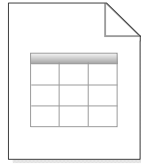


Employee Classification, Pay Rules, Supervisor Status and Person Information feeds from the Banner Human Resource Module



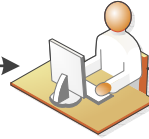
Employee may punch, manually enter, or swipe EagleOne card for Time entry



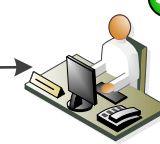
Employees with Edit capabilities can adjust their Timecard



Email Reminder sent via MyTime to Employee and Manager to Approve Timecard



Employee Approves Timecard



Manager Adjusts and Approves Timecard



Payroll has Final Sign Off. This closes the pay period from further Leave or Time editing.



MyTime is also used for Leave Requests



Leave Request is submitted to Manager



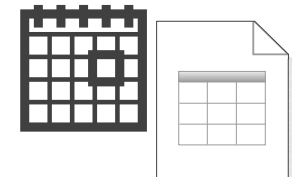
Request shows on Employee Calendar



Request sent to Manager



Manager Approves Leave



Approved Leave Shows on Employee Calendar and Timecard