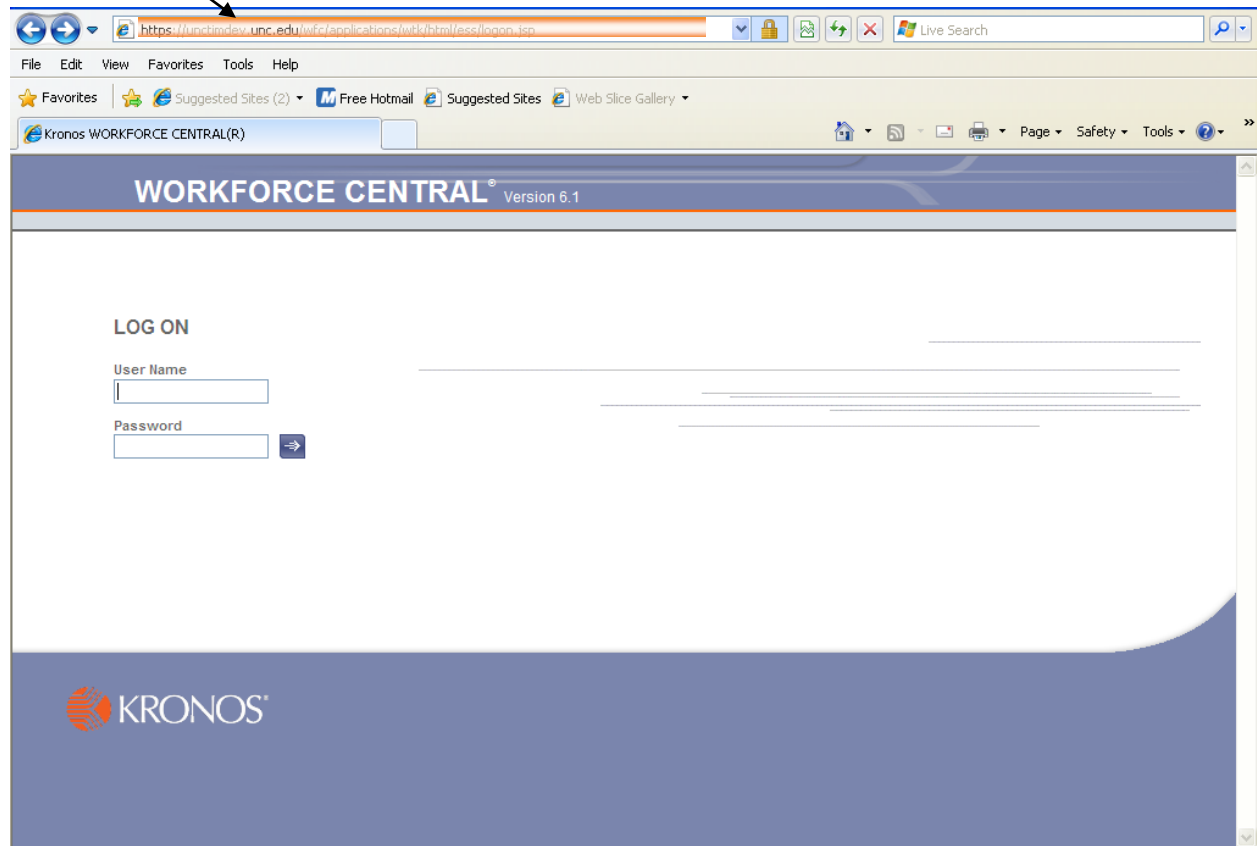


MAC USERS

<https://unctimdev.unc.edu/wfc/applications/wtk/html/ess/logon.jsp>

Or type UNCTIM in the address bar of your browser.

Address Bar

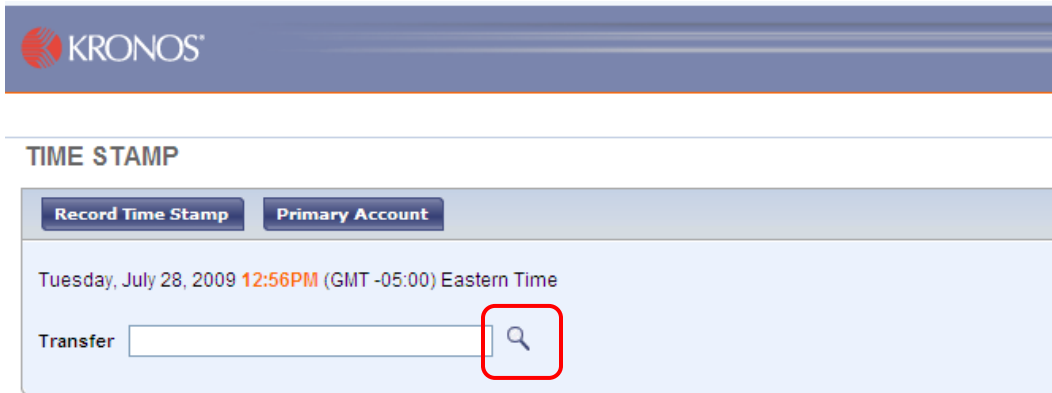


Type your UNC Onyen and Onyen Password then click  to log on.

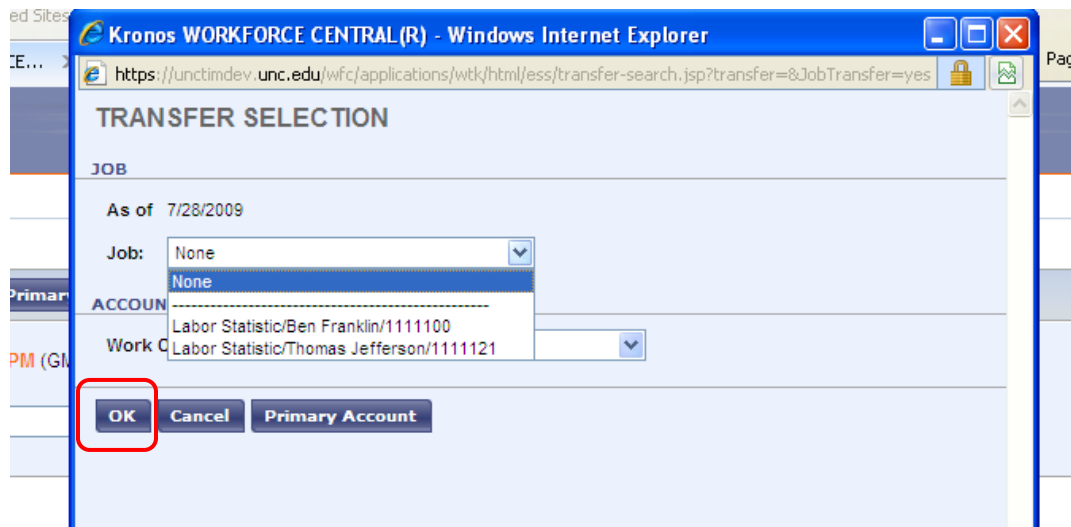
The following instructions are used to demonstrate the **navigation** of the TIM system on a Mac. The screen shots are based on a full access profile. Users may have less options in their menus based on their specific user type. The screen shots are not intended as a functional manual. Employees using Mac should take the CBT Training for their employee type in addition to reviewing this manual.

Time Stamp Users

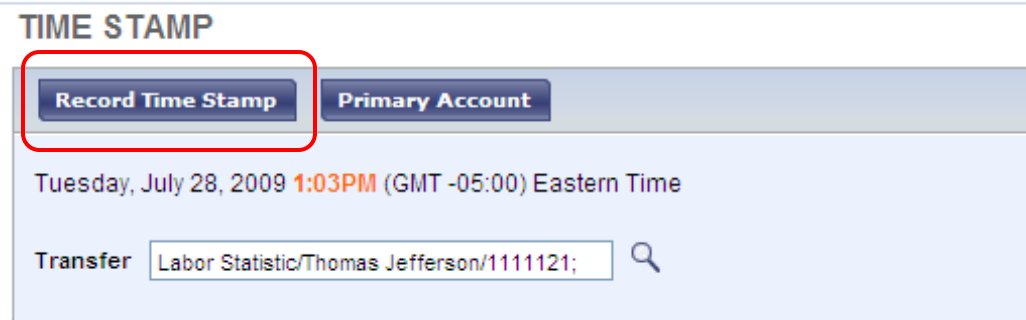
- Student and Temporary Employees
- Permanent SPA Non-Exempt working in a Department that has selected the Capture option.



The Time Stamp Screen is the default for employees set to Capture Time using Time Stamp. Employees working more than one position must choose the position from the Transfer list before Time Stamping In. Select the Magnifying Glass to see the list of positions assigned to you.



Click on the position you are working for then select OK.



Click Record Time Stamp to record your In Punch.

TIME STAMP RESULTS

Recorded Time 1:03PM (GMT -05:00) Eastern Time
Job Labor Statistic/Thomas Jefferson/1111121
 Labor Statistic/Thomas Jefferson/UNC CH Student Assistant

Confirmation of Recorded Time, this will be the time shown on your Time Card as well.



To View your Time Card select the My Timecard link.

My Information

- Time Stamp
- My Timecard
- My Reports

Select Home to Return to the Main Menu

[< Home](#)

TIMECARD

Person & Id Aaron, Lisa T (911988947)

Time Period 7/20/2009 - 8/02/2009

<input type="button" value="Save"/> <input type="button" value="Approve"/> <input type="button" value="Comments"/> <input type="button" value="Primary Account"/> <input type="button" value="Totals Summary"/> <input type="button" value="Refresh"/>									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
+	Mon 7/20				<input type="text"/>				
+	Tue 7/21				<input type="text"/>				
+	Wed 7/22				<input type="text"/>				
+	Thu 7/23				<input type="text"/>				
+	Fri 7/24				<input type="text"/>				
+	Sat 7/25				<input type="text"/>				
+	Sun 7/26				<input type="text"/>				
+	Mon 7/27				<input type="text"/>				
+	Tue 7/28			12:53PM	<input type="text"/>	1:03PM			
+	Tue 7/28			1:03PM	Labor Statistic/Thomas Je		0.2	0.2	
+	Wed 7/29				<input type="text"/>				

Timecard Display

Employees using the Timestamp Capture option cannot edit their times. Corrections must be provided to your Manager or TIM Administrator for correction.

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Mon 7/20				<input type="text"/>	
	Tue 7/21				<input type="text"/>	
	Wed 7/22				<input type="text"/>	
	Thu 7/23				<input type="text"/>	
	Fri 7/24				<input type="text"/>	
	Sat 7/25				<input type="text"/>	
	Sun 7/26				<input type="text"/>	

Menu for Save, Approve and Totals Summary is shown at the top of the Timecard. You can process all of the Timecard functions, such as Approval from the Timecard Menu.

Viewing the Totals Summary

TOTALS SUMMARY
 Name: Aaron, Lisa T
 Time Period: Current Pay Period (7/20/2009 - 8/02/2009)

ACCOUNT SUMMARY

Account	Pay Code	Money	Hours
000000001/004236/704275960/000/000000/000000/1110624 UNCCH/Obstetrics and Gynecology/CHERYL J ROMAN/Default/Default/Default/Temporary	Regular		0.2

PAY CODE SUMMARY

Pay Code	Money	Hours
Regular		0.2
Totals	0.00	0.2

Buttons: OK, Primary Account

Totals Summary will summarize hours worked by Accounts (position) and Pay Codes (Regular, Overtime).

When you are finished with your pay period you must approve your timecard. Check with your manager or TIM Administrator for your department for the Deadline for Approvals.

TIMECARD

Person & Id Aaron, Lisa T (911988947)

Time Period Current Pay Period

Approvals:

Timecard Approval by Employee (aisha): 8/02/2009

Primary Account						Totals Summary		Refresh	
Add Row	Date	Pay Code	Amount	In	Trans				
	Mon 7/20								
	Tue 7/21								
	Wed 7/22								
	Thu 7/23								
	Fri 7/24								
	Sat 7/25								
	Sun 7/26								
	Mon 7/27								
	Tue 7/28			12:53PM					
	Tue 7/28			1:03PM					abor Statistic/Thomas Je...

Once you have approved your timecard the Flag appears. No other entry can be made to your timecard. All changes must be sent to your manager.

REPORTS

Name: Aaron, Lisa T

View Report		Primary Account	
AVAILABLE REPORTS			
<input type="text" value="Schedule"/> <input checked="" type="text" value="Time Detail"/>	Time Period Range of Dates	<input type="text" value="Previous Pay Period"/> <input type="text" value="Current Pay Period"/> <input type="text" value="Next Pay Period"/>	
<input type="text" value="-----"/>	Start Date	<input type="text" value="Previous Schedule Period"/> <input type="text" value="Current Schedule Period"/> <input type="text" value="Next Schedule Period"/>	
<input type="text" value="-----"/>	End Date	<input type="text" value="Today"/> <input type="text" value="Yesterday"/>	

You can run reports for your time data from the Reports Menu. Select the report by clicking on the Report Name under Available Reports, then select the Time Period. Click View report. The report will open a new window.

Please go to:

[Student and Temporary Employees Computer Based Training](#)

[Permanent SPA Non-Exempt Employees working in a Time Capture Department](#)

Complete the Online Tutorial for Time Capture.

SPA Non-Exempt Manual Time Entry

SPA Exempt

Main Menu

My Information

- Inbox
- My Timecard
- My Reports
- My Actions

Callout Box:

- Inbox – messages concerning Time Off Notifications.
- My Timecard – Access your own timecard for timekeeping entries.
- My Reports – Accrual Balances and Time Detail report are available for paper copies.
- My Action – Time Off Notification/Request and Cancel Time Off Request.

TIMECARD < Home

Person & Id Abert, Alice R (909016542)

Time Period Current Pay Period 7/20/2009 - 8/02/2009

		Save	Approve	Comments →	Primary Account	Totals Summary	Refresh		
Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals	
								Shift	Daily
+	Mon 7/20			8a		2p	<input type="checkbox"/>		
+	Mon 7/20	Vacation	2				<input type="checkbox"/>		
+	Tue 7/21						<input type="checkbox"/>		
+	Wed 7/22						<input type="checkbox"/>		

In Manual Time Entry departments SPA Non-Exempt employees enter start and end times in their online time cards. They can also enter Pay Code entries such as Vacation, Sick, Bonus and other paid leave types.

TIMECARD

Person & Id Badair, Terry J (905113472)

Time Period Next Pay Period 8/03/2009 - 8/16/2009

		Save	Approve	Primary Account	Totals Summary	Refresh				
Add Row	Pay Code	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	Sun 8/09	Total	
+	Hours Worked	4.0	4.0	4.0	4.0	4.0			20.0	
+	Hours Worked	4.0	4.0	4.0	4.0	4.0			20.0	
		8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0	

Add Row	Pay Code	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Sun 8/16	Total
+	Hours Worked	4.0	4.0	4.0	4.0	4.0			20.0
+	Hours Worked	4.0	4.0	4.0	4.0	4.0			20.0
		8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0

SPA Exempt generally have a schedule that has been entered by the Manager to default the hours worked into the Timecard. Entries are made when a paid leave is taken or special pay functions are processed.

Please go to:

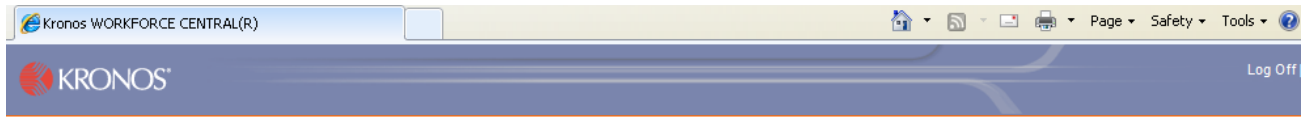
[SPA Permanent Non-Exempt Employees using Manual Time Entry](#)

[SPA Permanent Exempt Employees](#)

Complete the Online Tutorial for Time Entry.

TIM Administrators and Managers

Main Menu



General
→ Inbox
→ Group Edit Results
→ Reports
→ Actions

My Genies(R)
→ To Do List
→ QuickFind
→ Work & Absence Summary

Timekeeping
→ Employee Information
→ Pay Period Close
→ Reconcile Timecard
→ Offsetting Review
→ Approaching Overtime

My Information
→ My Timecard
→ My Reports
→ My Actions



Inbox – Messages regarding processes in TIM will be stored in your Inbox. Time Off Notifications that your manager or TIM Administrator has processed will produce a confirmation. Manager’s Delegate Authority will also produce a confirmation once the delegate has accepted the request. It is highly advised to review your inbox regularly.

Group Edit Results – Managers and TIM Administrators should review this list to ensure there are no failures when processing mass approvals or sign offs.

Reports – Access to a list of Reports customized to your access.

Actions - The Manager Delegate Authority Request. Complete to assign your access to another Manager while you are absent.

My Genies

Kronos WORKFORCE CENTRAL(R)

KRONOS Log Off

General

- Inbox
- Group Edit Results
- Reports
- Actions

My Genies(R)

- To Do List
- QuickFind
- Work & Absence Summary

Timekeeping

- Employee Information
- Pay Period Close
- Reconcile Timecard
- Offsetting Review
- Approaching Overtime

My Information

- My Timecard
- My Reports
- My Actions

My Genies(R)

- To Do List
- QuickFind
- Work & Absence Summary

To Do List – Manager’s To Do List will highlight Time Card Exceptions for quick correction. Reviewing the To Do List regularly allows quick access for Time Card corrections making sure the end of pay period process is completed timely.

QuickFind – Look Up Specific employees from your list of employees assigned to your department’s primary positions.

Work & Absence Summary – This Calendar View is a screen display that shows Leave hours used in a simple calendar format. It can be run for a single employee or you can page through all of your employees.

Timekeeping

The screenshot displays the Kronos WORKFORCE CENTRAL web application interface. At the top, there is a navigation bar with the Kronos logo and a 'Log Off' link. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'General' section with links for 'Inbox', 'Group Edit Results', 'Reports', and 'Actions'. In the center, there is a 'My Genies(R)' section with links for 'To Do List', 'QuickFind', and 'Work & Absence Summary'. On the right, there is a 'Timekeeping' section with links for 'Employee Information', 'Pay Period Close', 'Reconcile Timecard', 'Offsetting Review', and 'Approaching Overtime'. Below the 'Timekeeping' section, there is a 'My Information' section with links for 'My Timecard', 'My Reports', and 'My Actions'. A red box highlights the 'Timekeeping' section, and a red arrow points from this box to a larger, detailed view of the 'Timekeeping' menu items, which are listed as follows:

- Employee Information
- Pay Period Close
- Reconcile Timecard
- Offsetting Review
- Approaching Overtime

Employee Information – Is a screen Display listing all employees assigned to you as their primary manager for Time Card Approval.

Pay Period Close – Is a screen Display showing your assigned employees final timecard details for review prior to close and approval of the pay period time data.

Reconcile Timecard – Is a screen Display used to review Exceptions in the Timecard such as Early In and missed Punch.

Offsetting Review – Is a screen Display used to review hours in Excess of 40 when leave is posted. This is used to ensure the employees are not paid more than 40 hours at Regular rate.

Approaching Overtime – Is a Screen Display that should be run near the end of the pay period to control the overtime that may occur for FLSA non-exempt employees.

My Information

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface. The browser address bar displays 'Kronos WORKFORCE CENTRAL(R)'. The page header includes the Kronos logo and a 'Log Off' link. The main content area is divided into several menu sections:

- General**
 - Inbox
 - Group Edit Results
 - Reports
 - Actions
- My Genies(R)**
 - To Do List
 - QuickFind
 - Work & Absence Summary
- Timekeeping**
 - Employee Information
 - Pay Period Close
 - Reconcile Timecard
 - Offsetting Review
 - Approaching Overtime
- My Information**
 - My Timecard
 - My Reports
 - My Actions

A red box highlights the 'My Information' menu, and a red callout line points to it from the 'My Information' menu item in the 'Timekeeping' section.

My Timecard – Takes you to your own Timecard for processing your worked hours.

My Reports – A list of personal reports you can run about your own Timekeeping.

My Actions – Time Off Notifications – both requesting time off and canceling a pending request are located in this Menu.

General

- Inbox
- Group Edit Results
- Reports
- Actions

My Genies(R)

- To Do List
- QuickFind
- Work & Absence Summary

Timekeeping

- Employee Information
- Pay Period Close
- Reconcile Timecard
- Offsetting Review
- Approaching Overtime

My Information

- My Timecard
- My Reports
- My Actions

To Log Off Click and then Close the Window

MY ACTIONS
Last Refreshed: 11:01 AM

Refresh

Categories:

Actions

- Cancel Time Off Notification
- Time Off Notification

Once you have gone into a menu the Home Option will return you to the main menu.