000/000000/0032525	Regular	24.4
...003267/SPATA9999/000/000000/000000/0032525	Sick	4.0
...003267/SPATA9999/000/P00234/000000/0032525	Regular	3.7

6. Click **Save**.

Note: Always click Save after a Timecard punch or edit.

7. Review the **Accruals** tab.

8. Repeat until all sick hours have been entered.

How To Enter Bonus Leave

Bonus leave used is entered on the date it is taken. Check the Leave balance before and after each entry by selecting the correct date and clicking on the Accruals Tab. (See Note on checking Accruals)

Scenario: You are celebrating your 10th wedding anniversary this weekend. You want to use 4 Bonus Hours on Friday and 8 on Monday.

1. Check the **Accruals** tab to see if you have enough Bonus time.
2. Click the cell in the **Pay Code** column that corresponds with the date Bonus taken.
3. Scroll down and choose **Bonus** or type the letter **B**.
Note: You may widen the column to see the entire Pay Code.
4. In the amount column type the **number of Bonus hours** taken.
Note: You CANNOT enter a PAY CODE edit on the same line as a timecard punch. If you worked and used bonus leave on the same day (total equals 8 hours), you must enter times for the worked hours on one row, then add another row for that day to record the number of bonus hours used.

Save		Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
		Date	Pay Code	Amount	In	Transfer		
X	↕	Mon 7/20	Bonus Leave Taken					
X	↕	Tue 7/21	Adverse Weather Paybk-Vac					
X	↕	Wed 7/22	Adverse Weather ETO Taker					
X	↕	Thu 7/23	Adverse Weather III ETO ER E					
X	↕	Fri 7/24	Adverse Weather III Non ER E					
X	↕	Fri 7/24	Alternate Holiday					
X	↕	Sat 7/25	Awarded PTO Given					
X	↕	Sat 7/25	Awarded PTO Taken					
X	↕	Sun 7/26	Bonus Leave Taken					
X	↕	Mon 7/27						
X	↕	Tue 7/28						
X	↕	Wed 7/29						
X	↕	Thu 7/30						
X	↕	Fri 7/31						
X	↕	Sat 8/01						

- Click **Save**.
Note: Always click Save after a Timecard punch or edit.
- Review the **Accruals tab**.
- Repeat until all Bonus hours have been entered.

How To Enter Compensatory Time Taken

Depending upon your department's default for working any additional hours over 40 in a work week, Compensatory Time may be earned automatically or changed from overtime (see Compensatory Time Off Policy). If you earn Comp Time, it may be used in lieu of other leave when taking time off from work.

Scenario: You are celebrating your 10th wedding anniversary this weekend. You want to use 4 Comp time Hours on Friday and 8 on Monday.

- Check the **Accruals tab** to see if you have enough Comp time.
- Click the cell in the **Pay Code column** that corresponds with the date Comp Time Taken is used.
- Scroll down and choose **Comp Time Taken II** or type the letter **C**.

Note: You may widen the column to see the entire Pay Code.

- In the amount column type the **number of Comp Time hours** taken.

Note: You CANNOT enter a PAY CODE edit on the same line as a timecard punch. If you worked and used bonus leave on the same day (total equals 8 hours), you must enter times for the worked hours on one row, then add another row for that day to record the number of comp time hours used.

*MY TIMECARD

Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770

Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports							
	Date	Pay Code	Amount	In	Transfer	Out	In
X	Mon 7/20						
X	Tue 7/21						
X	Wed 7/22						
X	Thu 7/23						
X	Fri 7/24	Comp Time Taken II	4.0				
X	Sat 7/25						
X	Sun 7/26						
X	Mon 7/27	Comp Time Taken II					
X	Tue 7/28	REG ADJ					
X	Wed 7/29	REG SD ADJ					
X	Thu 7/30	Expired Comp Time Pay Out					
X	Fri 7/31	Comp Time Earned II					
X	Sat 8/01	CT Used as Pay Out II					
X	Sun 8/02	Hours Worked					
		Hours Worked with Override					

TOTALS & SCHEDULE			ACCRUALS	AUDITS
All	Date	Start Time		
	Mon 7/20			
	Tue 7/21			
	Account	Pay Code	Amount	

5. Click **Save**.
Note: Always click Save after a Timecard punch or edit.
6. Review the **Accruals** tab.
7. Repeat until all Comp Time Taken hours have been entered.

How To Enter Adverse Weather Leave

Adverse Weather - Open is time paid, but not worked due to adverse weather while UNC General Administration was open. All work hours missed due to adverse weather situations must be paid back hour-for-hour within 12 months of the adverse weather event.

Scenario: Sunday night, the weather bureau issued a hurricane warning for early Monday morning. Several employees were unable to get to work that morning due to heavy winds and rains. The weather cleared about 11:00 a.m. so you decided to come to work. You had missed 5 hours of work that day.

1. Click the cell in the **Pay Code** column that corresponds with the Adverse Weather owed on the date it was taken.
Note: You may widen the column to see the entire Pay Code.
2. Scroll down and choose **Adverse Weather Cond I-II Open**.

3. In the amount column type the **number of Adverse Weather** hours to be paid for but not worked due to adverse weather taken.
4. Click **Save**.
Note: Always click Save after a Timecard punch or edit.
5. Review the **Accruals** tab.

X	↕	Sun 7/26		
X	↕	Mon 7/27	Adverse Weather Cond I-II Open	5.0
X	↕	Tue 7/28		
X	↕	Wed 7/29		
X	↕	Thu 7/30		
X	↕	Fri 7/31		
X	↕	Sat 8/01		
X	↕	Sun 8/02		

TOTALS & SCHEDULE		ACCRUALS	AUDITS	
Accrual Profile GA SPA NEX				
Accrual Code	Balance on Selected Date	Units	Balance Proje Through	
Adverse Weather ...	0.0	Hour	8/02/2009	
Adverse Weather ...	-5.0	Hour	8/02/2009	
Adverse Weather ...	0.0	Hour	8/02/2009	
Adverse Weather II...	0.0	Hour	8/02/2009	
Awarded PTO	0.0	Hour	8/02/2009	

How To Repay Adverse Weather Taken

An SPA non-exempt employee cannot use hours worked in excess of 40 in a work week to make up adverse weather hours, since the system would recognize these additional hours worked as overtime or compensatory time. Therefore, you must make up adverse weather hours during a week in which you are not working 40 hours such as a week in which there is a paid holiday, or a week in which you are using paid leave or other non-work time hours.

The hours paid back should be entered on the date they are worked.
This process must be done by your supervisor.

Scenario: You want to pay back 2 hours of Adverse Weather-Open for the day.

Balance is 2.00 which indicates you owe 2 hours of Adverse Weather-Open.

Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 7/06									
Tue 7/07	Adverse Weather Cond I-II Open	2.0							
Wed 7/08									
Thu 7/09									
Fri 7/10									
Sat 7/11									
Sun 7/12									
Mon 7/13									
Tue 7/14									
Wed 7/15									
Thu 7/16									

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance
Adverse Weather Cond I-II Expired	0.0	Hour	7/19/2009	0.0	0.0	0.0
Adverse Weather Cond I-II Owed	-2.0	Hour	7/19/2009	0.0	0.0	-2.0
Adverse Weather Hours Repaid	0.0	Hour	7/19/2009	0.0	0.0	0.0
Adverse Weather III ETO ER Emp	0.0	Hour	7/19/2009	0.0	0.0	0.0
Awarded PTO	0.0	Hour	7/19/2009	0.0	0.0	0.0
Bonus	0.0	Hour	7/19/2009	0.0	0.0	0.0
Community Service-Disaster Recovery	0.0	Hour	7/19/2009	0.0	0.0	0.0

You work extra time in a pay period with Coded hours and want to move extra hours to reduce the Adverse Weather-Makeup balance.

1. Your supervisor must Select **Regular** or **Regular SD** from the totals section, then right click and choose **Move**.

***MY TIMECARD**

Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770
 Time Period Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Sh
Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM	8.0
Tue 7/21			8:00AM		12:00PM	1:00PM		5:00PM	8.0
Wed 7/22			8:00AM		12:00PM	1:00PM		7:00PM	10.0
Thu 7/23			8:00AM		12:00PM	1:00PM		5:00PM	8.0
Fri 7/24	Vacation	8.0							
Sat 7/25									
Sun 7/26									
Mon 7/27									
Tue 7/28									
Wed 7/29									

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Am
..6599/000/000000/000000/GA01030	Regular	34.0	Mon 7/20				
..6599/000/000000/000000/GA01030	Vacation	8.0	Tue 7/21				
			Wed 7/22				
			Thu 7/23				
			Fri 7/24				
			Sat 7/25				

- Then, the supervisor moves hours from the **Regular** or **Regular SD** Paycode to **Adverse Weather Make-up** (this code was changed to correspond to UNC-GA terminology).

***MY TIMECARD**

Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770
 Time Period Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	Sh
Mon 7/20					5:00PM	8.0
Tue 7/21					5:00PM	8.0
Wed 7/22					7:00PM	10.0
Thu 7/23					5:00PM	8.0
Fri 7/24	Vacation					
Sat 7/25						
Sun 7/26						
Mon 7/27						
Tue 7/28						
Wed 7/29						

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Am
..6599/000/000000/000000/GA01030	Regular	34.0	Mon 7/20				
..6599/000/000000/000000/GA01030	Vacation	8.0	Tue 7/21				

Move Amount

From

Pay Code: Regular

Amount (HH:hh): 34.0

Transfer: ..000000002/002101/701496599/000/000000/000000/GA01030

To

Pay Code *: Adverse Weather Cond I-II Paybk

Amount (HH:hh) *:

Effective Date *: 7/25/2009

Transfer:

Comments =>

OK Cancel Help

Java Applet Window

- The supervisor must enter the hours as positive on the last date worked in the Timecard.

***MY TIMECARD**
Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770
Time Period Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM
Tue 7/21			8:00AM		12:00PM	1:00PM		5:00PM
Wed 7/22			8:00AM		12:00PM	1:00PM		7:00PM
Thu 7/23			8:00AM		12:00PM	1:00PM		5:00PM
Fri 7/24	Vacation	8.0						
Sat 7/25								
Sun 7/26								
Mon 7/27								
Tue 7/28								
Wed 7/29								
Thu 7/30								

Move Amount

From

Pay Code Regular

Amount (HH:hh) 34.0

Transfer ;000000002/002101/701496599/000/000000/000000/GA01030

To

Pay Code Adverse Weather Cond I-II Paybk

Amount (HH:hh) 2.0

Effective Date 7/25/2009

Transfer

Comments ->

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code
...6599/000/000000/000000/GA01030	Regular
...6599/000/000000/000000/GA01030	Vacation

- The **Regular Pay** code is reduced by the 2 hours paid back.

***MY TIMECARD**
Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770
Time Period Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM
Tue 7/21			8:00AM		12:00PM	1:00PM		5:00PM
Wed 7/22			8:00AM		12:00PM	1:00PM		7:00PM
Thu 7/23			8:00AM		12:00PM	1:00PM		5:00PM
Fri 7/24	Vacation	8.0						
Sat 7/25								
Sun 7/26								
Mon 7/27								
Tue 7/28								
Wed 7/29								
Thu 7/30								

TOTALS & SCHEDULE ACCRUALS AUDITS MOVED AMOUNTS

Accrual Profile GA SPA NEX

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projec Balan
Adverse Weather Cond I-II Expired	2.0	Hour	8/02/2009	0.0	0.0	2.0
Adverse Weather Cond I-II Owed	0.0	Hour	8/02/2009	0.0	0.0	0.0
Adverse Weather Hours Repaid	0.0	Hour	8/02/2009	0.0	0.0	0.0
Adverse Weather III ETC/ER Emp	0.0	Hour	8/02/2009	0.0	0.0	0.0

- Adverse Weather Owed** is reduced by the 2 extra Regular hours moved.

***MY TIMECARD**

Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770

Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports									
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
X	Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM
X	Tue 7/21			8:00AM		12:00PM	1:00PM		5:00PM
X	Wed 7/22			8:00AM		12:00PM	1:00PM		7:00PM
X	Thu 7/23			8:00AM		12:00PM	1:00PM		5:00PM
X	Fri 7/24	Vacation	8.0						
X	Sat 7/25								
X	Sun 7/26								
X	Mon 7/27								
X	Tue 7/28								
X	Wed 7/29								
X	Thu 7/30								

TOTALS & SCHEDULE ACCRUALS AUDITS MOVED AMOUNTS							
Accrual Profile GA SPA NEX							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projec Balan	
Adverse Weather Cond I-II Expired	2.0	Hour	8/02/2009	0.0	0.0	2.0	
Adverse Weather Cond I-II Owed	0.0	Hour	8/02/2009	0.0	0.0	0.0	
Adverse Weather Hours Repaid	0.0	Hour	8/02/2009	0.0	0.0	0.0	
Adverse Weather III ETO ER Emp	0.0	Hour	8/02/2009	0.0	0.0	0.0	

How To Enter Travel Time Earned

SPA non-exempt employees are paid for travel time during their regular scheduled work hours (i.e. 8:30 am to 5:50 pm) outside of their regular scheduled workdays (i.e. Monday thru Friday). Any work or travel hours in excess of forty (40) hours per week, excluding regular meal times, are considered overtime for normal working hours on corresponding nonworking days. Travel time outside of the regular scheduled work hours and regular scheduled workdays is considered **Travel Time ETO (Equal time off)**.

Scenario: You must travel on Sunday for a conference which will begin Monday morning. Your normal work schedule is 8:30 am to 5:30 pm, Monday thru Friday. With prior authorization from your supervisor, you leave home at 2pm on Sunday and arrive at your destination at 7 pm. The travel time within your normal work hours (even though on a day outside of your normal work schedule) is considered work time. (If you have already worked forty (40) hours for the week, this time is overtime.) The travel time outside of your normal work hours and normal work schedule is Travel Time Earned.

1. Log On and bring up your Timecard in the correct **Pay Period**.
2. On Sunday, enter your departure time as an **In** punch in the correct row.
3. On the same row, enter the pay code **Hours Worked**.
4. Click **Save**.
Note: Always click Save after a Timecard punch or edit.
5. The time your normal work day would end (5:30 pm) is the time entered as an "Out" punch.
Note: You will have 3 1/2 hours of working time.
6. Add another line on Sunday's row to enter the **Pay Code**.
Note: You CANNOT enter a PAY CODE edit on the same line as a timecard punch. If you worked and used vacation leave on the same day (total equals 8 hours you must enter times for the worked hours on one row, then add another row for that day to record the number of vacation hours used.
7. From the pull down pay code menu, choose **Travel Time ETO**. Enter the number of applicable hours in the "Amount" cell. This is the amount of time outside of your regular work schedule that is not paid

overtime, but will be banked as equal time off under Travel Time Earned.

Note: You will have 1 1/2 hours (5:30 pm to 7:00 pm) of Travel Time Earned.

***MY TIMECARD**

Name & ID: Kostner, Sherry H 904227770
 Last Calculated: 2:14PM
 Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
Tue 7/21			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	16.0
Wed 7/22			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	24.0
Thu 7/23			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	32.0
Fri 7/24			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	40.0
Sat 7/25											40.0
Sun 7/26	Travel Time ETO	1.5									40.0
Sun 7/26			2:00PM		5:30PM				3.5	5.0	45.0
Mon 7/27											45.0
Tue 7/28											45.0
Wed 7/29											45.0

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Account	Pay Code	Amount
...6599/000/000000/000000/GA01030	Overtime	3.5
...6599/000/000000/000000/GA01030	Regular	40.0
...6599/000/000000/000000/GA01030	Travel Time ETO	1.5

How To Enter Travel Time Taken

After earning travel time, you may use **Travel Time Taken** as Equal Time Off with your supervisor's approval.

1. On the applicable day's row, choose **Travel Time Taken** from the Pay Code pull down menu.

Note: Add another row if using Travel Time Earned on the same day as time worked or using another pay code.

2. Click **Save**.

Note: Always click Save after a Timecard punch or edit.

2. Enter the number of hours used as **Travel Time Taken** by choosing this Pay Code from the pull down menu.

***MY TIMECARD**

Last Calculated: 2:14PM

Name & ID Kostner, Sherry H 904227770

Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulat
X	Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
X	Tue 7/21	Travel Time Taken	1.5									
X	Tue 7/21			8:00AM		12:00PM	1:00PM		3:30PM	6.5	8.0	16.0
X	Wed 7/22											16.0
X	Thu 7/23											16.0
X	Fri 7/24											16.0
X	Sat 7/25											16.0
X	Sun 7/26											16.0
X	Mon 7/27											16.0
X	Tue 7/28											16.0
X	Wed 7/29											16.0

TOTALS & SCHEDULE				ACCRUALS		AUDITS	
All				Date	Start Time	End Time	Pay Code
				Mon 7/20			
				Tue 7/21			
				Wed 7/22			
				Thu 7/23			
				Fri 7/24			
				Sat 7/25			

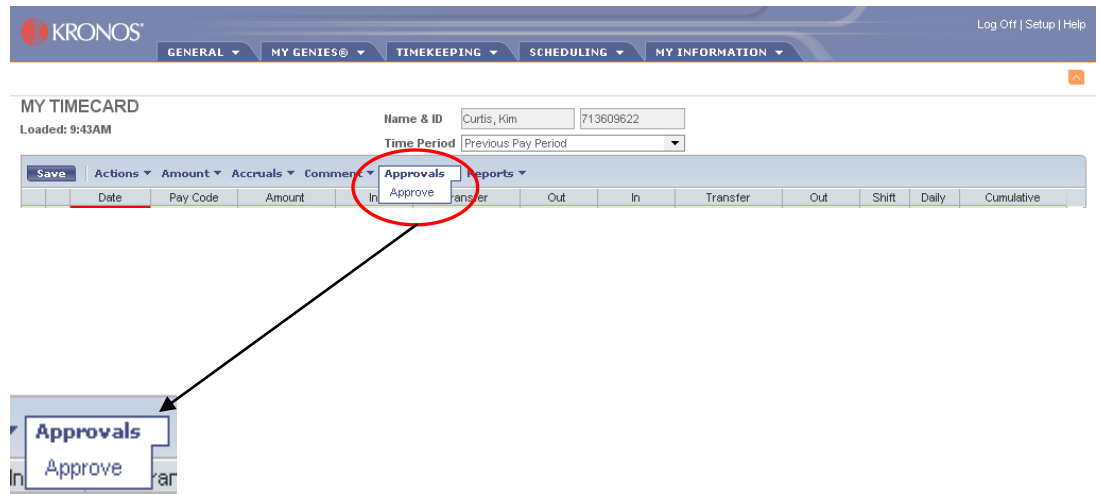
Account	Pay Code	Amount
...6599/000/000000/000000/GA01030	Regular	14.5
...6599/000/000000/000000/GA01030	Travel Time Taken	1.5

Approving The Timecard

Once you have entered your work time and leave, you must forward the timecard to your supervisor for signature approval. This electronic process is simply an indication that the timecard is acceptable for payroll processing.

1. Make sure the appropriate pay period is showing in the **Time Period** window.
2. From the Time Period drop-down box, select the specific date or range of dates to which you want to apply your approval.
3. Select **Approvals**, then **Approve**.

Your timecard has now been routed to your supervisor, and is no longer available for editing. If you need to make edits, your supervisor has this capability.



Generate and Print Reports

Objectives:

At the end of Chapter 3 you will be able to:

- Explore the Leave Report Window
- Create Leave Reports
- View Reports
- Print and Email Leave Reports



Exploring Leave Reports

All information about employee work hours, scheduling and accrual information is stored in the TIM database. You can generate different types of reports to view key information about your time and leave.

Running a Report

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

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

Click the My Information Menu

Click **My Reports** on the Navigation Tab.

The screenshot shows the KRONOS MY TIMECARD interface. At the top, there is a navigation bar with the KRONOS logo and several tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, and MY INFORMATION. The MY INFORMATION tab is currently selected and highlighted in orange. Below the navigation bar, the main content area displays "MY TIMECARD" and "Loaded: 9:43AM". To the right, there is a dropdown menu with the following options: Time Stamp, My Timecard, My Actions, and My Reports. The My Reports option is highlighted in blue. Below the dropdown menu, there are input fields for "Name & ID" (Curtis, Kim) and "713609622", and a "Time Period" dropdown menu set to "Previous Pay Period".

Viewing the Accrual Balances and Projections Report

Click **Accrual Balances and Projections** to see a description of the selected report.

KRONOS® Log Off | Se

GENERAL ▾ MY GENIES® ▾ TIMEKEEPING ▾ SCHEDULING ▾ MY INFORMATION ▾

MY REPORTS Name & ID Curtis, Kim 713609622

Print Screen →

Available Reports

Accrual Balances and Projections

Accrual Balances and Projections

Description

Displays an employee's current balances, projected future takings/debits, projected future earnings/credits, and projected balances. Projections of future credits are calculated to the furthest planned taking date.

As of

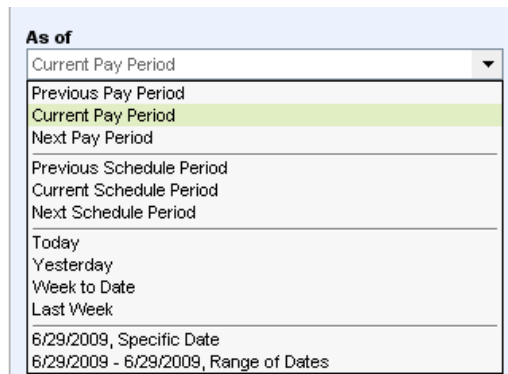
6/29/2009, Specific Date ▾

View Report

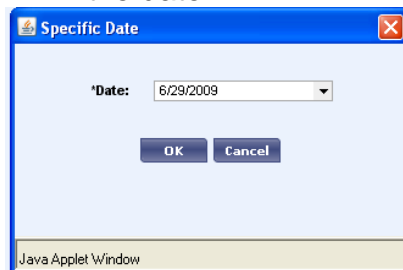
The next step is to determine what date you wish to view in the report.

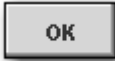
- Click the drop down arrow in **As of**:

- Click the drop down list in **Date**:
- Select the Specific Date Option



- Select the **date** you wish to view and click on the calendar or type in the date.




- Click  in the Specific Date window.

- Click 

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Adverse Weather Cond I-II Expired	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Adverse Weather Cond I-II Owed	Hour	-9.0	6/29/2009	0.0	0.0	-9.0	-9.0
Adverse Weather Hours Repaid	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Awarded PTO	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Bonus	Hour	0.0	6/29/2009	0.0	0.0	0.0	0.0
Community Service Leave Opt A	Hour	24.0	6/29/2009	0.0	0.0	24.0	24.0
Community Service Leave Opt B	Hour	36.0	6/29/2009	0.0	0.0	36.0	36.0

This report will match the Accruals totals section you looked at earlier on your timecard.

 The hours earned each month for vacation and sick time, will be automatically updated in TIM the last day of each month, based on the employee's years of service.

- Click Return to take you back to the My Reports screen. This report is presorted and cannot be edited.

Other Reports:

- **Schedule Report**
- **Time Detail Report**