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.
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 (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
<table>
<thead>
<tr>
<th>Department</th>
<th>Administrator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics</td>
<td>Vera Bennett</td>
<td><a href="mailto:vera_bennett@unc.edu">vera_bennett@unc.edu</a></td>
</tr>
<tr>
<td>Central Administrative Unit</td>
<td>Abbey McLennan</td>
<td><a href="mailto:amclenna@email.unc.edu">amclenna@email.unc.edu</a></td>
</tr>
<tr>
<td>Health Behavior</td>
<td></td>
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<tr>
<td>Maternal and Child Health</td>
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<tr>
<td>NC Institute of Public Health</td>
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<tr>
<td>Public Health Leadership Program</td>
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</tr>
<tr>
<td>Environmental Sciences &amp; Engineering</td>
<td>Melissa Halstead</td>
<td><a href="mailto:melissa.halstead@unc.edu">melissa.halstead@unc.edu</a></td>
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<tr>
<td>Epidemiology</td>
<td>Sharon Sullivan</td>
<td><a href="mailto:sharon_sullivan@med.unc.edu">sharon_sullivan@med.unc.edu</a></td>
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<tr>
<td>Health Policy &amp; Management</td>
<td>Karen Capps</td>
<td><a href="mailto:kcapps@email.unc.edu">kcapps@email.unc.edu</a></td>
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<tr>
<td>Nutrition</td>
<td>Janet Scearce</td>
<td><a href="mailto:jscearce@email.unc.edu">jscearce@email.unc.edu</a></td>
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## SPA NON-EXEMPT TIMECARD

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
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</thead>
<tbody>
<tr>
<td>Mon 9/10</td>
<td></td>
<td>8:00AM</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>5:00PM</td>
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<td>16.0</td>
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<td>09:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>5:00PM</td>
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<tr>
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<td></td>
<td>8:00AM</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>5:00PM</td>
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### SPA EXEMPT TIMECARD

**MY TIMECARD**

Last Saved: 3:17PM

- **Name & ID:** [Redacted]
- **Time Period:** Current Pay Period

**Actions:** Punch • Amount • Accruals • Comments • Approvals • Reports

**Pay Code**

<table>
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<tr>
<th>Week starting: Mon 9/08</th>
<th>Mon 9/8</th>
<th>Tue 9/9</th>
<th>Wed 9/10</th>
<th>Thu 9/11</th>
<th>Fri 9/12</th>
<th>Sat 9/13</th>
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<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>-</td>
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**Week starting: Mon 9/15**

<table>
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<tr>
<th>Pay Code</th>
<th>Transfer</th>
<th>Mon 9/15</th>
<th>Tue 9/16</th>
<th>Wed 9/17</th>
<th>Thu 9/18</th>
<th>Fri 9/19</th>
<th>Sat 9/20</th>
<th>Sun 9/21</th>
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<tbody>
<tr>
<td><strong>Hours Worked</strong></td>
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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.
Who should I contact if I need help with…

- **Technical issues accessing TIM?** Contact the HelpDesk
  - Via Phone: 919-962-HELP

- **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
Certificate of Completion

This certificate is awarded to

________________________________________

For completing Time Information Management (TIM) Training

Signature __________________________ Date ______________ Signature __________________________ 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 Scearce – 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.
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
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)*