



## Late and Corrected TIM Timecards

### Late TIM Timecards

The University Payroll establishes biweekly due dates for approval of TIM timecards. Supervisors and TIM Managers need to be aware of these due dates. If a TIM timecard is approved late, that timecard is not processed until the next period, usually two weeks later. The Student Assistant's pay will be delayed until the following payday. Since students may have limited reserves, a late paycheck can be a severe hardship. Please remind Student Assistants to be aware of timecard approval deadlines.

The Current Calendar Year's Pay schedule can be found on the Payroll Office's website:

[http://finance.unc.edu/files/2014/08/biweekly\\_run\\_sch.pdf](http://finance.unc.edu/files/2014/08/biweekly_run_sch.pdf)

**APPROVED TIMECARDS ARE DUE by 5:00pm Mondays  
unless otherwise announced by the Library Personnel Office.**

### Corrected TIM Timecards

Corrections to TIM timecards that have already been approved need to be arranged with the Library Personnel Office. Corrected TIM timecards will be paid or deducted in the pay period for which they are submitted.