

Instructions for Managers/Supervisors Before Initial Rollout of TIM (UNC General Administration)

BACKGROUND

Parallel testing of the new Time Information Management (TIM) System will begin December 10, 2007 for UNC General Administration. The initial parallel testing will be conducted for UNC General Administration employees only, and will cover the four weeks (two pay periods) beginning Monday, December 10, 2007 through Sunday, January 6, 2008.

PURPOSE

The purpose of the parallel testing phase of TIM is to evaluate data submitted by employees as they enter hours worked and leave paycodes into TIM. During the parallel testing phase, each SPA non-exempt employee (those completing bi-weekly timesheets) will continue to complete paper timesheets as usual, while also entering their time and leave into the web-based TIM system. Exempt employees (both EPA and SPA exempt) need only enter leave into TIM. These paper timesheets/leave reports will be forwarded to UNC-CH Payroll and used to calculate pay as usual. The data obtained from entering the time and leave information into TIM will not be fed directly into payroll, but will be compared to the paper timesheets for quality control purposes.

As a Manager/Supervisor, we want to give you a few days in order to preview the TIM system before the parallel testing phase begins. In previewing the TIM system, you should ensure that you have the correct access and capabilities, while being careful not to alter any information that may affect an employee's leave balances. When logging onto the system before the parallel testing begins:

YOU SHOULD:

- Make certain that you have access to the timecards of employees who report to you directly. After logon, click **Find** and your employees should appear.
- If you choose to do so, enter a schedule for your employees. (Instructions are in the Manager/Supervisor TIM User Guide available on the GA HR Main page.) Entering a schedule will enable you to run reports, and see missed or late punches outside of the employee's normal work hours.
- Advise your Human Resources Facilitator or the Payroll Administrator if you see anything you believe is incorrect.

YOU SHOULD NOT:

- Enter time or leave in an employee's timecard. This may affect their leave accruals and balances.

Once the parallel testing begins, you may make any edits to an employee's timecard as necessary. Thanks for your participation and assistance as we enter the world of TIM!