

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

**The University of North Carolina
General Administration
Time Information Management (TIM)**

Time Information Management (TIM) will provide you with a more efficient method for recording your work hours and leave usage. This manual explains features of TIM applicable to Managers and Supervisors, and should be used in conjunction with the **Wage and Hour** (SPA Non-exempt) or **Exempt** (EPA or SPA Exempt) employee manuals for resource purposes. For instructions on how to use the basic functions within the TIM system, please see these manuals. For additional assistance with the various features within TIM, please consult the Help features. Should you have any questions, please contact your Human Resource Facilitator or the Payroll Administrator.

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Introductory Information

Objectives:

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


- Access Your Employee List
- Identify Pay Codes
- Enter, Edit and Review Leave Time




Employee List

A list of employees and their supervisors were loaded into the TIM system. You will be able to access your employees when you enter the system. Please log on and verify the list of employees that report to you directly.

Verifying the Employee List

1. Log on to TIM using your ONYEN and Password
2. Click  . Check list to ensure all of your direct reports are included.

 Name ID field will be pre-populated with an *. This will allow you to display all employees that report to you.



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
Community Service – Disaster Recovery	<p>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.</p>	Fifteen (15) work days within a (12) month period.	Must be used within a twelve (12) month period.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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

Pay Code	Definition	Maximum Accrual	Expiration
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
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.
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.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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.

Pay Code	Definition	Maximum Accrual	Expiration
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.
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.

Pay Code	Definition	Maximum Accrual	Expiration
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
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.

Pay Code	Definition	Maximum Accrual	Expiration
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 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.
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

Pay Code	Definition	Maximum Accrual	Expiration
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



Entering, Editing and Reviewing Leave Time

All employees will be responsible for entering their own leave time. However, as a Manager/Supervisor, you may have to adjust an employee's timecard to reflect working and non-working hours (leave usage).

This Section will show you how to enter your own leave time and also how to adjust an employee's timecard.

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

Entering Vacation Leave

Vacation leave used is entered on the date it is taken.

Click to select the date in the timecard before the requested vacation date, to make sure you have enough hours accrued.
 Click to select the date in the timecard after the vacation date to be sure the accrual bank shows the new balance.

1. Double Click **your name**.
2. Check the **Accruals tab** to see if you have enough vacation time. (See note above)
3. Click the cell in the **Pay Code column** that corresponds with the Vacation date taken.
4. Scroll down and choose **Vacation** or type the letter **V**.
5. Type the number of **Vacation hours** taken in the amount column.

X	↕	Thu 6/25			
X	↕	Thu 6/25			7:36AM
X	↕	Fri 6/26	Vacation	3.0	
X	↕	Sat 6/27			
X	↕	Sat 6/27			
X	↕	Sun 6/28			

6. Click **Save**.
7. Review the **Accruals tab**. (See Note on checking Accruals)
8. Repeat until all approved vacation hours have been entered.
9. Click **QuickFind** to return to the employee list.

Checking Year End Projected Accrual Balance

If the employee requests more Sick, Vacation or Bonus Leave than he/she has accrued, you may advance them the time they will have accrued by the end of the calendar year. To check the December 31st projected accrual amount:

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

As of

Current Pay Period ▼

Previous Pay Period

Current Pay Period

Next Pay Period

Previous Schedule Period

Current Schedule Period

Next Schedule Period

Today

Yesterday

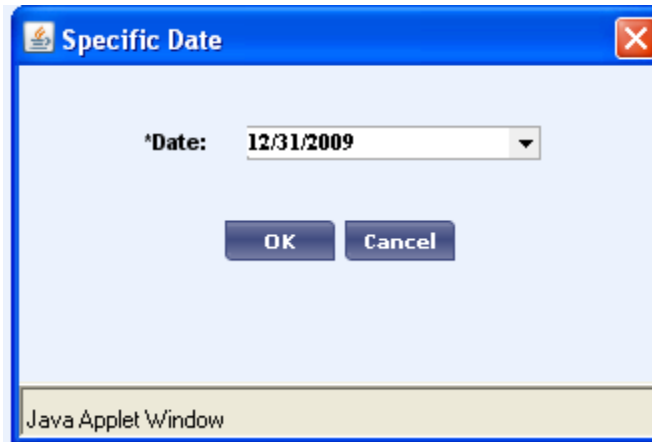
Week to Date

Last Week

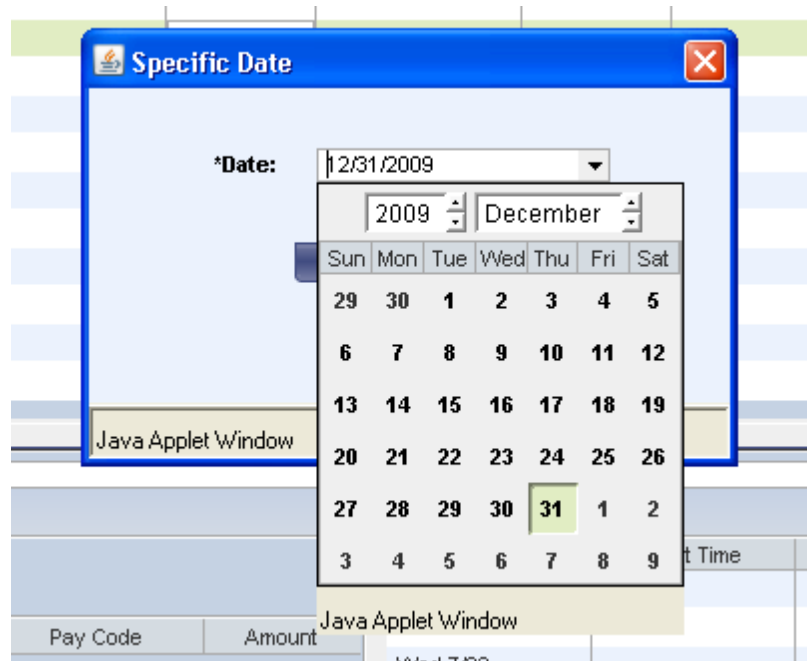
6/29/2009, Specific Date

6/29/2009 - 6/29/2009, Range of Dates

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 31st of the month.
7. Click .


8. Click **Accruals** tab.

Totals & Schedule						
Accruals						
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

Entering 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)

1. Double click **your name**.
2. Check the **Accruals tab** to see if you have enough sick time.
3. Click  on the line that corresponds with the date the sick time was taken. This will insert a new line.

 You CAN NOT enter a Pay Code edit on the same line as a timecard punch.

4. Click the cell in the **Pay Code column**, of the inserted line, that corresponds with the sick date taken.
5. Scroll down and choose **Sick** or type the letter **S**.

6. In the amount column type the **number of sick hours** taken.

***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	
Account	Pay Code	Amount	Date	Start Time	End Time
...003267/SPATA9999/000/000000/000000/0032525	Holiday	8.0	Thu 6/25		
...003267/SPATA9999/000/000000/000000/0032525	Regular	24.4	Fri 6/26		
...003267/SPATA9999/000/000000/000000/0032525	Sick	4.0	Sat 6/27		
...003267/SPATA9999/000/P00234/000000/0032525	Regular	3.7	Sun 6/28		
			Mon 6/29		
			Tue 6/30		
			Wed 7/01		

7. Click **Save**.
8. Review the **Accruals** tab.
9. Repeat until all approved sick hours have been entered.
10. Click **QuickFind** to return to the employee list.

Entering 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)

1. Double click **your name**.
2. Check the **Accruals** tab to see if you have enough Bonus time.
3. Click the cell in the **Pay Code** column that corresponds with the Bonus Vacation date taken.
4. Scroll down and choose **Bonus** or type the letter **B**.

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

Time Period | Current Pay Period

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**.
- Review the **Accruals tab**.
- Repeat until all approved Bonus Vacation hours have been entered.
- Click **QuickFind** to return to the employee list.

Entering Adverse Weather Leave

Adverse Weather - Open is time paid, but not worked due to adverse weather while the University 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.

- Double click the **name of the employee**.
- Click the cell in the **Pay Code column** that corresponds with the Adverse Weather owed on the date it was taken. Widen the column, if needed.
- Scroll down and choose **Adverse Weather Cond I-II Open**.
- In the amount column type the **number of Adverse Weather hours** to be paid for time off due to adverse weather.
- Click **Save**.

6. 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		

Totals & Schedule		Accruals	Audits
	Accrual Code	↔	Balance on Selected Date
	Adverse Weather Cond I-II Expired		0.0
	Adverse Weather Cond I-II Owed		-5.0

7. Click **QuickFind** to return to the employee list.

Repaying 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 time because that would put them in an overtime situation. The employee must use leave time, or work more hours in a week in which they did not work a full 40 hours. They could do this during a week with a holiday or week in which they were otherwise unable to work during their regularly scheduled hours due to paid leave or other non-work time.

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.

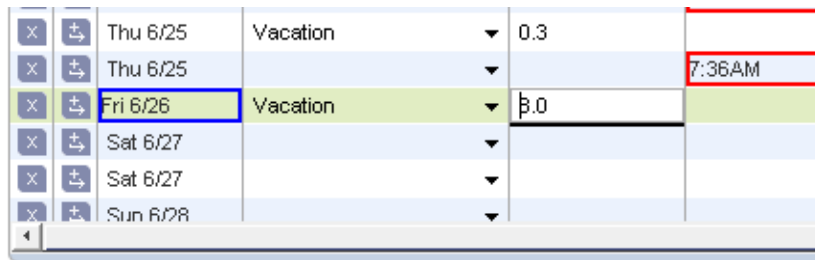
Editing Leave Entries during the Current Pay Period













All leave entries may be edited by the Manager/Supervisor during the current pay period before approvals and sign off. Editing leave balances in any other past time period must be done by the Payroll and Leave Administrator.

Approval will be done by the employee, then the Manager.
Sign Off will be done by the Payroll and Leave Administrator.

1. Double Click the **name of the person** who has requested the Vacation leave.
2. Click the cell in the **Pay Code column** that corresponds with the Vacation date you wish to edit.
3. Press the **Delete** key to remove the entry then repeat in the amount column or use the delete icon to delete the entire row. 

To change the amount of hours, type over the data in the **Amount** cell.



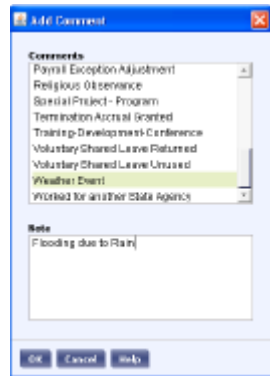
		Thu 6/25	Vacation	0.3	
		Thu 6/25			7:36AM
		Fri 6/26	Vacation	0.3	
		Sat 6/27			
		Sat 6/27			
		Sun 6/28			

5. Click **Save**.
6. Review the **Accruals tab**.
7. Click **QuickFind** to return to the employee list.

Adding a Comment and Note

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾									
	Date	Pay Code	Amount	In	Transfer	Out	In		
X	Mon 8/03	Adverse Weather Cond I-II Open	8.0						
X	Tue 8/04								
X	Wed 8/05								
X	Thu 8/06								
X	Fri 8/07								
X	Sat 8/08								
X	Sun 8/09								
X	Mon 8/10								
X	Tue 8/11								
X	Wed 8/12								
X	Thu 8/13								

1. Right click on the hour amount cell to add a comment and note about the event
2. Choose Add Comment
3. Select Weather Event from the Comments list



4. Complete the Free Text Note section
5. Select OK
6. Save the Time Card

Comments are shown under the Comments Tab

You can add comments to Punches, Amounts, Schedules, Moved Pay Codes and Historical Adjustments

Creating and Maintaining Schedules

Objectives

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

- Create a Permanent Schedule
 - Pre-set Patterns
 - Unique Schedule Pattern
- Make Schedule Changes
- Schedule Time Off



Creating a Permanent Schedule

Scheduling is a tool used by Managers/Supervisors and others to track employees' daily work hours to ensure that they are paid accurately. In addition, Managers/Supervisors must ensure that all leave time is recorded properly. Scheduling is used to:

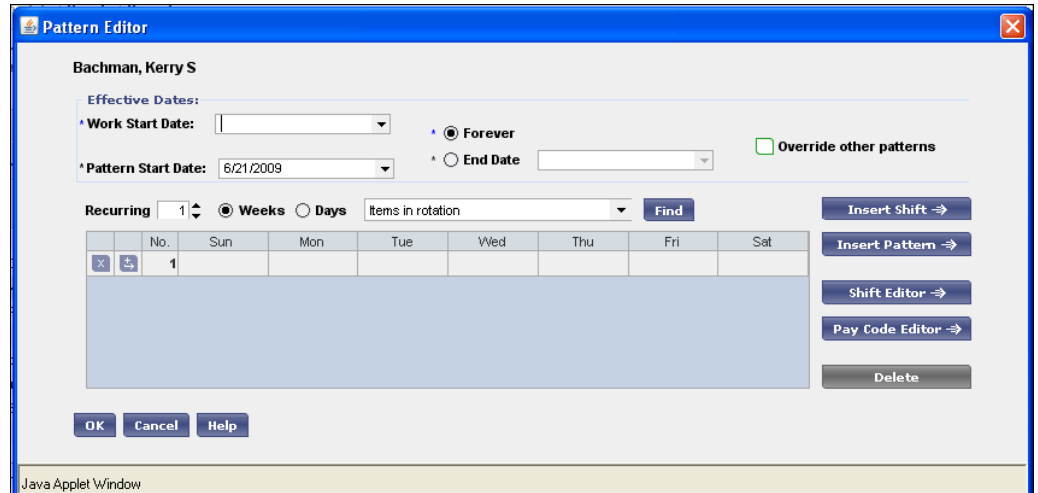
- Track exceptions (i.e. late arrival, early-in, missed time-in or out, etc.).
- Allows non-worked time to be scheduled in advance, such as vacation.

Creating a schedule for employees is up to the Manager/Supervisor. However, many applications and tools, such as Reports, will not be helpful to you if your employees do not have a schedule entered into TIM.

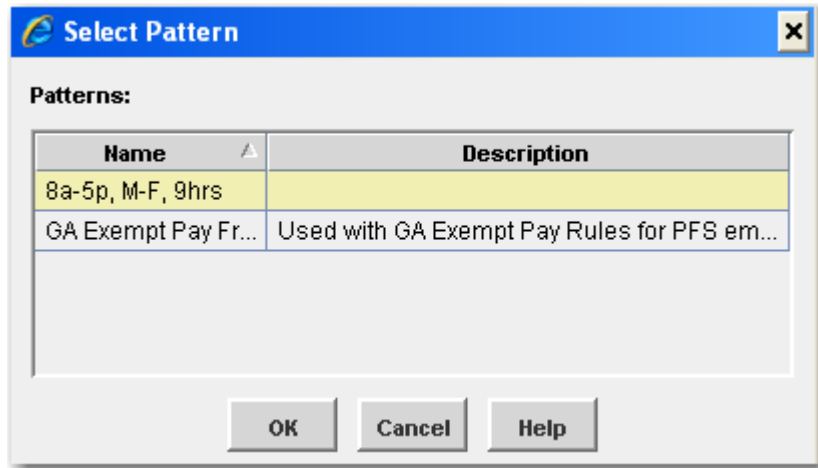
For employees who work a standard schedule or a repeating shift, you can apply a **Schedule Pattern**. Applying a pattern allows you to enter the permanent pattern once and then override changes in the schedule when they occur.

4. Highlight the **employee** in the Schedule Editor.
5. Click the **Shift Menu** and then Select **Add Pattern**
OR
Double Click the **employee's name**.

☐ To apply the same schedule to more than one employee, select multiple employees. To select more than one employee, click and drag over a group of employees OR hold the Ctrl key and click the required names. To access **Pattern Editor**, Click the Shift Menu and then Select **Add Pattern**.

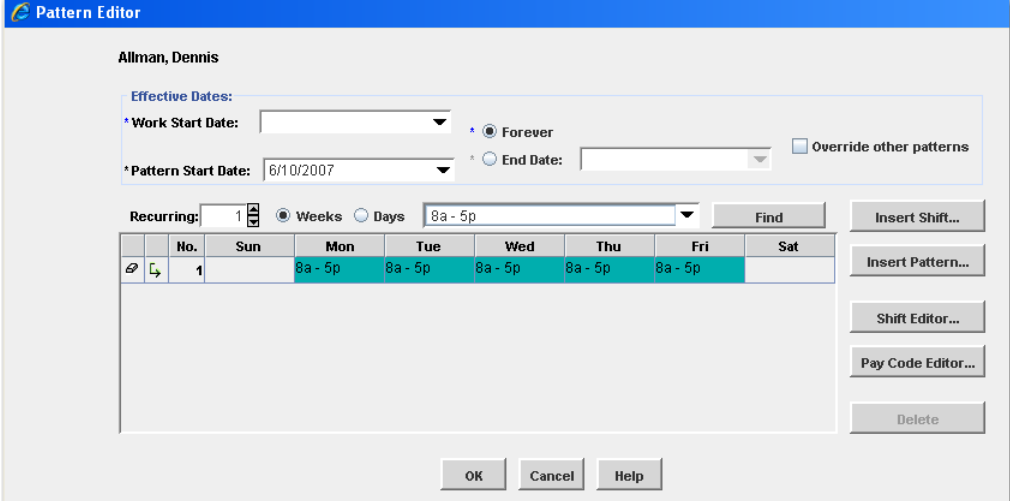


6. Click .



7. Click to select a Pre-Defined Pattern.

8. Click .



Pattern Editor

Allman, Dennis

Effective Dates:

* Work Start Date: * Forever Override other patterns

* Pattern Start Date: 6/10/2007 * End Date:

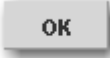

Recurring: 1 Weeks Days 8a - 5p

	No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1		8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p	

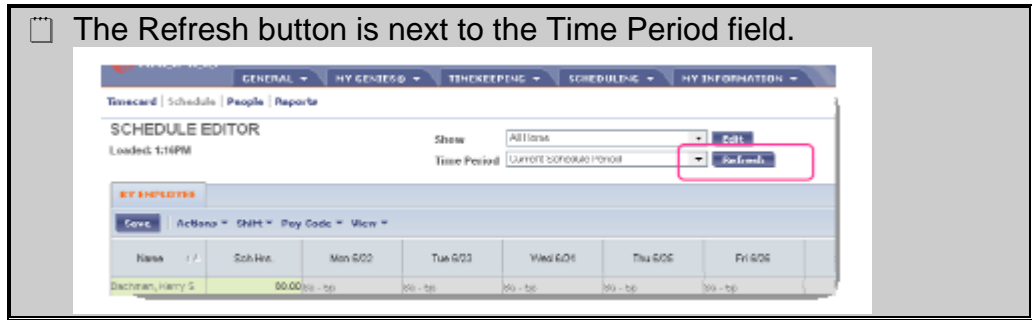
9. Click the down arrow in the **Work Start Date** text field to display the calendar. The Work Start Date is the date on which the employee starts working this pattern.
10. Use the up and down arrows to select the year and month of the employee's start date.
11. Click the **day** of the month.
12. Click the down arrow in the **Pattern Start Date** text field to display the calendar. The Pattern Start Date is the first active day in the schedule grid.
13. Use the up and down arrows to select the year and month of the Pattern start date.
14. Click the **day** of the month.
15. Click the **Forever** radio button if this pattern will repeat itself for the unforeseeable future.

OR

Click the **End Date** radio button if this pattern is temporary. Then enter the **date** the pattern will end on the pop-up calendar.

16. Click  to close the Pattern Editor window and return to the Schedule Editor.
17. Click Save in the Schedule Editor
18. Click , if necessary, to view the new schedule.

The Refresh button is next to the Time Period field.



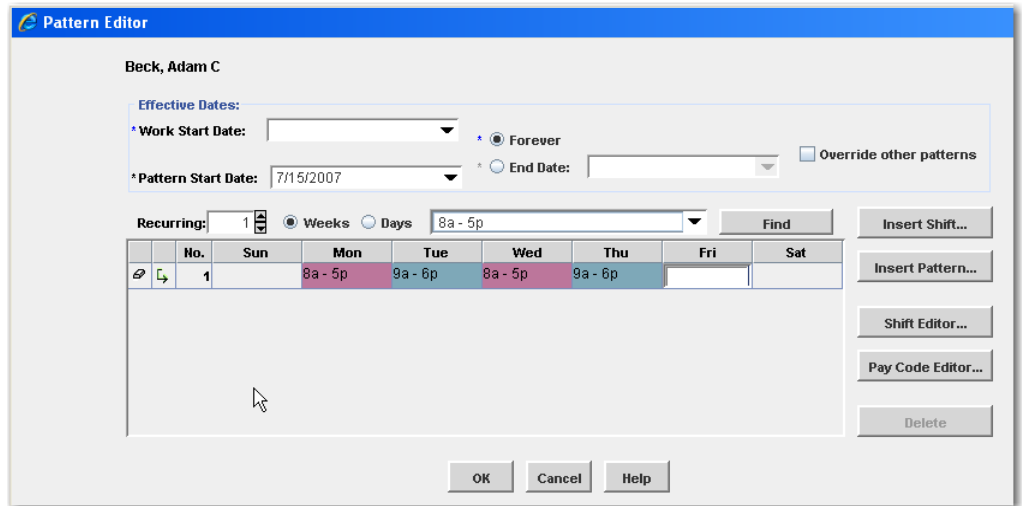
To Set Up a Unique Schedule Pattern

If the shift hours worked by the employee is not one of the pre-set patterns available in the Pattern Editor, you must type in the desired hours.

1. Follow **Steps 1-5 in the To Set Up a Schedule Using Pre-Set Patterns.**

You can build a unique Schedule Pattern for only one employee at a time.

2. Type a **start and end time** in the Pattern Editor window for each day worked.
OR
Right click on the first time entry, click **Copy** and then right click and click **Paste** in the rest of the days to be scheduled.



Be sure and include “p” for pm and “a” for am. You do not need a colon. (Example: 8a-430p)

3. Repeat Steps 9-17 in **“To Set Up a Schedule Using Pre-Set Patterns”**.



Making a Schedule Change

If you need to make a change to an employee's schedule pattern for one day, i.e. employee is working a different shift for one day, you can enter the change without affecting the rest of the pattern.

1. Click the **+** next to **Scheduling** in the Navigation Bar to display more options.
2. Click **Schedule Editor**.

The screenshot shows the 'SCHEDULE EDITOR' interface. At the top, there are navigation tabs: GENERAL, MY CENTER, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below the tabs, there are fields for 'Show' (set to 'All Hours') and 'Time Period' (set to 'Current Schedule Period'). A 'Refresh' button is also present. The main area is titled 'BY EMPLOYEE' and contains a table with columns for Name, Shift, Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The table lists several employees and their schedules for each day of the week. For example, 'Adams, Jerry D.' has a shift of '9:00a - 6p' on all days. 'Adams, William D.' has 'Vacation 8:0' on all days. 'Baker, James P.' has '9:00a - 6p' on all days. 'Baker, Mark F.' has '7:00a - 4p' on all days. 'Baker, Elizabeth C.' has '8:00a - 5p' on all days.

Name	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Adams, Jerry D.	9:00a - 6p							
Adams, William D.	08:00Vacation 8:0	Vacation 8:0	Vacation 8:0	Vacation 8:0	Vacation 8:0	Vacation 8:0		8a - 5p
Baker, James P.	08:00a - 6p	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		8a - 5p
Baker, Mark F.	7:00a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p		7a - 4p
Baker, Elizabeth C.	8:00a - 5p							

3. Click the cell of the day you wish to change.
4. Type over the existing start and end time using the format 9a-6p
Or
5. Select **Edit** from the **Shift Menu**.

6. Type in the new **Start Time** and/or **End Time**. (Remember to use the a for am and the p for pm.) If the shift crosses into the next day (after midnight), make sure you have the correct date in the **End Date** cell. Check the **Sch Hrs.** field to ensure the correct number of hours are scheduled.

Employee: Allred, Kirk B Primary Job: Unspecified

Insert Shift... Delete Shift

	* Start Date	* Type	* Start Time	* End Time	* End Date	Sch Hrs.	Transfer
	7/10/2007	Regular	10:00AM	7:00PM	7/11/2007	33.0	

Comments:

Shift Label:

Number Of Days:

OK Cancel Help

7. Click  .
8. Click **Save**.



Scheduling Time Off

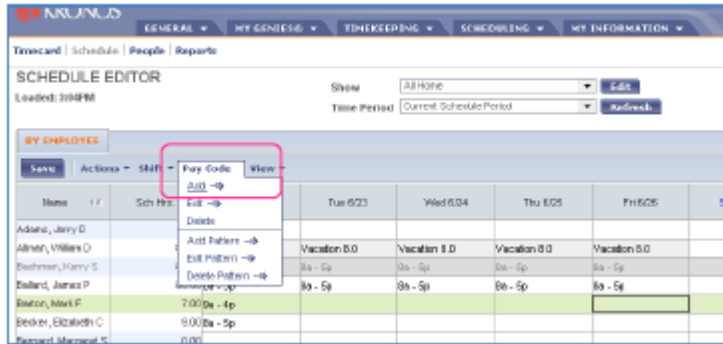
You can schedule time off using the **Schedule Editor**, i.e. an employee has requested some vacation days.

1. Click the **Schedule Tab** to display more options.
2. Click **Schedule Editor**.

The screenshot shows the 'SCHEDULE EDITOR' interface. At the top, there are tabs for 'GENERAL', 'MY SCHEDULE', 'TIMEOFF/PERM', 'SCHEDULES', and 'MY INFORMATION'. Below the tabs, there are search and filter options. The main area displays a table with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for employee names. The table shows various vacation days (Vacation 0.0) and scheduled hours for each employee.

Name	Sch. hrs.	Mon 8:00	Tue 8:00	Wed 8:00	Thu 8:00	Fri 8:00	Sat 8:00	Sun 8:00	Mon
Adams, Jerry D.	8:00 Sa - Sp								
Almon, William D.	8:00 Vacation 0.0	Vacation 0.0	Vacation 0.0	Vacation 0.0	Vacation 0.0	Vacation 0.0			Sa - Sp
Buchanan, Henry E.	8:00 Sa - Sp		Sa - Sp	Sa - Sp	Sa - Sp	Sa - Sp			Sa - Sp
Chiswick, James P.	8:00 Sa - Sp		Sa - Sp	Sa - Sp	Sa - Sp	Sa - Sp			Sa - Sp
Conroy, Mark P.	7:00 Sa - Sp								
Conroy, Michael C.	8:00 Sa - Sp								
Conroy, Margaret S.	8:00								
Conroy, Sarah S.	8:00 Sa - Sp								
Conroy, Thomas W.	8:00								
Conroy, Thomas P.	8:00 Sa - Sp		Sa - Sp	Sa - Sp	Sa - Sp	Sa - Sp			Sa - Sp
Scheduled Hours	1,074.00	136	95	95	95	95	0	0	
Number of Emps...	173	16	12	12	12	12	0	0	

3. Select **Add** from the **Pay Code** menu.



4. Select a **pay code** from the Pay Code list.
5. Enter the **number of hours**
OR
Full Schedule or **Half Schedule** if there is a recorded schedule.
6. Enter a **start time** (required field).
7. Enter the **number of days** you want this to repeat.
8. **Optional:**
 - Transfer Note: Do not complete the section on Transfer for Leave Pay Codes
 - Select one or more comments if needed.

9. For the **Override Shift** check box:
 - Select the check box if the pay code will replace a shift. Then select an option to specify whether the pay code will replace the entire shift or only a portion of the shift.
 - Clear the check box if the pay code is in addition to the shift.

Pay Code Editor

Allred, Kirk B Effective Date: 7/12/2007

Pay Code: Vacation

* Amount (hh:mm): 8.0

* Display Start Time: 8:00AM

* Number Of Days: 2

Transfer:

Comments:

Override Shift

Whole Shift Partial Shift

OK Cancel Help



10. Click **OK**.
11. Click **Save**.

Reconciling the Timecard

Objectives:

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

- Navigate the Timecard Work Space
- Manage Time Edits
 - Missed or Duplicate In/Out Time Entry
 - Move Overtime to Comp Time or Comp Time to Overtime
 - Change Funding Source Account
- Manage Pay Code Edits
 - SPA Exempt Project View
 - Holiday Worked
 - Shift Differential Codes



Navigating the Timecard Workspace

One of the Manager functions is to check each employee's timecard to ensure that all of the information on it is correct and approved for payment. Employees do not always work their regular schedule. Some of the adjustments that may have to be made are: missed time entries, worked and non-worked hour discrepancies, transfer of time to other jobs or late arrivals. Timecards must be monitored on a regular basis in order to facilitate the process of preparing timecards for payroll processing. This helps to ensure that time records are accurate and complete.

Resolving Timecard issues on a daily basis helps to avoid inadvertently making errors in an employee's pay check.

The following illustration shows a sample timecard for an hourly employee. An **In Punch** and an **Out Punch** must be entered for each day the employee works. Any deviation to their assigned schedule will be indicated on the timecard by a **red border** around the affected cell. Some exceptions, such as a missed punch (**solid red cell**), must be corrected by the Manager. A missed punch prevents the Manager and Payroll Administrator from being able to approve or sign off the employees' timecard. Others, such as late in, should be left as they are to track attendance events.

- ☐ Move your cursor over the affected cell (red border) to see the visual comment that will help your review and analysis process.
- ☐ See "Timecard indicators and colors" in TIM help for more information.

The screenshot displays a time tracking application interface. At the top, there are menu options like 'Stats', 'Actions', 'Punch', 'Amount', 'Account', 'Comment', 'Approvals', 'Overview', and 'Reports'. Below this is a grid of punch cards for various dates from Sunday 6/02 to Sunday 6/07. Each card shows 'In' and 'Out' times. Callout boxes identify specific entries: 'Late In' (8:25M), 'Early In' (7:55M), 'Very Late Out' (8:25M), 'Early Out' (8:15M), 'Missed Out-Time' (8:00AM), and 'Early Out/ Short Shift' (8:00AM). A red box highlights the 'Insert Row' icon in the top left. Below the grid, there are sections for 'TOTALS & SCHEDULE', 'ABSENCES', and 'ADDITIONS'. At the bottom, a date selector shows 'Sun 6/07'.

- ❑ If you need to enter a pay code on a day when an employee has a web stamp or a manual time entry, then you must use the Insert Row icon. The rule is that you cannot enter a punch on a line with a pay code.
- ❑ Manual Time Entry and Time Stamp Entry employees must enter time for arrival for work, out for lunch, in from lunch and out at end of work day.



Managing Time Edits

It is necessary to edit some time entries in order to correct errors and calculate time correctly. In this section, we will discuss the types of edits you may need to complete to ensure accurate time calculations.

Managers will be assigned access to edit time entries in the timecard. There are many situations where this is required, i.e. duplicate punches, missed punches or manual entries. However, time edits should be kept to a minimum to secure the integrity of the system. TIM keeps an audit trail which records each change, who made the change, and when it was made.

Missing or Duplicate In/Out Time Entry

A duplicate punch will be indicated by a **red border** around the affected cell. A duplicate can occur if the user clocks in more than once as long as the duration between time entries is greater than one minute. To remove a duplicate time entry, click in the cell and delete the extra entry. Once deleted and saved, the sequence should be corrected.

A missed time entry will be indicated by a **solid red cell** and no visible time entry. To edit for a missed time entry:

1. Click the cell and **type** in the time.
2. **Save** the change.

All edits will be visible in the **Audit** tab.

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 Sou
8/24/2...	12:00...	Add Punch						Out Pun...	8/21/20...	2:12PM ...	carolvd...	Timecar
8/22/2...	12:00...	Add Punch						Out Pun...	8/21/20...	2:12PM ...	carolvd...	Timecar
8/23/2...	8:40AM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/22/2...	8:05AM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/22/2...	1:15PM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/20/2...	8:30AM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/23/2...	11:50...	Add Punch						Out Pun...	8/21/20...	2:12PM ...	carolvd...	Timecar
8/24/2...	8:00AM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/20/2...	1:00PM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/21/2...	12:30...	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar
8/22/2...	5:00PM	Add Punch						Out Pun...	8/21/20...	2:12PM ...	carolvd...	Timecar
8/23/2...	1:00PM	Add Punch						In Punch	8/21/20...	2:12PM ...	carolvd...	Timecar



Managing Pay Code Edits

Pay code edits are entries made directly into the employee's timecard. Some examples are: employee forgot to enter vacation or sick days, holidays worked and shift differentials.

SPA Exempt Project View


SPA Exempt employees will have a Bi-Weekly view timecard. They will have a pre-scheduled 40 hour work week and the timecard will reflect eight (8) hours pre-populated for each day in the schedule. SPA Exempt employees will be able to access their timecard to enter their own pay codes. Managers and the Payroll and Leave Administrator will approve and sign off these timecards on a bi-weekly basis to coincide with their paydays.

The screenshot displays the Kronos timecard system interface. At the top, there is a navigation bar with options like 'GENERAL', 'MY COMPANY', 'TIMEKEEPING', 'SCHEDULING', and 'REQUESTS/DEFLECTIONS'. Below this, the 'TIMECARD' section is visible, showing the employee's name 'Sullivan, William D.' and ID '081185165'. The interface is divided into two main sections: 'Week starting: Mon 5/18' and 'Week starting: Mon 5/25'. Each section contains a table with columns for 'Pay Code', 'Transfer', and days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The 'Hours Worked' column shows 8.0 hours for each day. Below the weekly view, there is a 'DETAILS & SCHEDULES' section with a table showing 'Day', 'Start Time', 'End Time', 'Pay Code', and 'Amount' for each day.

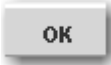
Day	Start Time	End Time	Pay Code	Amount
Mon 5/18	0:30PM	5:00PM		
Tue 5/18	0:30PM	5:00PM		
Wed 5/18	0:30PM	5:00PM		
Thu 5/18	0:30PM	5:00PM		
Fri 5/18	0:30PM	5:00PM		
Sat 5/18	0:30PM	5:00PM		
Sun 5/18	0:30PM	5:00PM		

Editing SPA Exempt Holiday Worked

If an SPA Exempt employee is required to work on a holiday, the hours worked must be entered on a new row.

1. Open **Employee's timecard**.
2. Click  to add another line. On the date column for the Holiday enter the 8 hours to the Hours Worked Pay Code.
3. Save changes


Hours worked on the Holiday require an Overtime Approval by the manager. Until the manager processes the Overtime Approval the hours will stay in Holiday Pending Approval until that. Once the manager processes the Overtime Approval the Holiday hours will be moved to Holiday Premium and Holiday ETO automatically.

3. Select the **Overtime Date** from the pull down calendar.
4. Select **All** to authorize all hours worked as required, or select some and complete the amount field.
5. Click  to close the Approve Overtime window.
6. Save the entry.

Totals & Schedule			Accruals	Audits	Sign-offs & Approvals
All					
Account	Pay Code	Amount			
...890920/000/0000000/0000000/0000560	Holiday	1.0			
...890920/000/0000000/0000000/0000560	Holiday Pending Approval	7.0			
...890920/000/0000000/0000000/0000560	Regular	8.0			

Once you have approved the hours worked, TIM will add a new Timecard Tab: **Sign-offs & Approvals**. This tab will contain a record of the transaction.

Totals & Schedule							Accruals	Audits	Sign-offs & Approvals
Action Taken	Date	Time	Amount	User	Start Date	End Date			
Approve Overtime	8/22/2007	10:24AM	All	carolvdb	7/04/2007				

 If an employee works less than 8 hours on a holiday, the Holiday Pending Approval amount should equal the number of hours worked.

Editing Shift Differential Codes

For the most part the Shift Differentials (SD) are automated; however in some cases the shift differentials require an entry. If the position is flagged in the TIM system as an SD-eligible position, the employee will receive the shift differential hours in a pay code called Regular SD or Overtime SD for any hours worked in the differential time zone.

A permanent employee, assigned to substitute for another employee who is eligible for shift premium pay, is entitled to shift premium pay for time worked in that position.

In TIM, all shift hours worked by an employee who does not work in a shift position will automatically be identified as regular hours. The substitute shift worker's Manager will need to apply a **Fill-In SD** work rule transfer to ensure that all shift hours worked by the substitute shift worker are identified as shift premium pay.

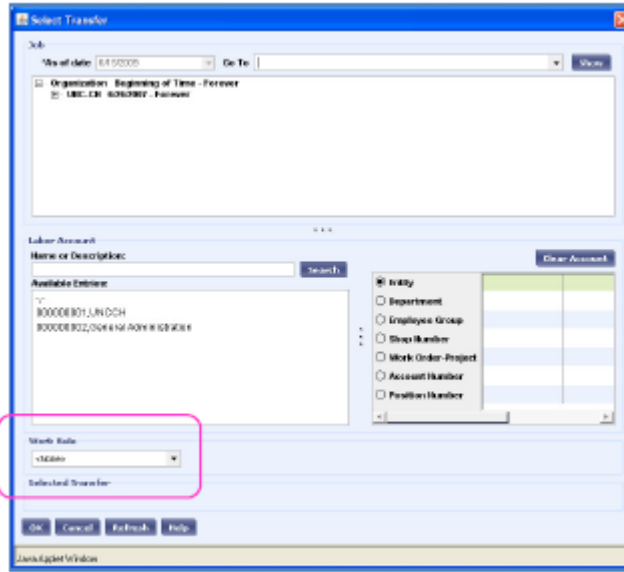
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 6/12											
Sat 6/13											
Sun 6/14											
Mon 6/15			4:02PM		10:07PM				0.8	0.8	0.8
Tue 6/16			3:01PM		11:09PM				7.1	7.1	14.6
Wed 6/17			2:33PM		8:57PM				8.8	8.8	23.8
Thu 6/18			1:00PM		8:44PM				7.1	7.1	20.6
Fri 6/19			1:20:38PM		7:12PM				7.1	7.1	28.1
Sat 6/20											35.1
Sun 6/21											35.1
Mon 6/22											35.1

Date	Shift Type	In Time	Pay Code	Amount
Sun 6/14	REGULAR	4:00PM		
Tue 6/16	REGULAR	3:00PM		
Thu 6/18	REGULAR	1:00PM		
Mon 6/22	REGULAR	1:00PM		

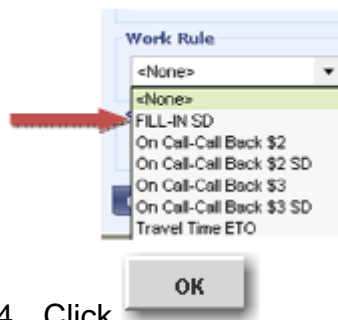
1. Open the **employee's timecard**.
2. Click the down arrow in the first **Transfer** cell to transfer this group of hours.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Fri 6/12								
Sat 6/13								
Sun 6/14								
Mon 6/15			4:00PM		10:07PM			
Tue 6/16			3:01PM	Organization/JMC-C	11:09PM			
Wed 6/17			2:33PM	JMT1007380	8:57PM			
Thu 6/18			1:00PM	Organization/JMC-C	8:44PM			
Fri 6/19			1:20:38PM	Organization/JMC-C	7:12PM			
Sat 6/20								
Sun 6/21								
Mon 6/22								

Click **Search**.

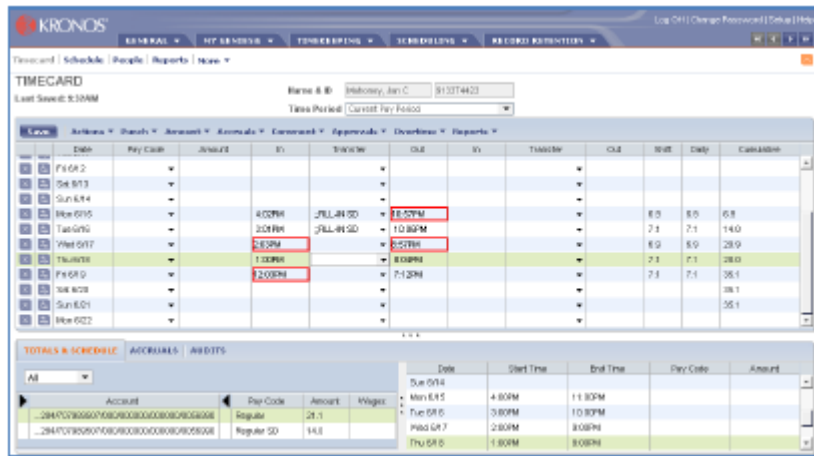


3. Select **Fill-in SD** in the **Work Rule** drop down menu.



4. Click **OK**.

5. Click **Save**.



All hours worked in shifts that have the fill-In SD work rule transfer applied, now appear as Regular SD and the employee will receive shift premium pay.

To Add a Fill-In SD work rule transfer for the entire shift worked enter the work rule transfer on the Schedule. You can schedule the Fill-In SD work rule for a longer period of time to prevent having to repeatedly enter it in the timecard.

Entering Your Own Time

Objectives:

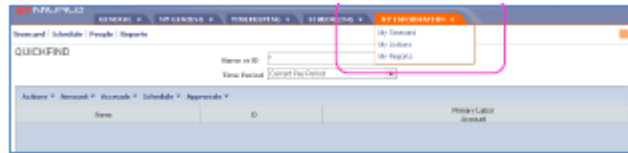
At the end of Chapter 4 you will be able to:

- Access Your Timecard
- Request Time Off
- Approve Your Timecard



Accessing Your Timecard

You can access your timecard from the Managers view. If you are a manual time entry employee, it is a good idea to enter your hours and any pay code entries on a daily basis. You are also required to approve your timecard at the end of the pay period. Check with your Supervisor to decide the deadline for approving your timecard.



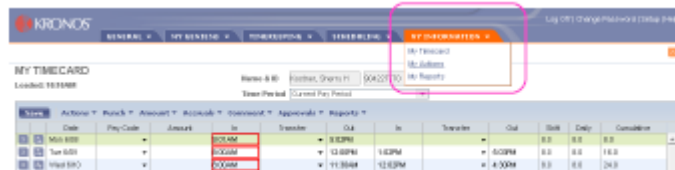
1. Click the **My Information** tab
2. Click **My Timecard**.
3. Complete your own timecard entry.
4. Always Check your Time Period before processing your approval
5. Select Approvals, then approve to finalize your timecard for payroll.
6. Remember you cannot edit your time after you have approved your timecard. If you need to make a correction after you have approved your timecard, you must have your manager or TIM Administrator make the corrections for you.



Requesting Time Off via TIM (Optional)

If you are planning to take some Vacation, Sick or Bonus time off, you may fill out the Time Off Notification form. Once your Manager approves this request, it will automatically be entered into your time card and schedule. Please check with your Manager to see if this is a process he/she wants to adopt. You may also continue to request time off via e-mail, verbally, etc. rather than using TIM for this process.

1. Open **your timecard**.
2. Select the **My Information** tab and select **My Actions**.



3. Click **Time Off Notification**.

Time Off Request - Windows Internet Explorer

https://kdas1.isis.unc.edu/wfc/KDWEFormServlet?initForm=true&id=6823

Time Off Balances (hours) as of today

Vacation Balance: 163.37
Sick Balance: 296.0
Comp Time Earned Balance: 0.0
Bonus Balance: 40.0
Community Service Opt A Balance: 24.0

Time Off Request

* Request Type:

Furthest Eligible Request Date: 4/30/2008

* Start Date:

* End Date:

Message:

* Hours: Specify Hours Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Hours Per Day:

Start Time:

Day Type: Scheduled and Non-scheduled Days Scheduled Days

4. **Fill in** all the appropriate text boxes. All fields marked with an “*” are required.

Time Off Request

* Request Type:

Furthest Eligible Request Date: 4/30/2008

* Start Date:

* End Date:

Message:

* Hours: Specify Hours Same Hours as Scheduled Shifts

- Select Specify Hours if you wish to enter the number of hours to be taken or if you don't have a recorded schedule.
- Select Same Hours as Scheduled Shifts if you wish to take scheduled number of shift hours.

5. If you chose “**Specify Hours**”, fill in the empty field to indicate number of hours and start time.

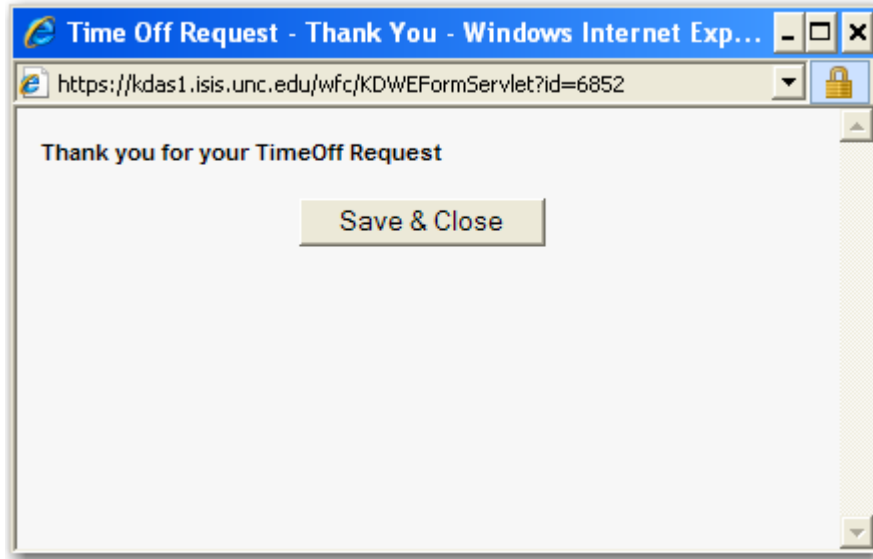
Fill in only if Specify Hours is selected above

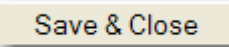
Hours Per Day:

Start Time:

Day Type: Scheduled and Non-scheduled Days Scheduled Days

6. Click  .



7. Click  .

When your Manager receives the request and approves it, you will see it in your timecard and recorded schedule.

If you cancel your vacation request complete the Cancel Request option.



Approving Your Timecard

Before approving your timecard, check to ensure that all time and pay code entries are correct.

1. Select **Approve** from the Approvals tab.

The screenshot shows the KRONOS MY TIMECARD interface. The top navigation bar includes the KRONOS logo and menu items: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, and MY INFORMATION. The main content area is titled 'MY TIMECARD' and shows 'Loaded: 9:43AM'. The user's name and ID are 'Curtis, Kim' and '713609622'. The 'Time Period' is set to 'Previous Pay Period'. The 'Approvals' tab is selected, and the 'Approve' option is circled in red. The interface also shows a 'Save' button and a table with columns: Date, Pay Code, Amount, In, Approve, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative.

This will route your approved timecard to your Supervisor for their approval.

Monitoring Timecards

Objectives:

At the end of Chapter 5 you will be able to:

- Review Timecards
 - Access Reconcile Timecard
 - Perform Edits
 - Edit Start and Stop Times
 - Edit Worked and Non-Worked Hours
 - Move Amounts
 - Move Overtime to Comp Time
 - Move Comp Time to Overtime



Reviewing Timecards

Employees sometimes forget to enter their time in/time out. On occasion they also might show time in earlier or later than their scheduled time. These exceptions will be indicated on their timecard with a **red border** around the cell. Some of the timecard issues may be:

- Missed in or out time entry. If the employee has not approved their timecard, they may make the edit themselves. If the employee has approved their timecard, the Manager can enter the missing information.
- An early or late time entry for the start or end of a shift. The Manager can select one or more comments to explain the reason for the unscheduled entry.

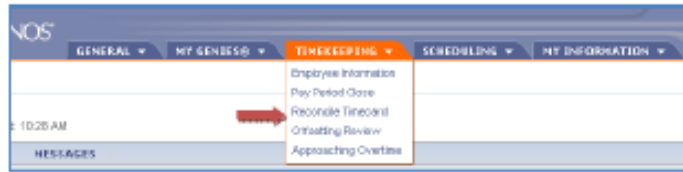
If Manual Time entry employees edit their time entry the audit trail will show who changed it and when the change was made.

The Reconcile Timecard Genie displays information that shows time details about employees. Information such as missed in/out entries, unexcused absences, and overtime appears on each row for each employee. Employee information can be sorted in ascending or descending order by clicking on the column header.

It is highly recommended that Managers or SuperUsers check the Reconcile Timecard Genie on a daily or frequent basis during the current pay period. This will prevent the Payroll and Leave Administrator from having to reconcile numerous entries at the last minute in order to meet the regular Sign Off deadline of Close of Business.

Accessing Reconcile Timecard

1. Click the **Timekeeping** tab.
2. Select **Reconcile Timecard**.



Reconcile Timecard defaults to the Current Pay Period.

3. **Optional:** Select the time span from the Time Period list to view the desired work dates.

4. **Optional:** Sort information by one or two columns by clicking the column header.
 - a. Click the column for the secondary sort first.
 - b. Then click the column for the primary sort.

The screenshot shows the Kronos RECONCILE TIMECARD interface. At the top, there are navigation tabs: GENERAL, MY SERVICES, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below the tabs, there are filters for 'Show' (All Items and Transactions) and 'Time Period' (Current Pay Period). The main table has columns for Name, Unaccounted Absence, Miscalc Paych, Bars In, Late In, Early Out, Late Out, Unworked Hours, CF Hours, Comp Time, On Call Hrs, and Totals To Do. The table lists several employees with checkmarks in the Unaccounted Absence and Miscalc Paych columns.

Name	Unaccounted Absence	Miscalc Paych	Bars In	Late In	Early Out	Late Out	Unworked Hours	CF Hours	Comp Time	On Call Hrs	Totals To Do
Carroll, Mark W											
Dellen, Martin C											
Edwards, Steven H											
Adams, Jerry D											
Carroll, Robert P											
Little, Allen H											
Adkins, William D											
Michals, Marie L	✓										
Moss, Steven K	✓										
Smith, Martin H	✓										

5. Double click the **employee's name** to access their timecard for editing.
OR
 Hold the Ctrl key and click each employee's name to select more than one.

Performing Edits

Sometimes you will need to adjust employee timecards to resolve differences between scheduled and worked time. Some common changes are:



- Adjusting time in/time out information
- Identifying exceptions from scheduled assignments
- Adjusting timecards for worked and non-worked hour discrepancies
- Transferring time to other accounts.

Editing Start and Stop Times

1. Click in the **In or Out** cell
2. Enter the **new time**. Don't forget to use "a" for a.m. and "p" for p.m.

Make sure that every in stamp has an out stamp.
 To enter more than four time entries for one day, add another row (↓) for that day.

Editing Worked and Non-Worked Hours

1. Click  to remove the time entered, if necessary.
OR
Click  to add a row.
2. Select the **appropriate pay code**, i.e. Vacation for non-worked hours or edit the in/out time for worked hours.
3. Enter the **number of hours** in the amount cell.

- Enter a pay code category on a separate line. Pay codes cannot reside in the same row as time in/time out hours.
- Be sure to use a colon when entering hours and minutes.

Moving Amounts

1. In the **Totals & Schedule** tab, right click the amount you want to move.

All		
Account	Pay Code	Amount
.../002101/701496599/000/000000/000000/GA01030	Regular	30.5
.../002101/701496599/000/000000/000000/GA01030	Sick	2.0
.../002101/701496599/000/000000/000000/GA01030	Vacation	8.0

Note: A "Move..." context menu is shown over the 2.0 amount in the Sick row.

2. Click **Move**.

Move Amount

From

Pay Code Vacation

Amount (HH.hh) 8.0

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

To

Pay Code * Sick

Amount (HH.hh) * 8.0

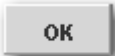
Effective Date * 7/29/2009

Transfer

Comments →

OK Cancel Help

Java Applet Window

3. Click the **down arrow** to select a **Pay Code** from the list.
4. Enter the **amount** you wish to move.
5. Enter the **Effective Date** if different from the date shown if desired.
6. Click  to close the window.

You can view moved amounts in the **Moved Amounts** tab; they will not appear in the timecard.

Save Actions Punch Amount Accruals Comment Approvals Reports											
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	
Tue 7/21			8:00AM		12:00PM	1:00PM		3:30PM	6.5	6.5	
Wed 7/22			8:00AM		4:00PM				8.0	8.0	
Thu 7/23			8:00AM		4:00PM				8.0	8.0	
Fri 7/24	Vacation	8.0								8.0	
Sat 7/25											
Sun 7/26											
Mon 7/27	Sick	2.0								2.0	
Tue 7/28											
Wed 7/29											
Thu 7/30											
Fri 7/31											
Sat 8/01											
Sun 8/02											

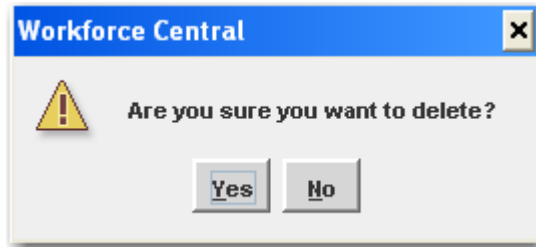
TOTALS & SCHEDULE ACCRUALS AUDITS MOVED AMOUNTS							
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	
7/29/2009	...000/000000/GA01030		Vacation	Sick	8.0		



To remove a moved amount:

- Right click the **amount** you wish to remove.

TOTALS & SCHEDULE ACCRUALS AUDITS MOVED AMOUNTS							
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	
7/29/2009	...000/000000/GA01030		Vacation	Sick	8.0		Delete

- Click **Delete**.



- Click  to delete or  to cancel the delete.

Moving Overtime to Comp Time

Some departments have opted to default all working hours over 40 to overtime. In that scenario, the hours will be paid unless the decision is made by the manager to move the overtime hours to compensatory time. A pay code move can be used to move hours from one pay code to another.

- Right click the **Overtime** (or Comp Time) row in the Totals & Schedule tab.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
All				Date
				Mon 8/03
				Tue 8/04
				Wed 8/05
				Thu 8/06
				Fri 8/07
				Sat 8/08
				Sun 8/09

Account	Pay Code	Amount
.../002101/701496599/000/000000/000000/GA01030	Regular	40.0
.../002101/701496599/000/000000/000000/GA01030	Overtime	5.0

2. Click **Move**.

Move Amount

From

Pay Code: Overtime

Amount (HH.hh): 5.0

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

To

Pay Code *: Comp Time Earned II

Amount (HH.hh) *: 5.0

Effective Date *: 8/10/2009

Transfer: [Empty]

Comments →

OK Cancel Help

Java Applet Window

3. Click the **down arrow** in the **Pay Code** cell.

4. Scroll and select **Comp Time Earned**.

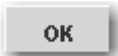
Note: Pay codes are not in alphabetical order. As Pay codes are added, they appear at the bottom of the list.

5. Type the **Amount**.

6. Click to access the calendar in the **Effective Date** cell and choose the correct date.

Note: The **Effective Date** will default to the first day of the current pay period. This default date is the one that should be chosen.

7. **Optional**: Add a comment.



- 8. Click .
- 9. Click **Save**.

TOTALS & SCHEDULE			ACCRUALS	AUDITS	MOVED AMOUNTS
All					Date
					Thu 8/06
					Fri 8/07
					Sat 8/08
					Sun 8/09
					Mon 8/10
					Tue 8/11
					Wed 8/12
					Thu 8/13
Account	Pay Code	Amount			
...002101/701496599/000/000000/000000/GA01030	Regular	40.0			
...002101/701496599/000/000000/000000/GA01030	Overtime	0.0			
...002101/701496599/000/000000/000000/GA01030	Comp Time Earned II	5.0			

10. A new Time card Tab, **Moved Amounts**, will appear.

Moving Comp Time to Overtime

Some departments have opted to default all hours over 40 as Comp Time. TIM will automatically multiply comp time worked by time and a half.

Example: An employee works 45 hours in a work week. The default is Comp Time. Totals and Schedule indicates 40 Regular hours and 5.0 hours of Comp Time.

The work week is from Monday to Sunday.

TOTALS & SCHEDULE			ACCRUALS	AUDITS	MOVED AMOUNTS
All					
Account	Pay Code	Amount			
...002101/701496599/000/000000/000000/GA01030	Regular	40.0			
...002101/701496599/000/000000/000000/GA01030	Comp Time Earned II	5.0			

The 5 hours of Comp Time have been recorded in TIM at time and a half (5 X 1.5=7.5).

Comp Time Current II	7.5
Comp Time Expired II	0.0

Changing Comp Time hours to Overtime hours requires two steps. The first step is to delete the amount of Comp Time earned from the Comp Time Current bank. The next step is to convert Comp Time to Overtime.

Comp Time to Overtime pay code edits must be made at the end of the week the Comp time was earned.

Step 1

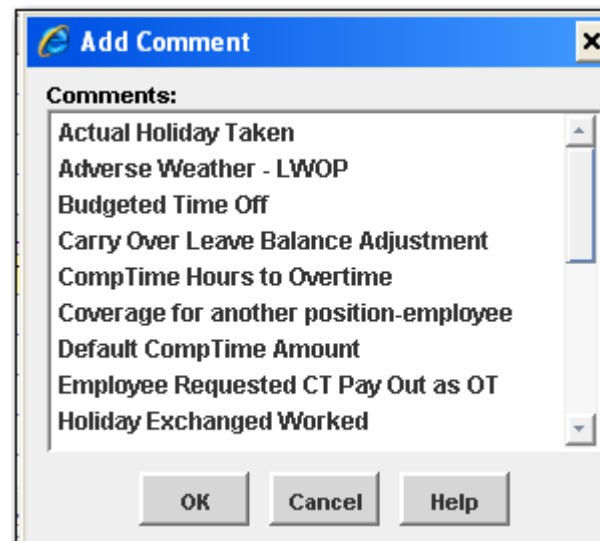
Select **CT Used as Pay Out** from the Pay Code drop down list. This will reduce the hours sent to the Comp Time Bank.

Enter the **total hours** that were sent to the Comp Time Bank after the 1.5 conversion.

Click **Save**.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
X	Mon 8/03			8:00AM		5:00PM		
X	Tue 8/04			8:00AM		5:00PM		
X	Wed 8/05			8:00AM		5:00PM		
X	Thu 8/06			8:00AM		5:00PM		
X	Fri 8/07	CT Used as Pay Out II	7.5					
X	Sat 8/08							
X	Sun 8/09							
X	Mon 8/10							
X	Tue 8/11							

Click once in the cell that contains the Comp Time Amount. Select Add from the Comment menu.



Select **Default Comp Time Amount**.

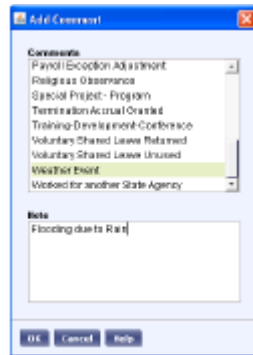
Click  .

Step 2

1. Select **CT to Paid OT** from the Pay Code drop down list.
2. Enter the number of hours to be paid as Overtime. In this example, payroll will receive 45 hours total making the 5 hours paid at Overtime Rate.
3. Click Save.

Save Actions Punch Amount Accruals Comment Approvals Reports								
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
X	Mon 8/03			8:00AM		5:00PM		
X	Tue 8/04			8:00AM		5:00PM		
X	Wed 8/05			8:00AM		5:00PM		
X	Thu 8/06			8:00AM		5:00PM		
X	Fri 8/07	CT Used as Pay Out II	7.5					
X	Fri 8/07	CT to Paid OT	5.0					
X	Sat 8/08							
X	Sun 8/09							
X	Mon 8/10							
X	Tue 8/11							

4. Click once in the cell that contains the Comp Time Amount.
5. Select Add from the Comment menu and add Note, if needed.
6. Select **Default Comp Time Amount**.



7.



8. Click .

Delegating Authority

Objectives:

At the end of Chapter 6 you will be able to:

- Respond to a Request to Delegate Authority
- Manage Another Manager's Employee List

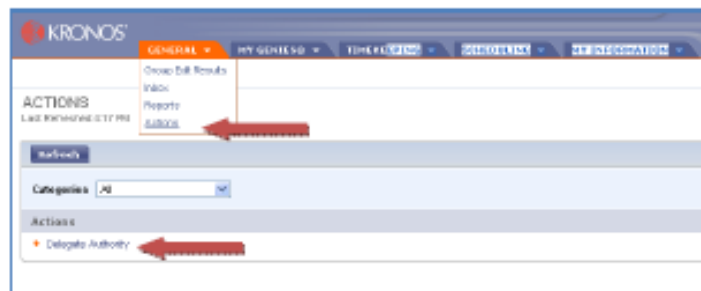


Delegating Authority

The **Delegate Authority** feature allows a Manager and/or TIM Administrator to temporarily perform another Manager's timekeeping and/or scheduling tasks during the other Manager's absence. The Manager who needs someone to substitute for them while they are absent does not have to give anyone their ONYEN and password. The Manager who will be substituting can switch between his or her tasks and the tasks of the other Manager without having to log out.

Using "Delegate Authority"

1. Select **Actions** from the Navigation Bar.



2. Click **Delegate Authority**.

Create Delegation - Windows Internet Explorer

https://ktas1.isis.unc.edu/wfc/KDWEFormServlet?id=16984

Existing Delegations

Presley, Elvis: 10/15/2007 - 10/19/2007, UNC GA MANAGER

New Delegation

* Delegate: Kostner, Kevin

* Start Date: 10/22/2007

* End Date: 10/26/2007

* Role: UNC GA MANAGER

Save & Close Cancel

3. Click the down arrow in **Delegate**.
4. Scroll to find the person you wish to delegate to. Note that the list will include all Managers at UNC GA and UNC-CH.
5. Choose the **Start Date** and **End Date** of the delegation period by clicking on the calendars.
6. Click the down arrow to choose the appropriate **Role**. This will be UNC GA MANAGER.

Create Delegation - Windows Internet Explorer

UNC <https://ktas1.isis.unc.edu/wfc/KDWEFormServlet?id=16295>

Existing Delegations

Presley, Elvis: 10/15/2007 - 10/19/2007, UNC GA MANAGER
Kostner, Kevin: 10/22/2007 - 10/26/2007, UNC GA MANAGER

New Delegation

* Delegate:

* Start Date:

* End Date:

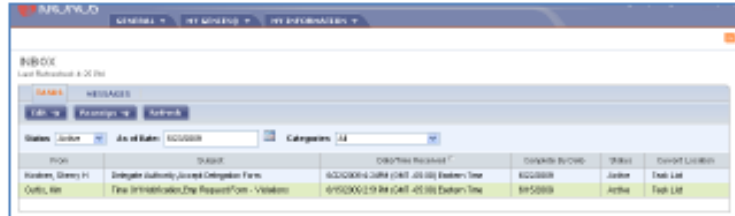
* Role:

7. Click .

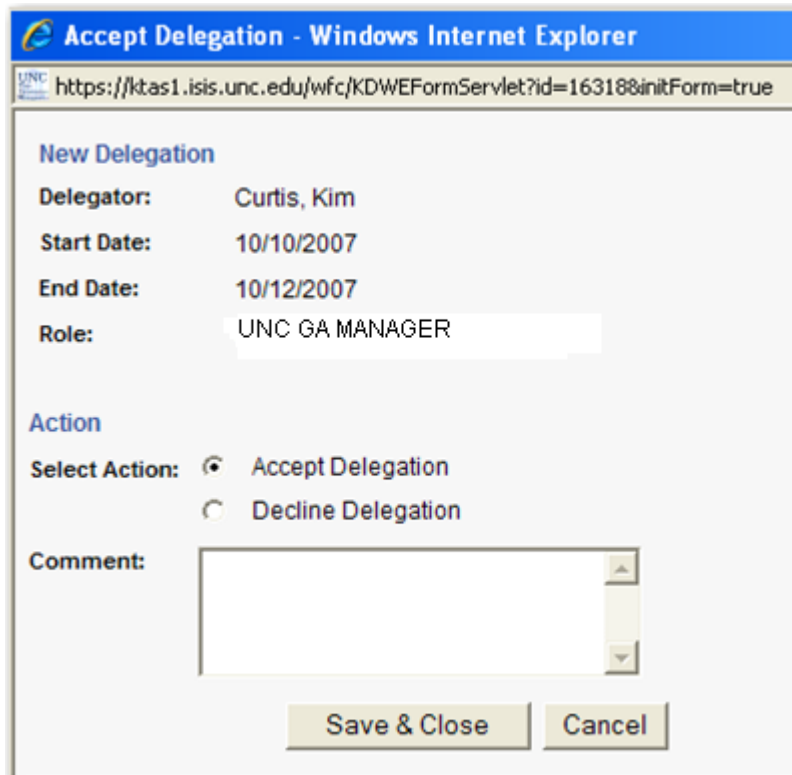
Responding to a Request for “Delegate Authority”

After the Manager clicks Save & Close, a message is sent to the requested new delegate’s **Inbox** in TIM.

1. Click **Inbox** under the **My Information** Tab.



2. Double click **message**



The screenshot shows a dialog box titled 'Accept Delegation - Windows Internet Explorer'. The URL in the address bar is <https://ktas1.isis.unc.edu/wfc/KDWEFormServlet?id=16318&initForm=true>. The dialog contains the following information:

- New Delegation**
- Delegator:** Curtis, Kim
- Start Date:** 10/10/2007
- End Date:** 10/12/2007
- Role:** UNC GA MANAGER

Action

Select Action: Accept Delegation
 Decline Delegation

Comment: [Text area]

Buttons: Save & Close, Cancel

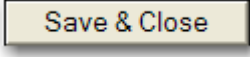
If you choose to accept the delegation:

3. Click.

Save & Close

If you choose to decline the delegation:

4. Click the **Decline Delegation** button.

5. Click  .

NOTE: You must now log off the system, and log on again in order to enable this function.

Delegate's Reply to Request

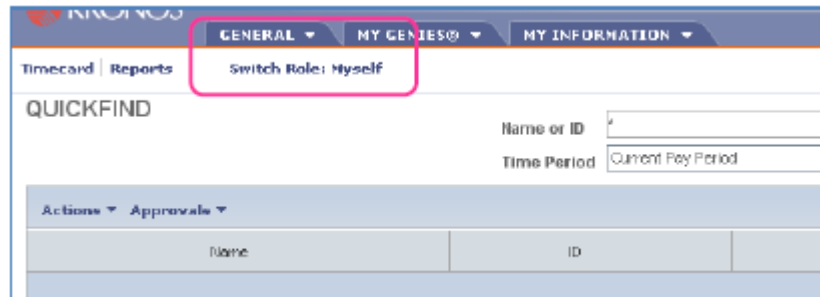
Once the delegated authority recipient approves or declines the request, a message is sent to the Inbox of the requestor.

1. Click **Inbox** in the Navigation Bar.
2. Click the **Messages** tab.



Managing Another Manager's Employee List


On the first day you have agreed to manage another Manager's employee list, a new function will appear under the tabs.



When you first Log On to TIM, the default role will be your list. To switch to the other Manager's list:

1. Click **Switch Role** in the Navigation Bar.



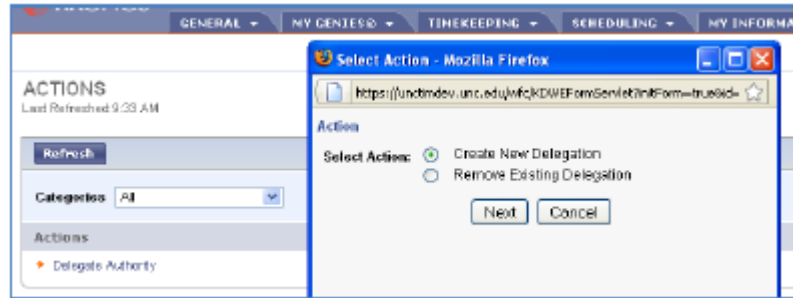
2. Click the button of the other Manager.
3. Click . You should now see the other manager's name in the Navigation Bar and their list of employees in the QuickFind Genie list.

The **Switch Role** feature will disappear from the Navigation Bar on the end date of the delegate authority agreement.

Canceling a Delegate Authority Request

Once you create a Delegate Authority request, you will see the following window when you click the Delegate Authority Request

in **Action**. This allows you to create a new delegation or remove an existing request.



Generate and Print Reports

Objectives:

At the end of Chapter 7 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 (which is highlighted in orange). Below the navigation bar, the main content area displays "MY TIMECARD" and "Loaded: 9:43AM". To the right, there is a "Name & ID" section with input fields for "Curtis, Kim" and "713609622". Below that, there is a "Time Period" section with a dropdown menu set to "Previous Pay Period". On the far right, there is a vertical menu with options: Time Stamp, My Timecard, My Actions, and My Reports (which is highlighted).

Viewing the Accrual Balances and Projections Report

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

KRONOS

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, balances. Projections of future credits are calculated to the furthest planned taking date.

As of

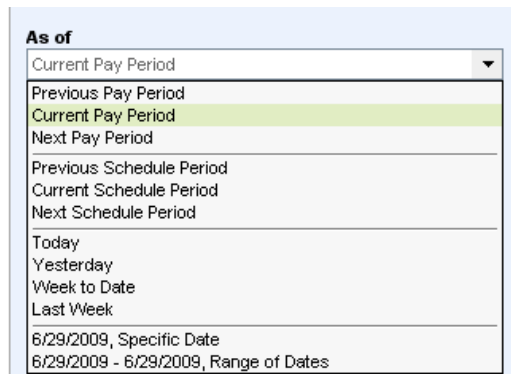
6/29/2009, Specific Date

View Report

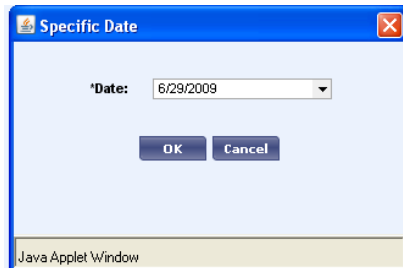
The next step is to determine what date you wish to view in the report.

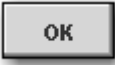
- Click the drop down arrow in **As of**:

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

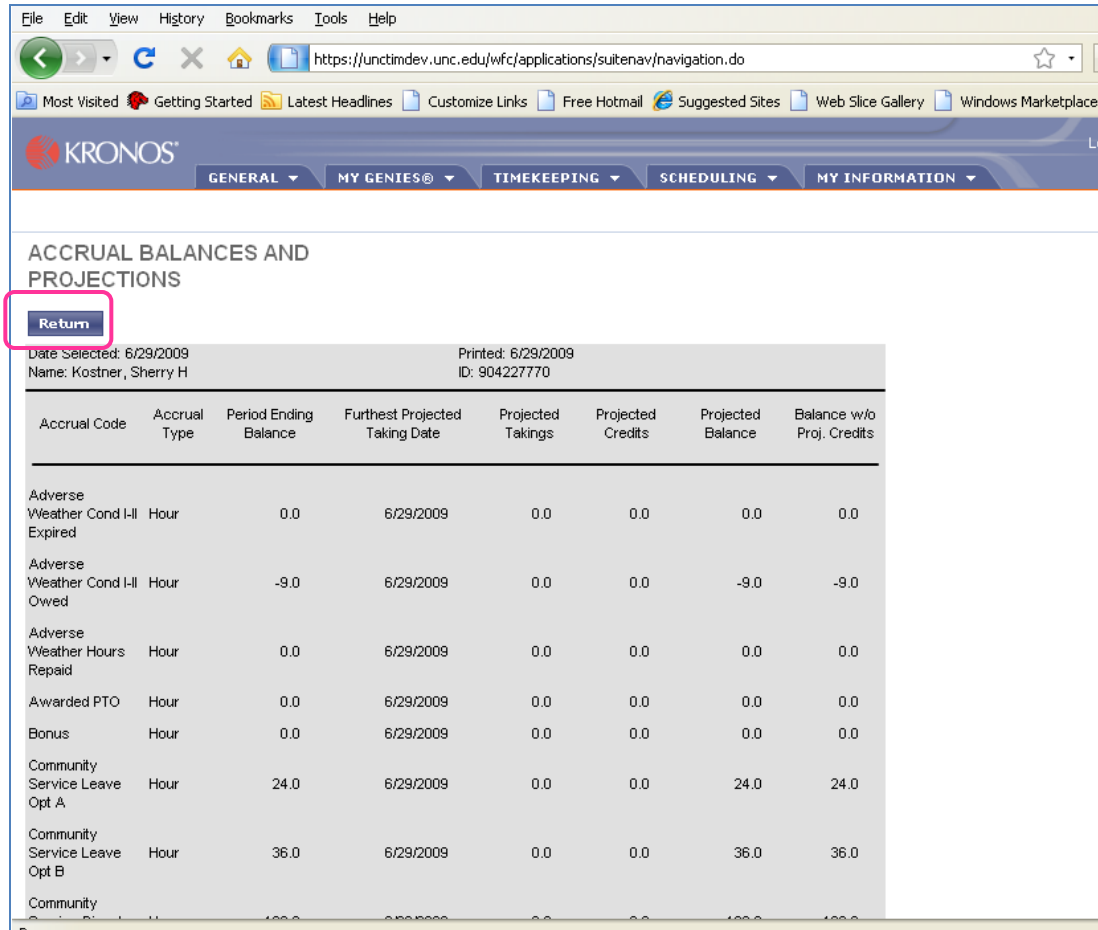


- Select the **date** you wish to view and click on the calendar or type in the date.



- Click  in the Specific Date window.

- Click  .




The screenshot shows a web browser window with the URL <https://unctimdev.unc.edu/wfc/applications/suitenav/navigation.do>. The page title is "ACCURAL BALANCES AND PROJECTIONS". A "Return" button is highlighted with a red box. Below the button, the report details are as follows:

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


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**

 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:

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 groupings and allocations.
Detail Genie	Employee-specific information, available when you

Category	Description
	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.

1. Expand the **Accrual** category to view an alphabetical listing of all reports to which you have access.
2. Click a **report name** and view its description in the Reports workspace.