

From: Allyson Moerman (amoerman)
Sent: Friday, June 08, 2018 12:56 PM
Subject: Overtime Leave annual election

The annual election of overtime leave for non-exempt employees will open on Wednesday, **June 13th** and will close on **June 27th**. The earning of overtime leave will start with the pay period beginning July 10th for those who elect to receive overtime leave in place of overtime pay.

The guide to the [Overtime Leave Election Process](#) is posted on the Payroll Website. MyTime training is available daily if you need assistance. Please contact tess@umw.edu to schedule training.

If you are currently receiving Overtime Leave, you will continue to do so unless the Compensation Method is updated by your supervisor during the election period noted above.

Supervisors, please ensure your non-exempt employees have this information.

All MyTime concerns should be directed to the [UMW Helpdesk](#) at 2255.

Thank you.

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