THE UNIVERSITY OF NORTH CAROLINA SYSTEM

TIM SYSTEM UPDATE

Lunch and Learn
4/16/2024

Presenters:
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Nancy Maltais, NCSEAA HR Consultant

Agenda

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

THE UNIVERSITY OF NORTH CAROLINA SYSTEM

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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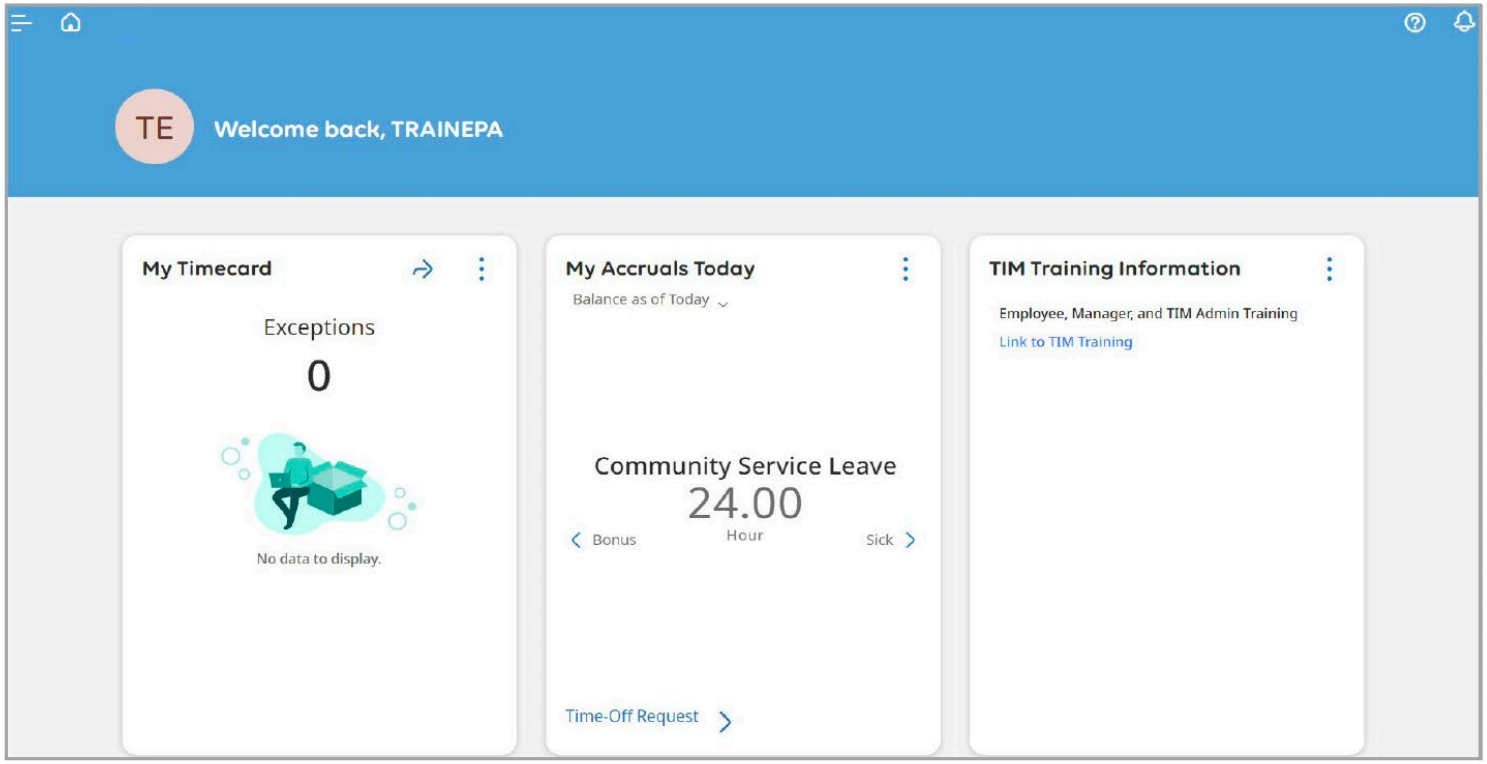
DIFFERENCES IN THE SYSTEM

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.

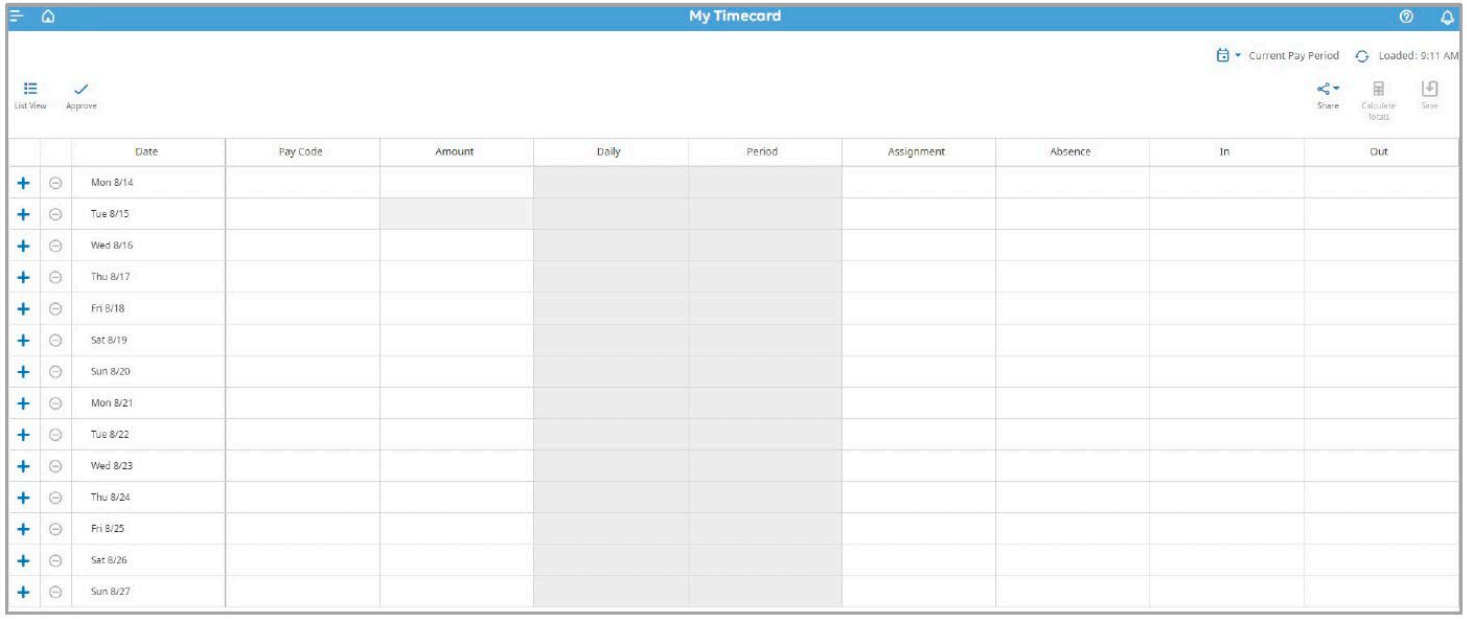
Note: Managers will see both Manager tiles and Employee tiles on their Home screen.



SHRA Employee Timecard

SHRA Employee Timecard

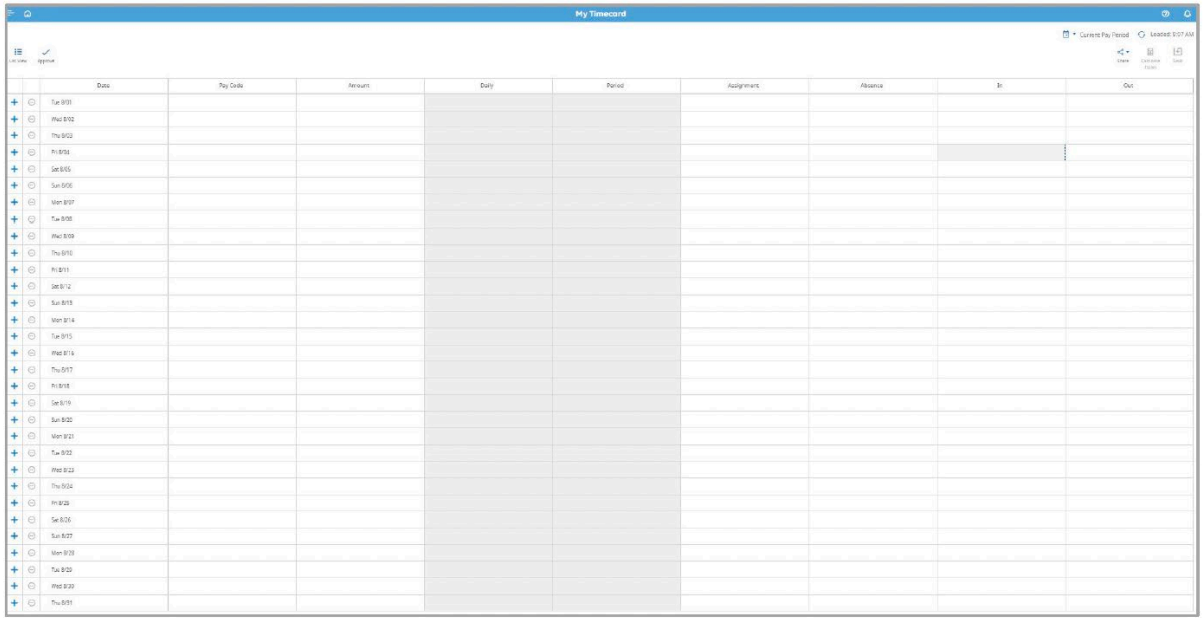
The pay period displayed for SHRA Exempt Employees is two weeks long as seen below.



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.



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

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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