



**THE UNIVERSITY OF
NORTH CAROLINA SYSTEM**

TIM SYSTEM UPDATE

Lunch and Learn
4/16/2024

Presenters:

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Agenda

- TIM Updates
- Differences in the System
- Helpful Links
- Reminders
- Questions



TIM UPDATES

What's New?

- Tile-based homepage
- Easy access to timecard and accruals on one screen
- Supervisors can see all their direct hire temporary employees who have multiple assignments, to include UNC-CH

NOTE: this does not include UTS, Quality Staffing, or other third party temps



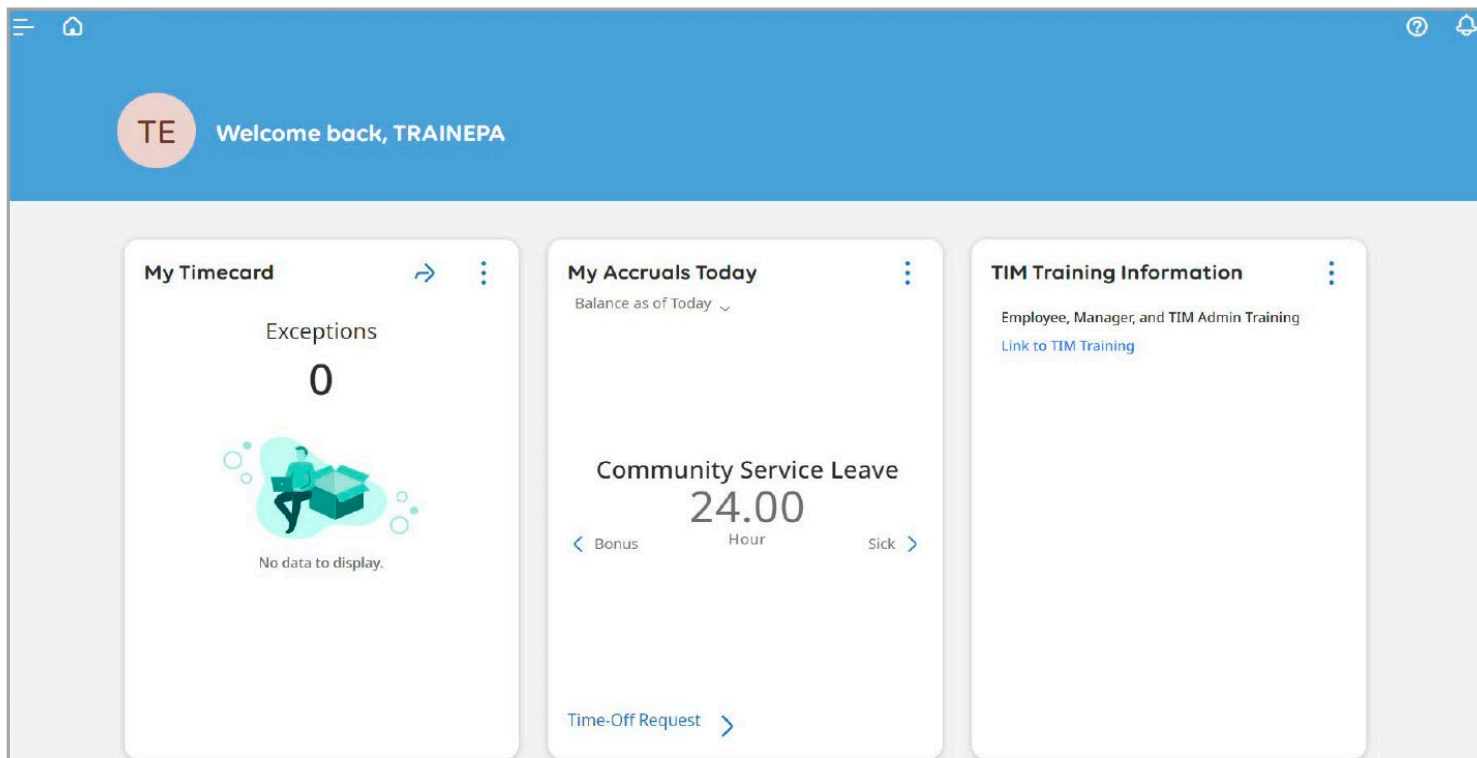
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DIFFERENCES IN THE SYSTEM

Home Screen

After you log in, the **Home screen** displays the following three employee tiles: **My Timecard**, **My Accruals Today** and **TIM Training Information** as seen below.

Note: Managers will see both Manager tiles and Employee tiles on their Home screen.



SHRA Employee Timecard

SHRA Employee Timecard

The pay period displayed for SHRA Exempt Employees is two weeks long as seen below.

The screenshot shows the 'My Timecard' application interface. The title bar reads 'My Timecard'. On the right side of the title bar, there is a 'Current Pay Period' dropdown menu and a 'Loaded: 9:11 AM' timestamp. Below the title bar, there are navigation icons for 'List View' and 'Approve'. The main content area is a table with the following columns: Date, Pay Code, Amount, Daily, Period, Assignment, Absence, In, and Out. The table displays a two-week period from Monday, 8/14 to Sunday, 8/27. The 'Daily' and 'Period' columns are shaded grey, indicating they are currently selected or active.

	Date	Pay Code	Amount	Daily	Period	Assignment	Absence	In	Out
+ -	Mon 8/14								
+ -	Tue 8/15								
+ -	Wed 8/16								
+ -	Thu 8/17								
+ -	Fri 8/18								
+ -	Sat 8/19								
+ -	Sun 8/20								
+ -	Mon 8/21								
+ -	Tue 8/22								
+ -	Wed 8/23								
+ -	Thu 8/24								
+ -	Fri 8/25								
+ -	Sat 8/26								
+ -	Sun 8/27								

This is a close-up view of a timecard entry for Sunday, 4/07. It shows three rows of data with expandable details on the right. The first row is for 'Sick' with an amount of 1.50. The second row is also for 'Sick' with an amount of 1.50. The third row is for 'Vacation' with an amount of 8.00. Each row has a purple icon and a truncated ID '20026958-H...' next to it.

+ -	Sun 4/07	Sick	1.50	20026958-H...
+ -		Sick	1.50	20026958-H...
+ -		Vacation	8.00	20026958-H...

EHRA Employee Timecard

EHRA Exempt Employee Timecard

The My Timecard Tile for EHRA Exempt Employees will have the exact same functionality as the My Timecard tab for SHRA Exempt Employees but the pay period displayed will consist of the entire month rather than just two weeks.

	Date	Pay Code	Amount	Duty	Period	Assignment	Absence	In	Out
+	Sep 30								
+	Oct 01								
+	Oct 02								
+	Oct 03								
+	Oct 04								
+	Oct 05								
+	Oct 06								
+	Oct 07								
+	Oct 08								
+	Oct 09								
+	Oct 10								
+	Oct 11								
+	Oct 12								
+	Oct 13								
+	Oct 14								
+	Oct 15								
+	Oct 16								
+	Oct 17								
+	Oct 18								
+	Oct 19								
+	Oct 20								
+	Oct 21								
+	Oct 22								
+	Oct 23								
+	Oct 24								
+	Oct 25								
+	Oct 26								
+	Oct 27								
+	Oct 28								
+	Oct 29								
+	Oct 30								
+	Oct 31								

+	⊖	Sun 3/31	Sick	19.00	NFSOT02-D...
+	⊖		Vacation	33.00	NFSOT02-D...
+	⊖		Vacation	8.00	NFSOT02-D...



HELPFUL LINKS

Helpful Links

[TIM Updates on System Office Intranet](#)

[TIM Training & Manuals from UNC-CH](#)

- [TIM Manual for SHRA Non-Exempt and Temporary Employees](#)
- [TIM Manual for SHRA Exempt and EHRA Employees](#)
- [TIM Manual for Managers/Supervisors](#)



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REMINDERS

TIM Notes/Reminders

- Please use ConnectCarolina to login to TIM
- First time log-in may not work, close out and try again 😊
- TIM is back up and running, please go ahead and enter any time/leave for week of April 8th
- EHRA employees continue to only enter leave taken and not all time worked
- We do not use the “Time-Off Request” function

QUESTIONS?

THANK YOU