Hello, Student Employees,

There are some big changes to time reporting to look forward to when you come back on Monday!

**MyTime is LIVE on January 12** for wage and student employees along with their respective supervisor (Phase 1 of **MyTime**). On January 12, MyTime will be accessible from the gray UMW homepage toolbar. Please make sure to use the toolbar link, as the link that is provided in training is to our TEST environment. Your login credentials are your UMW Net ID and password.

Paper timesheets for wage and student employees will not be accepted after Sunday, January 11 pay period end date. Please turn in all completed and signed timesheets (Lee Hall – Financial Aid window) no later than noon on Monday, January 12.

MyTime reminders:

- **Additional training sessions** for wage and student employees and their supervisors have been established - [register here](mailto:) if you have not already attended - evening classes are included.
- **Supervisors may need to edit their employees’ MyTime timecards** for those unable to access MyTime.
- **Computers must be updated with Java 7** – all lab computers have been updated to support MyTime.
- **The UMW Help Desk will assist with issues related to MyTime.** They can be reached at (540) 654-2255 or helpdesk@umw.edu.
- **Updated training materials will be posted to the Payroll website**, including new features not available at training.
- **Email reminders about time card approvals will be sent from MyTime to your UMW email.**
- **Student employees must complete all student employment paperwork and receive a work authorization letter** from the Office of Financial Aid before working.
- **Paper timesheets are no longer accepted** after the December 29 to January 11 pay period.
- **Student were paid early on December 31 instead of January 16 for all work completed through December 12** - their next pay date is February 6, 2015.
- **Student supervisors**, please be alert to email notices from the Office of Financial Aid.

Please contact me if you have any questions about this transition. It is good to be prepared!!

Best wishes,

Laura Needham
Student Employment Coordinator
Office of Financial Aid
University of Mary Washington
(T): 540/654-1685