

From: Allyson Moerman (amoerman)

Sent: Thursday, January 22, 2015 10:04 PM

Cc: Cheryl Dunn (cdunn); Lilly Lee (llee6); Lynda Worthy (lworthy); Vickie Chapman (vchapman); Paula Wilder (pwilder); Angie Pitzer (apitzer); Laura Needham (lneedham)

Subject: MyTime Phase I update

Dear MyTime Supervisor,

We had 677 student employees, 122 wage employees and their associated supervisors go live on January 12th! 327 employees have attended training. Gari Melchers Home and Studio at Belmont, University Police, and Facilities are actively using the time clocks.

During Phase I rollout, the MyTime project team has worked to provide additional functions and features. Below is information on the new features, please review it carefully!

Approvals

To provide approval on your time card for the pay period: if approving during the current pay period (until 11:59 PM Sunday) choose the option “*Current Pay Period*”. If approving on the Monday following pay period close choose “*Prior Pay Period*”. Remember that when selecting “current pay period” you will no longer be allowed to enter time for that pay period.

Employees and supervisors have the option to partially approve timecards in a variety of date ranges (daily, yesterday, weekly etc). However, timecards must be in a full approval status for Payroll processing.

Time Clocks

Time clocks do not include all MyTime system features and functions. The employee “remove approval” on time card and supervisor reporting function must be performed with a computer.

Additional time clock features since January 12th include the time card approval during peak operations and the ability to transfer when an employee has multiple jobs. The testing of the transfer function and training materials are in development, we ask that you please continue to use the computer until training materials are released.

Transfer

Employees working more than one job must use the “transfer” function in MyTime to correctly reflect the additional job(s). The “transfer” selection should ONLY be used on the in punch. When punching out use only the “time stamp” button. Use of the transfer option when clocking out creates a duplicate punch on your time card.

Work flow notifications

We hope to have Work flow notifications for timecard approval reminders soon. An email from MyTimePROD@umw.kronos.net will be delivered to your UMW email account on the Friday prior to remind you of the upcoming pay period end. If a timecard remains unapproved at noon on Monday following pay period end another reminder email is sent.

****Please remember that student employee time periods and paydays are now every two weeks!**

Especially for Supervisors

The first bi-weekly pay period for wage and student employees will end on Sunday, January 25th. All employee and supervisor approvals are due no later than noon Monday, January 26th.

** Graduate Assistants, Graduate Interns and Assistant Coaches are on a semi-monthly pay period which ends on the 10th and 24th of each month, regardless of which day of the week it falls.

Various functions and views will assist you in the approval process. Please remember to review the “Exceptions Summary”, “Approval Summary” and “Reconcile Timecard” views. Please review each *Show* option to ensure you are approving all timecards including those with zero hours. Approval of zero hour timecards is verification that the employee is active, yet not working during the specific pay period. If the employee should be in a terminated status please contact HR or Financial Aid immediately.

- To view only Wage employees change the *Show* dropdown to “Wage-Freq 41”.
- To view only Student employees change the *Show* dropdown to “Student-Freq 45”.
- To view employees with a transfer (those who work more than one job) change the *Show* dropdown to “All Home and Transferred In”.

The approval process is further outlined within the [Supervisor Quick Guide](#). If you experience difficulties, please contact the Help Desk and a team member will be assigned to assist you.

This message also went to all wage and student employees. Thank you for using MyTime.

Sincerely,
Allyson

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[MyTime](#) is live for hourly and student employees. Please make sure to visit the [MyTime website](#) and register for training.

Watch the eMessage below to learn how you can make college more affordable and more manageable by paying your tuition and fees over time.

