

March 22, 2018

MyTime is the University's system of record for all time and attendance tracking and reporting. Tracking time and attendance "off record" is prohibited.

Employees are required to:

- Record their time worked in MyTime.
- Approve timecards at the end of each pay period.
- Request and report leave through MyTime.

Employees must accurately report hours of work and leave usage in MyTime. The employee and supervisor approvals certify that all hours worked and leave taken for the pay period are accurate. Inaccurate reporting or approval of inaccurate records is falsification of records and subject to disciplinary action. Again, the tracking of employee time and attendance "off record" is prohibited.

The University is required to comply with all laws governing the pay of non-exempt employees for ALL hours worked. Non-exempt employees may NOT work "off the clock."

Tracking actual hours worked by exempt employees outside their normal schedule is highly encouraged. The approval of hours beyond 80 in the schedule period as Compensatory Time is at the discretion of the supervisor.

Employees are encouraged to contact Terri Arthur, Employee Relations, at tlockhar@umw.edu or 654-2051, with concerns about University/supervisor compliance. Employees and supervisors should contact Paula Wilder at pwilder@umw.edu or 654-2285 with questions about FLSA regulations. For concerns about MyTime functionality, [daily training](#) is available.

Thank you for your cooperation in keeping the University in compliance.

Lynne Richardson
Vice President for Administration and Finance, CFO