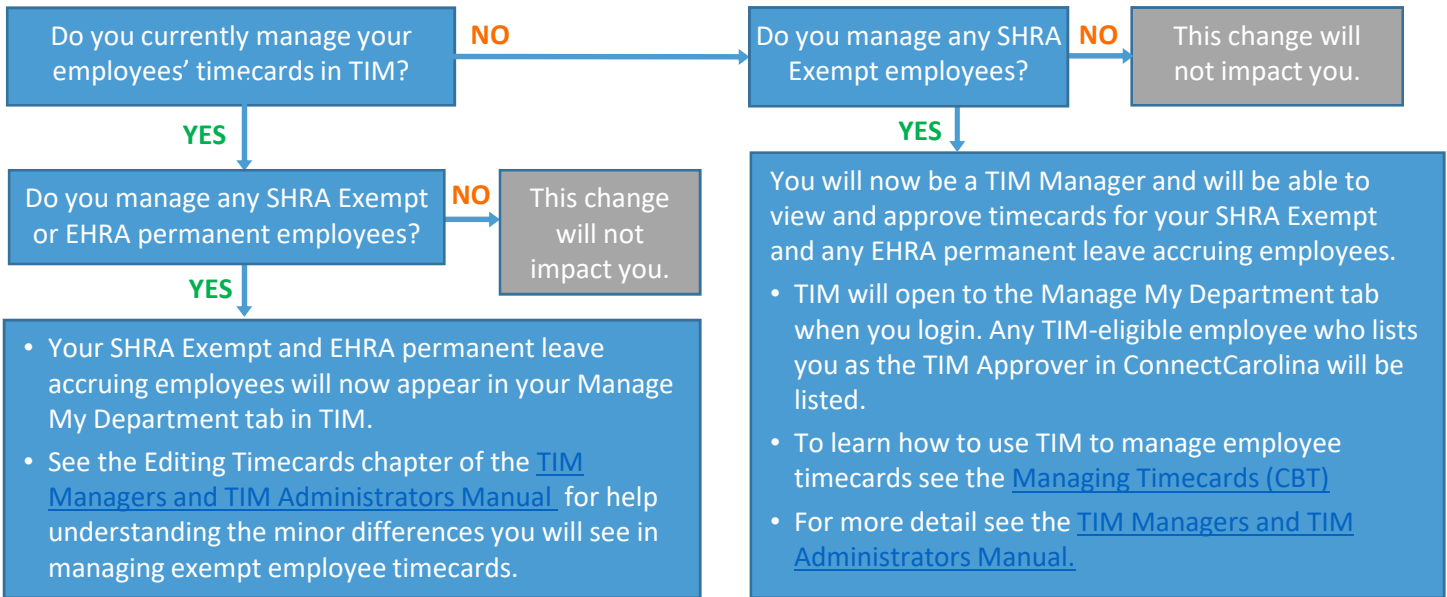
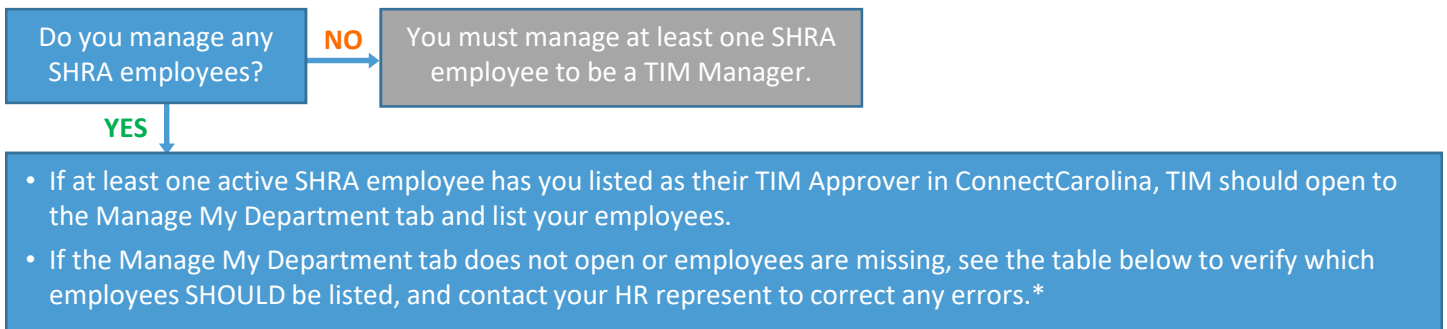


As of December 14, 2018 TIM Manager access has been expanded to include SHRA Exempt and EHRA Permanent leave accruing employees. Managers can use this sheet to resolve questions about your role and your employee list.

How will the TIM Manager access enhancement impact me?



I think I'm supposed to be a TIM Manager, but I don't see my employees in TIM.



I'm not seeing who I expected in my Manage My Department tab in TIM.

TIM Managers are designated in the TIM Approver field in **ConnectCarolina**.

If you are missing an employee or your list includes an employee that doesn't report to you, ask your **HR Representative** to correct any errors in the employee's TIM Approver field in **ConnectCarolina**.*

Who SHOULD be in your Manage My Department tab	Who will NOT be in your Manage My Department tab
<ul style="list-style-type: none"> • SHRA Non-exempts • SHRA Exempts • SHRA Temps • SHRA Students • EHRA 12 Month Faculty • EHRA Non-Faculty & Sr. Officers 	<ul style="list-style-type: none"> • EHRA Temps • EHRA 9 Month Faculty • Contractors • Inactive or Terminated employees

* Edits that your HR representative makes to the TIM Approver field in ConnectCarolina may take 24 hours to appear in TIM.