

# Lessons From an Audit and How they impact SPH

# Audits Conducted by UNC Central Audit

- 2013
  - 2014
  - 2015
- 
- All three audits identified Time Keeping issues

# Time Information Management (TIM)

## Why This Is Important

# As Members of The Gillings School of Global Public Health

- We strive for excellence in all we do
- Continuous Improvement and Innovation defines who we are
- All of us - Faculty, Staff and Students



# Objectives

- To ensure that work time is recorded accurately and employees are paid correctly
- Understand the rules and regulations in regard to accurate time recording and payment
- Understand the concerns and ramifications of not following correct procedures

# COMMON TIM PRACTICES TO AVOID

- *Entering or editing time for other employees.* This practice is sometimes necessary if an employee forgets to clock in or out and the supervisor must make an entry, however, this should not be frequent or recurring.
- Entering all time worked at the start or end of a pay period.
- Editing your own time entries to show earlier start or later departure time.
- Clocking in from an on-campus IP address and out from an off-campus address (or the reverse). Commuting time is generally not paid.



# What We Must Do To Correct The Problem

## Under UNC Audit Standards

Times in and out must be captured in TIM at the start and end of each shift worked by Student, Temporary, and SPA Permanent Non-Exempt Employees.

SPA Permanent Non-Exempt Employees should enter their times in and times out in their timecards in TIM **on a daily basis** to ensure accuracy and completeness, under UNC audit standards. The times for each day should reflect **the actual time** the employee **started work** and the **actual time** when the employee **stopped work**. **Actual times out and in for meal breaks** should be recorded daily as well.



# Think of a time card as:

- A Legal Document
- An Official Report to UNC and The State of North Carolina



# Questions for us to consider:

- Would you knowingly write a false report to UNC or The State of North Carolina?
- Would you knowingly sign a false report written to UNC or The State of North Carolina?

**NOTE:** If we submit or approve a TIM Time Card **knowing** the information on it is inaccurate.....That is what we are doing.

- Would you suspect that there would be ramifications for submitting false information in TIM?

\* One purpose of this discussion is to help us not make this type of error.

# TIME INFORMATION MANAGEMENT

- Time Information Management (TIM) is the official time-capture system
- Login URL: <http://unctim.unc.edu>
- **For TIM training and manuals, please visit:**  
<http://finance.unc.edu/controller/payroll-services/tim/tim-users/>
- Each department has their own TIM Administrator



# TIM ADMINISTRATORS BY DEPARTMENT

<b>Biostatistics</b>	<b>Vera Bennett</b> – <a href="mailto:vera_bennett@unc.edu">vera_bennett@unc.edu</a>
<b>Central Administrative Unit Health Behavior Maternal and Child Health NC Institute of Public Health Public Health Leadership Program</b>	<b>Abbey McLennan</b> – <a href="mailto:amclenna@email.unc.edu">amclenna@email.unc.edu</a>
<b>Environmental Sciences &amp; Engineering</b>	<b>Melissa Halstead</b> - <a href="mailto:melissa.halstead@unc.edu">melissa.halstead@unc.edu</a>
<b>Epidemiology</b>	<b>Sharon Sullivan</b> – <a href="mailto:sharon_sullivan@med.unc.edu">sharon_sullivan@med.unc.edu</a>
<b>Health Policy &amp; Management</b>	<b>Karen Capps</b> – <a href="mailto:kcapps@email.unc.edu">kcapps@email.unc.edu</a>
<b>Nutrition</b>	<b>Janet Scarce</b> – <a href="mailto:jscearce@email.unc.edu">jscearce@email.unc.edu</a>





# TIM APPROVAL PROCESS

## Meeting Payroll Deadlines:

- Employees should approve their timecard at the end of each pay period.
  - Employee approval can occur on the last day worked during the pay period; for many, the last day worked is on a Friday.
- Managers should approve timecards **no later** than noon on the Monday after the pay period ends.
  - Manager approval should occur after the employee has approved his/her own timecard.
- TIM Administrator will sign-off on timecards after the manager has approved.

# QUESTIONS RE: TIM?

## Who should I contact if I need help with...

- **Technical issues accessing TIM?** Contact the HelpDesk
  - Via Phone: 919-962-HELP
  - Via Online Ticket Submission: <http://help.unc.edu/help/olhr/>
- **Editing an approved timecard?** Contact your Supervisor
- **Editing a signed-off timecard?** Contact your TIM Administrator

# For TIM training and manuals, please visit:

<http://finance.unc.edu/controller/payroll-services/tim/tim-users>

**Everyone is asked (Including Me) to complete or re-complete the TIM CBT that is appropriate for your position. This will take approximately 12 minutes to complete. Print a copy of certificate of completion and turn in to your HR Consultant.**





# TIM Training Appropriate For Your Position

Time Stamp – SPA Student and Temp Employees

[Manual](#)

[CBT](#)

Time Stamp – SPA Non-Exempt Employees

[Manual](#)

[CBT](#)

Manual Time Entry – SPA Non-Exempt Employees

[Manual](#)

[CBT](#)

Request Time Off – SPA Students & Temps, and SPA Non-Exempt

[CBT](#)

SPA Exempt Employees

[Manual](#)

[CBT](#)

EPA Permanent Employees

[Manual](#)

[CBT](#)





THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

## Certificate of Completion

This certificate is awarded to

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For completing Time Information Management (TIM) Training

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Signature

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Date

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Signature

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Date

# HR Shared Services Team

Steve Regan - Assistant Dean for Human Resources  
Linda Mitchell – HR Lead  
Annette Raines – HR Lead  
Vera Bennett – HR Contact for Bios  
Karen Capps – HR Contact for HPM  
Melissa Halstead – HR Contact for ESE  
Abbey McLennan – HR Contact for CAU, HB, MCH, PHLP/NCIPH  
Janet Scarce – HR Contact for Nutrition  
Sharon Sullivan – HR Contact for Epid

# In Conclusion

Working Together We can Fix this issue and preserve our reputation as excellent employees and a school known for excellence in all we do.



**YES  
WE  
CAN**

# Part Two

Designing and Structuring Future All Staff Meetings

# AN INVITATION

Your opportunity to help shape the future of SPH All Staff Meetings

A Team that will research, propose, structure and implement the next meeting

**Interested Staff Members should send an Email to:**

Steve Regan  
Assistant Dean for Human Resources  
[Regansj@email.unc.edu](mailto:Regansj@email.unc.edu)

# Part Three

## Group Participation and Discussion

# Group Participation and Discussion

1. Staff divide into two groups (one group in 2306 second group in 2301)
2. Once in your assigned room count off by 4.
3. 4 Group discussions happening in each assigned room
4. Try to work with a group that you don't know everyone. Introduce yourself.



# Group Participation and Discussion

Discuss and record your ideas by answering the following three questions.

1. What would help members of SPH Staff feel more a part of (engaged) in the workings of SPH and would enhance how staff feel about working at SPH? **(Start Doing)**
2. What is currently happening at SPH that you would like to see stop and is getting in the way of fostering a positive work environment at SPH. **(Stop Doing)**  
**Discussion Rule: No attacks on Individuals.**
3. What is currently happening at SPH that you want to see continue and makes you happy to be working at SPH? **(Continue doing)**