

**Exempt
Employees**

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

The University of North Carolina

General Administration

Time Information Management (TIM)

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Introduction to Time Information Management (TIM)

Time Information Management (TIM) will provide you with a more efficient method for recording your leave usage and work hours (if applicable), 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 or the Payroll Administrator.

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
-

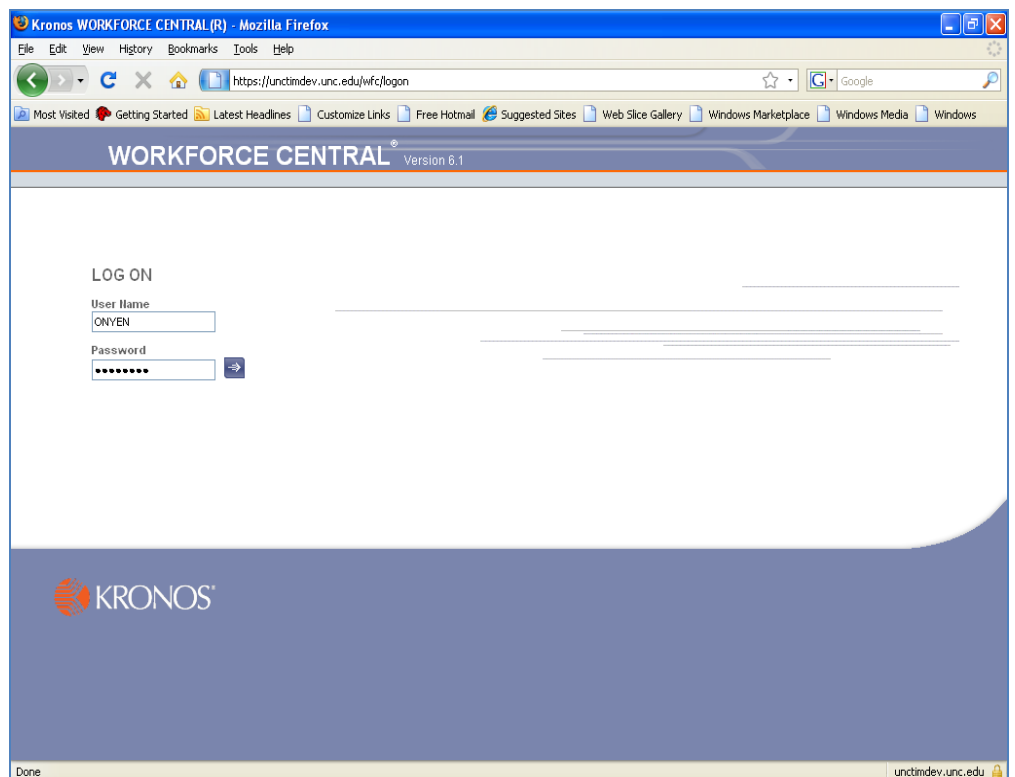


Logging On and Off TIM

The following link will allow you to access TIM each time you must log onto the system:

<https://unctimdev.unc.edu/wfc/logon>

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

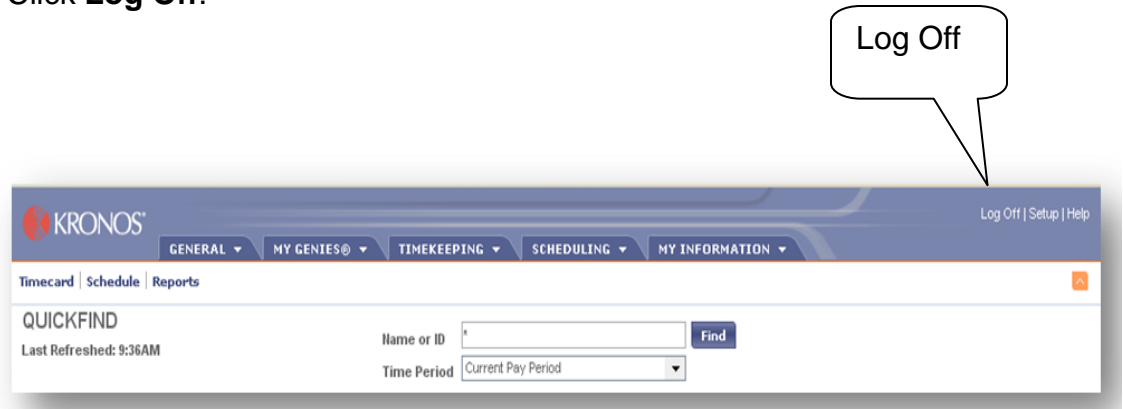


NOTE: You may also access TIM from a remote location via the same link.

To Log Off Correctly


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

- Click **Log Off**.


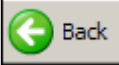




Once you have clicked Log Off, you will see the following message at the bottom of the screen:

 **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 an Exempt employee (EPA or SPA Exempt), your timecard may appear automatically as you log on.

The screenshot shows the TIM interface with three callout boxes: 'Navigation Tabs' pointing to the left sidebar, 'Header' pointing to the top navigation bar, and 'Workspace' pointing to the main content area. The workspace displays a 'MY TIMECARD' for user 'Curtis, Kim' (ID: 913609622) for the 'Current Pay Period'. It shows two weekly timecard tables with columns for days of the week and 'Hours Worked'. The first week (starting Mon 7/06) shows 4.0 hours for each day, totaling 20.0 hours. The second week (starting Mon 7/13) also shows 4.0 hours for each day, totaling 20.0 hours. Below the tables is a 'TOTALS & SCHEDULE' section with a table showing an account number, pay code 'Regular', and an amount of 80.0.

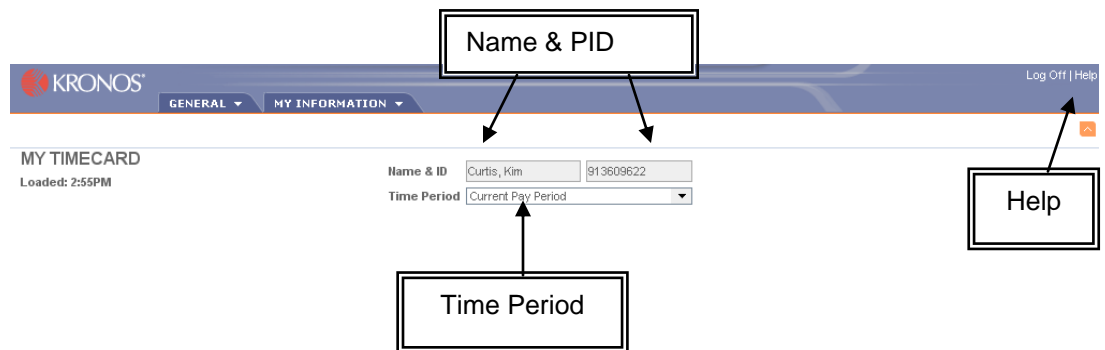
The following table lists the three main areas of the initial TIM Window.

Area	Description
Navigation Tabs	Located on the left side 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. This area also includes 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

Area	Description
	time period 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:

Area	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.
Help	Navigation Bar Help - Displays Help topics relevant to the TIM window you are currently viewing.

Using the tools in the Navigation Tabs

The screenshot displays the KRONOS web application interface. At the top, there is a navigation bar with the KRONOS logo and two tabs: "GENERAL" and "MY INFORMATION". The "MY INFORMATION" tab is active, showing a dropdown menu with options: "My Timecard", "My Actions", and "My Reports".

Below the navigation bar, the "INBOX" section is visible, with the text "Last Refreshed: 2:41 PM".

The main content area features a "TASKS" tab and a "MESSAGES" section. The "MESSAGES" section includes buttons for "Edit", "Reassign", and "Refresh". Below these buttons are filters for "Status" (set to "Active"), "As of Date" (set to "6/08/2009"), and "Categories" (set to "All").

A table displays the message list:

From	Subject	Date/Time Received
Curtis, Kim	Time Off Notification,Emp Request Form - Violations	6/15/2009 2:51PM (GMT -05:00) Eastern Time



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

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

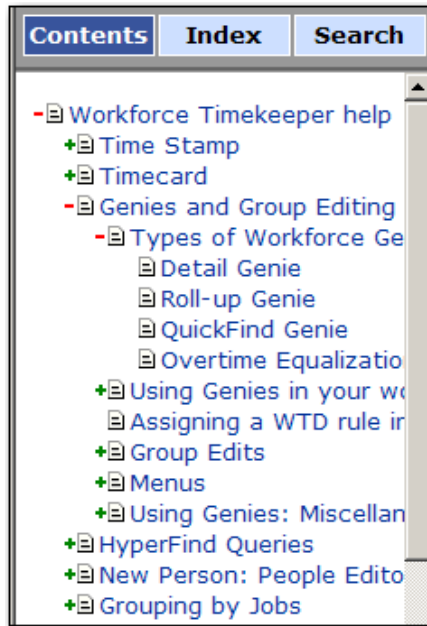
When you access the online Help system from the Navigation Bar, the main TIM Help page appears. The following table lists the three tabs on the help page, which can help you locate information.

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.

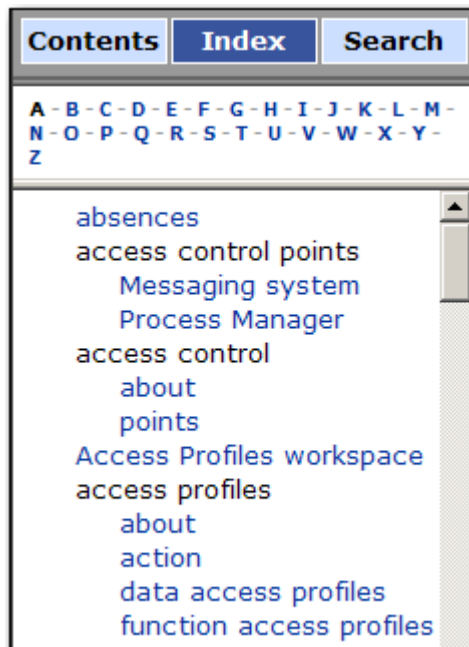
Contents

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



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” Tab, then click “My Timecard” and your timecard will appear in the Workspace. If you are an EPA employee, you will see four (4) weeks. If you are an SPA Exempt employee, you will see two (2) weeks with two four hour shifts per day.


The screenshot shows the Kronos My Timecard interface. Callouts identify the following elements:


- Navigation Tabs:** Points to the 'MY INFORMATION' tab in the top navigation bar.
- Name & PID:** Points to the 'Name & ID' field showing 'Curtis, Kim' and '913609622'.
- Time Period defaults to Current Pay:** Points to the 'Time Period' dropdown menu set to 'Current Pay Period'.
- Timecard Grid:** Points to the main table showing hours worked for two weeks.
- Timecard tabs:** Points to the 'TOTALS & SCHEDULE' tab at the bottom.

Below the grid, a summary table is visible:

Account	Pay Code	Amount
000000001/000000/704248829/000/000000/000000/1010356	Regular	80.0

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	<p>Located at the top of the page beneath the Web browser menus and icons, the header displays the following information:</p> <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> 

Timecard Area	Description
	<p>Insert Row - Used to add an additional row.</p> 
<p>Timecard Tabs</p>	<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 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 worked hours, 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 Account 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 Select 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 (if applicable)
- Identify Pay Codes
- Enter, edit and review Leave Time
- Approve Time


How To Enter Work Time (if applicable)

The Exempt employee (EPA and SPA Exempt) timecard is pre-populated with 2 (two) four hour shifts for each workday. Normally, exempt employees need only to record leave usage (see page 30).

However, if an exempt employee is working on a holiday with pre-approved equal time off, or other time in which they would need to adjust hours worked, they must follow the same steps as if using leave to enter hours worked.

1. Log onto the TIM system. If you are a supervisor, you must click **My Timecard** to have your Timecard appear in the **Workspace**. Be certain the Current Pay Period is displayed in the **Time Period** window.

NOTE: If you do not supervise other employees, your timecard will appear upon log in.

2. Delete the pre-populated eight (8) hours in the cell corresponding to that day's column.
3. Add another row by clicking the **insert row** icon .
4. On the added row, click the **Pay Code** cell and choose the pay code applicable, i.e. Hours Worked.
5. Once you've chosen the pay code, click onto the cell under the correct day to enter the amount of hours applicable to this pay code. Be certain that you are on the correct row and column for the day you are adjusting time.
6. Click **Save**.

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



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.

Week starting: Mon 7/20							
		Pay Code	Transfer	Mon 7/20	Tue 7/21	Wed 7/22	Th
X	⌵	Hours Work... ▼	▼		2.0		
X	⌵	Hours Work... ▼	▼			4.5	
X	⌵	Hours Work... ▼	▼			3.5	
X	⌵	Vacation ▼	▼	8.0	6.0		
				8.0	8.0	8.0	



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 Policy Manuals 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
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.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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.

Pay Code	Definition	Maximum Accrual	Expiration
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
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	Leave with pay provided to employees when serving on a jury or when subpoenaed as a witness for non-work related situation.	N/A	N/A

Pay Code	Definition	Maximum Accrual	Expiration
Communicable Exposure Leave	Paid administrative leave to protect employees and others from exposure to communicable disease, i.e. meningitis.	N/A	N/A
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.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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
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
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.	Fifty-two (52) weeks from initial date of leave.

Pay Code	Definition	Maximum Accrual	Expiration
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.	Fifty-two (52) weeks 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.	Fifty-two (52) weeks 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.	Fifty-two (52) weeks from initial date of leave.
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.	Fifty-two (52) weeks from initial date of leave.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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

Pay Code	Definition	Maximum Accrual	Expiration
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
LWOP – Adverse Weather	Leave without pay in lieu of making up 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

Pay Code	Definition	Maximum Accrual	Expiration
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
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

Pay Code	Definition	Maximum Accrual	Expiration
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
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

Pay Code	Definition	Maximum Accrual	Expiration
Travel Time Taken	Coded time taken for hours spent traveling outside the employee's regular work schedule as accumulated above.	N/A	N/A
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

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

1. Open the **Accruals** tab to see if you have enough vacation time. (see Note on checking Accruals).

2. Click  to add a new line.

Week starting: Mon 7/27									
	Pay Code	Transfer	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat	Sun
X	Hours Work...		4.0	4.0	4.0	4.0	4.0	4.0	
X	Hours Work...		4.0	4.0	4.0	4.0	4.0	4.0	
X	Hours Work...		1.5						
			8.0	8.0	8.0	8.0	8.0	8.0	


To Record additional hours worked (optional).

-OR-

Week starting: Mon 7/20			
	Pay Code	Transfer	
X	Hours Worked		
X	Hours Worked		
X	Vacation		
	Vacation		
	Vol Shared Leave		
	Vol Shared Leave		
	Vol Shared Leave		
	Voluntary Sharec		

-Then-

Week starting: Mon 7/20				
	Pay Code	Transfer	Mon 7/20	
X	Hours Worked		3.5	
X	Hours Worked		4.5	
X	Vacation		8	
			full sched day	
			half sched day	

3. Select a (Pay Code) such as **Vacation** from the Pay Code drop down list.
4. Type the **number of vacation hours taken** in the corresponding day/date cell.
5. Click  before making any more entries.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals						
Week starting: Mon 7/20						
		Pay Code	Transfer	Mon 7/20	Tue 7/21	
X	↕	Hours Work...	▾	3.5		
X	↕	Hours Work...	▾	4.5		
X	↕	Hours Work...	▾			4.0
X	↕	Hours Work...	▾			4.0
X	↕	Vacation	▾	8.0		
				16.0	8.0	

Used to remove all data in the row.

- TIM has now added Hours Worked Rows in Black Text for you to edit. You may use the X to delete the entire Hours Worked Rows.

-OR-

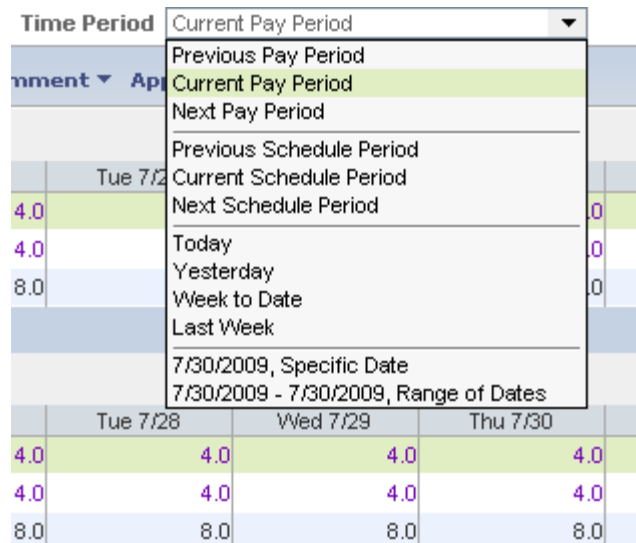
- Highlight the numbers 4.5 and 3.5** in the black Hours Worked rows and type 0 (the number of hours worked.)

- Click **Save**

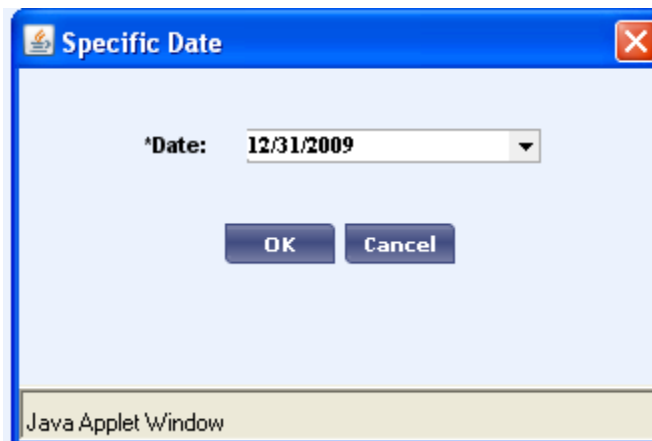
How To Check Year End Projected Accrual Balance

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:

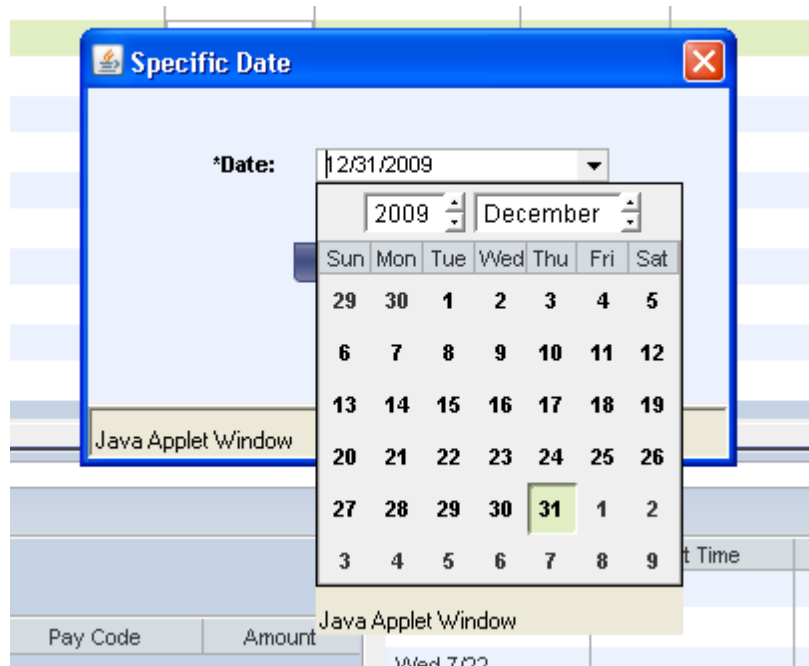
1. Open your time card.
2. Click the down arrow in the **Time Period** text box.



3. Select **Specific Date**.



4. Click the down arrow in the Date field.



5. Scroll to change the month to December.

6. Click to select the last day of the month.

7. Click .

8. 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

Week starting: Mon 7/27

		Pay Code	Transfer	Mon 7/27	Tue 7/28	
X	↕	Hours Work...	▼	4.0		
X	↕	Hours Work...	▼	4.0		
X	↕	Hours Work...	▼			4.0
X	↕	Hours Work...	▼			4.0
X	↕	Sick	▼	4.0		
				12.0	8.0	

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Used to remove all data in the row.

4. TIM has now added Hours Worked Rows in Black Text for you to edit. You may use the X to delete the entire Hours Worked Rows.

-OR-


5. **Highlight the number** in the black Hours Worked row and type the number of hours you worked.

6. Click

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 8 hours on Monday.

1. Check the **Accruals tab** to see if you have enough bonus time. (See Note on checking Accruals)
2. Delete the pre-populated eight (8) hours in the cell corresponding to that day.
3. Add another row by clicking the insert row icon 











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 hours worked on one row, then add another row for that day to record the number of bonus hours used.

4. On the added row, click the **Pay Code** cell and choose the pay code applicable from the pull down menu, i.e. Bonus.

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

5. Once you've chosen the pay code, move across the row to the cell under the correct day to enter the amount of bonus hours used.

Week starting: Mon 7/27

		Pay Code	Transfer	Mon 7/27	Tue 7/28
		Hours Worked		0.0	
		Hours Worked		0.0	
		Hours Worked			4.0
		Hours Worked			4.0
		Bonus Leave Taken		8.0	
				8.0	8.0

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Accrual Profile GA SPA EXEMPT			
Accrual Code	Balance on Selected Date	Units	Balance Projected Through
Bonus	192.0	Hour	8/02/2009

6. Click **Save**.

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

7. Then enter the number of hours worked for that day in the cell where the pre-populated hours were. Be certain that you are on the correct row and column for the day you are adjusting leave time.

NOTE: The number of hours you enter will appear on a separate line from the pre-populated work hours.


8. Click **Save**.

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

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 11:30 a.m. so you decided to come to work. You had missed 4 hours and 30 minutes of work that day.

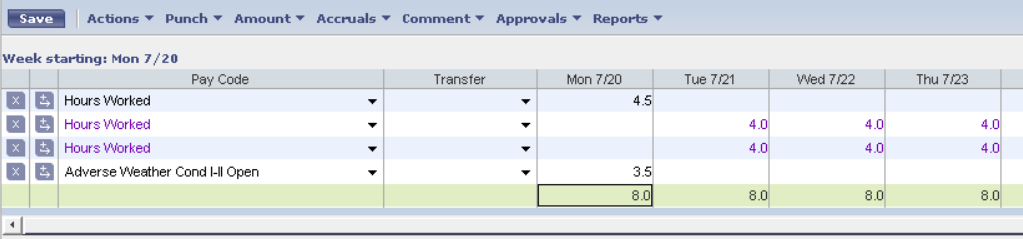
1. Delete the pre-populated eight (8) hours in the cell corresponding to that day.
2. Add another row by clicking the insert row icon 









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 hours worked on one row, then add another row for that day to record the number of bonus hours used.

3. 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.

4. Scroll down and choose **Adverse Weather Cond I-II- Open**.
5. In the amount column type the **number of Adverse Weather** hours to be paid for time of due to adverse weather.
6. Click **Save**.



		Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23
	 Hours Worked	4.5			
	 Hours Worked		4.0	4.0	4.0
	 Hours Worked		4.0	4.0	4.0
	 Adverse Weather Cond I-II Open	3.5			
		8.0	8.0	8.0	8.0

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

- Then enter the number of hours worked for that day in the cell where the pre-populated hours were. Be certain that you are on the correct row and column for the day you are adjusting leave time.

NOTE: The number of hours you enter will appear on a separate line from the pre-populated work hours.

- Review the **Accruals** tab.

Save Actions Punch Amount Accruals Comment Approvals Reports						
Week starting: Mon 7/20						
Pay Code	Transfer	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24
Hours Worked		4.5				
Hours Worked			4.0			4.0
Hours Worked			4.0			4.0
Adverse Weather Cond I-II Open		3.5				
		8.0	8.0	8.0		
Week starting: Mon 7/27						
Pay Code	Transfer	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31
Hours Work...		4.0	4.0	4.0	4.0	4.0
Hours Work...		4.0	4.0	4.0	4.0	4.0
		8.0	8.0	8.0	8.0	8.0
TOTALS & SCHEDULE ACCRUALS AUDITS						
Accrual Profile GA SPA EXEMPT						
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	
Adverse Weather ...	0.0	Hour	8/02/2009	0.0	0.0	
Adverse Weather ...	-3.5	Hour	8/02/2009	0.0	0.0	
Adverse Weather ...	0.0	Hour	8/02/2009	0.0	0.0	
Adverse Weather II...	0.0	Hour	8/02/2009	0.0	0.0	
Awarded PTO	0.0	Hour	8/02/2009	0.0	0.0	
Bonus	200.0	Hour	8/02/2009	0.0	0.0	

How To Repay Adverse Weather Taken

An Exempt employee (EPA and SPA exempt) cannot use hours worked in excess of 40 in a work week to make up adverse weather hours. Therefore, you must make up adverse weather hours during a week in which there is a paid holiday, or a week in which you are using paid leave or other non-work time.

The hours paid back should be entered on the date they are worked. The process to repay adverse weather hours by moving hours from one **Pay Code** to another must be done by the Payroll and Leave Administrator. Please discuss the options with your employees. If they

wish to move this time in order to repay the balance, you must contact the Payroll and Leave Administrator.

How To Enter Travel Time Earned

SPA and EPA 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 Earned**.

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. 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.

- From the pull down pay code menu, choose **Travel Time ETO (Equal time off)**. 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.

Week starting: Mon 7/27

Pay Code	Transfer	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/01	Sun 8/02
Hours Worked		4.0	4.0	4.0	4.0	4.0		
Hours Worked		4.0	4.0	4.0	4.0	4.0		
Travel Time ETO								1.5
		8.0	8.0	8.0	8.0	8.0		1.5

TOTALS & SCHEDULE			ACCRAUALS	AUDITS			
Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amou
...002101/700861521/000/0000000/000000/GA01130	Travel Time ETO	1.5	Mon 7/27	8:00AM	5:00PM		
...002101/700861521/000/0000000/000000/GA01130	Regular	76.0	Tue 7/28	8:00AM	5:00PM		
			Wed 7/29	8:00AM	5:00PM		
			Thu 7/30	8:00AM	5:00PM		
			Fri 7/31	8:00AM	5:00PM		
			Sat 8/01				
			Sun 8/02				

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.

- 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 Taken on the same day as time worked or using another pay code.

- Click **Save**.

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

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

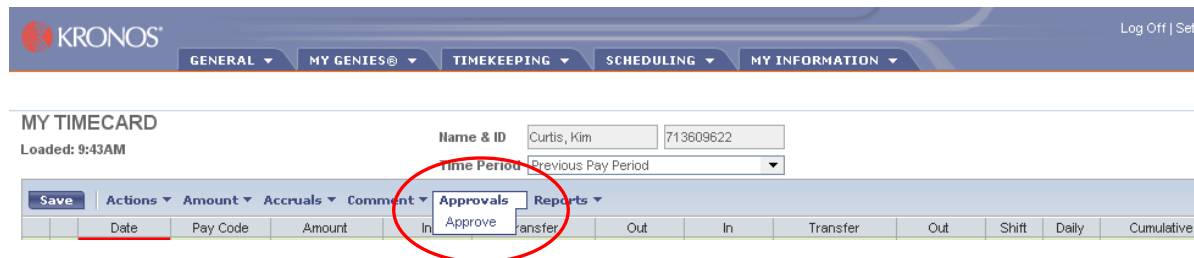
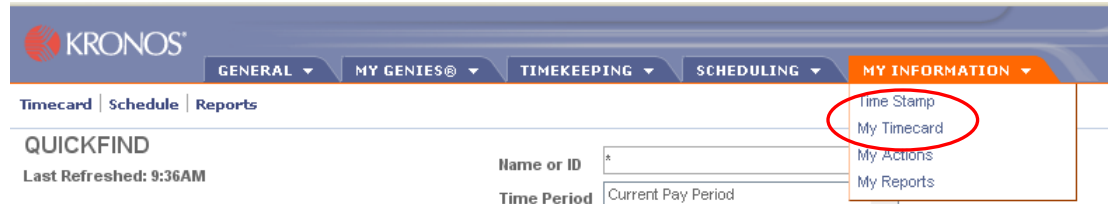
Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾						
Week starting: Mon 7/20						
		Pay Code	Transfer	Mon 7/20	Tue 7/21	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours Worked ▾	▾	6.5		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours Worked ▾	▾	0.0		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours Worked ▾	▾		4.0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours Worked ▾	▾		4.0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel Time ETO ▾	▾	1.5		
				8.0	8.0	
◀						
Week starting: Mon 7/27						
		Pay Code	Transfer	Mon 7/27	Tue 7/28	Wed 7/29

Approving The Timecard

Once you have entered your leave and work time (if applicable), you must forward the timecard to your supervisor for signature approval (monthly for EPA employees, bi-weekly for SPA Exempt employees). 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.

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 Bar.

The screenshot shows the KRONOS TIM interface. At the top, there is a navigation bar with the KRONOS logo and several menu items: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, and MY INFORMATION. The MY INFORMATION menu is currently selected, and a dropdown menu is visible with options: Time Stamp, My Timecard, My Actions, and My Reports. Below the navigation bar, the main content area is titled "MY TIMECARD" and shows "Loaded: 9:43AM". There are two input fields for "Name & ID": one containing "Curtis, Kim" and another containing "713609622". Below these fields, there is 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

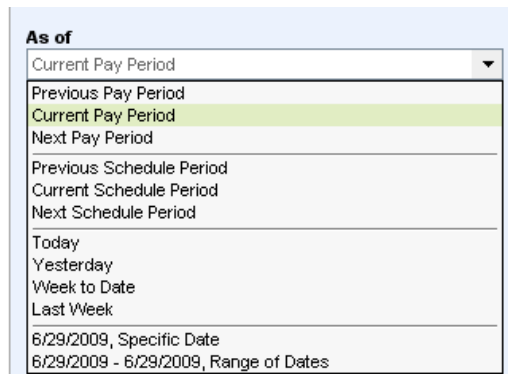
6/29/2009, Specific Date ▾

[View Report](#)

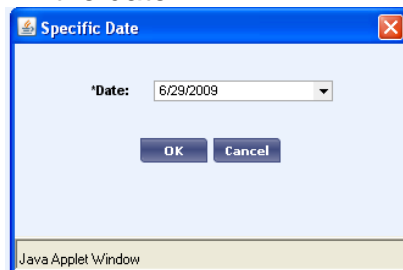
The next step is to determine what date you wish to view in the report.

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 **OK** in the Specific Date window.

View Report

Click


ACCRUAL BALANCES AND PROJECTIONS

[Return](#)

Date Selected: 6/29/2009 Printed: 6/29/2009
Name: Kostner, Sherry H ID: 904227770

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
Community							

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:

- **Time Detail Report**

The following table identifies the sections of the report window:

Report Window	Description
Select Report Tab	All reports you can access appear in one or more of the Report categories. Click on the  to expand the category and view all the available topics in that category.
Set Options Tab	Some reports contain additional options to further refine your reporting criteria. Options vary by report. You set report options by selecting specific entries in a list.
Check Run Status	The status column identifies the current phase of the report generation process.
View Report	You can view the report on your PC screen.
Refresh Status	This will update the status of the report you are currently running.
Delete	This allows you to delete a selected report.
Print Screen	Select this to preview and print the report on a local printer.

The following table identifies the report categories available in TIM and provides an example of a report in each category. Availability is based upon your employment status, and not all functions are available to all employees:

Category	Description
All	Alphabetical listing of standard reports and any custom reports to which you have access.
Accruals	Information about accrual activity, balances, and projections.
Configuration	Descriptions of components configured in TIM, such as payroll rules.
Data Collection	Information about timekeeping devices, such as

Category	Description
	groupings and allocations.
Detail Genie	Employee-specific information, available when you click the Reports launch icon from a detail Genie.
Import	Information about the import process and administration, available from the Import Administration workspace.
Roll-up Genie	Summarized information by labor account or schedule group, available when you click the Reports launch icon from a roll-up Genie.
Scheduler	Detailed schedule information, available when you click the Reports launch icon from the Schedule Editor.
Timecard	Time and attendance, accrual and schedule information, available when you click the Reports launch icon from an employee's timecard.