



# MyTime Student Manual

## Purpose and Overview

MyTime is a web-based time and attendance system that is designed to record and approve time, submit leave requests and to provide supervisor reporting.

The purpose of this manual is to provide specific information and instruction to Student Employees.

Student Employees are required to:

- Record their time within MyTime
- Approve Timecards at the end of each pay period

Contact Training, Evaluation & System Support (TESS) by emailing [tess@umw.edu](mailto:tess@umw.edu) to schedule a MyTime Training Session.

Version 2

08/16/2016

Training, Evaluation & System Support

<http://adminfinance.umw.edu/tess/>

### Companion Manuals:

**Timestamp Manual**

**Timecard Editing Manual**

**Supervisor Manual**

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## Section I: Signing In and Out

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### MyTime Username and Password

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The MyTime username and password is the same as the UMW Login ID and Password. MyTime usage and password follow the University Security Standards. Do not share your Login ID and Password.

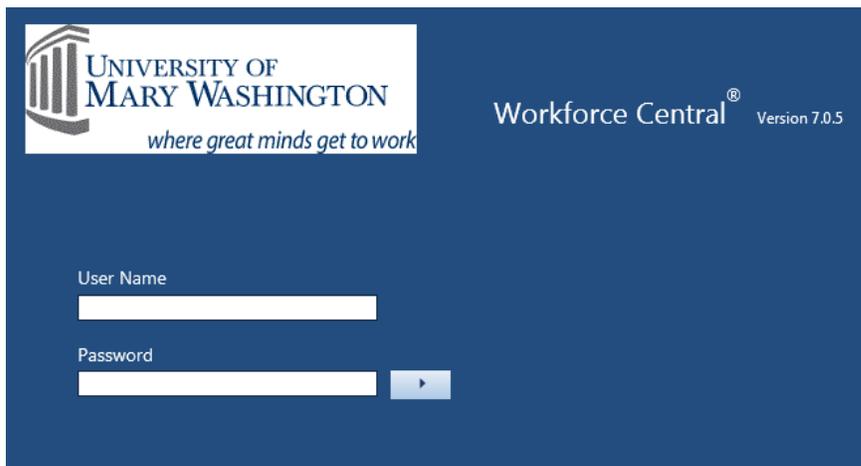
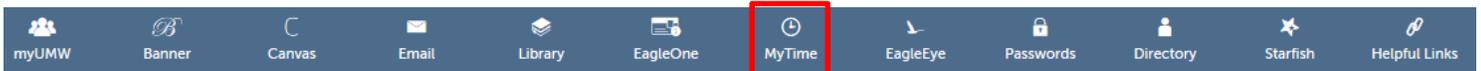
To find your UMW NetID and password:

- a. Go to: <http://technology.umw.edu/logins/> .
- Or
- b. Contact the Help Desk at ext. 2255.

### Sign In

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1. Go To: <https://umw.kronos.net/wfc/navigator/logon> or Select the *MyTime* icon from the UMW Navigator Bar on the UMW website homepage.

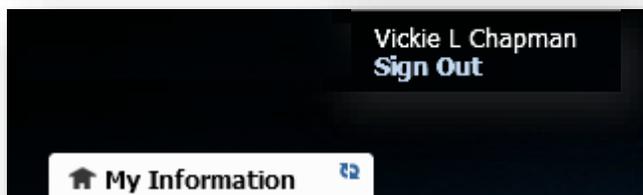
The login page for MyTime. It features the University of Mary Washington logo on the left with the tagline "where great minds get to work". On the right, it says "Workforce Central® Version 7.0.5". Below the logo, there are two input fields: "User Name" and "Password". A right-facing arrow button is positioned to the right of the password field.

2. Enter your UMW Login ID and Password.
3. Select the right facing arrow or press the Enter key on your keyboard to sign in to MyTime.

### Sign Out

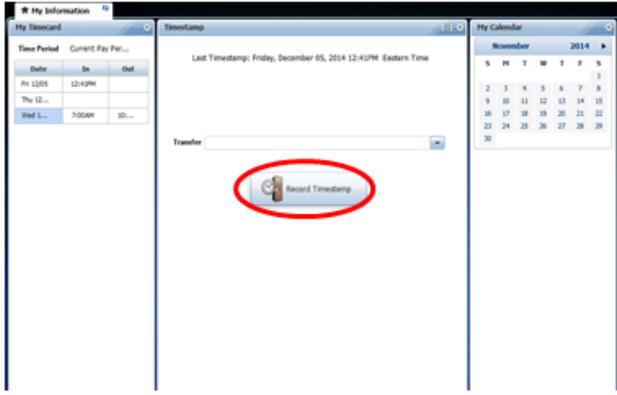
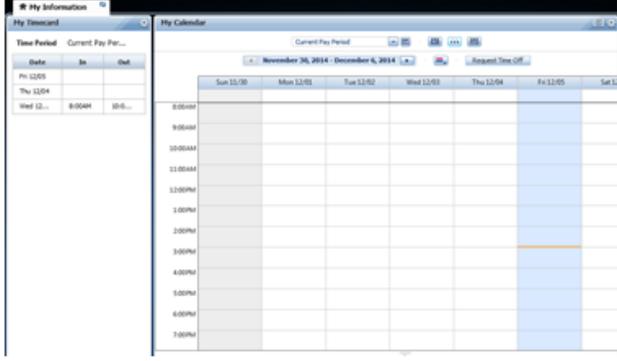
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Select Sign Out below your name in the upper left corner of the page.



## Section II: Recording Your Time

Student Employees are required to punch in and out at the beginning and end of each shift and for lunch periods . How time is recorded depends upon whether you are able to edit your Timecard.

<p><b>If you have a Timestamp widget</b></p>		<p>You do not have the ability to edit your <b>Timecard</b>.</p> <p>Use the <b>Timestamp</b> to punch in and out at the beginning and end of each shift and for lunch periods.</p> <p><b>Timecard</b> edits must be managed by the Supervisor.</p>
<p><b>If you <u>do not</u> have a Timestamp widget</b></p>		<p>You have the ability to edit your <b>Timecard</b> until it is approved by your Supervisor.</p> <p>Use the <b>My Timecard</b> to punch in and out at the beginning and end of each shift and for lunch periods.</p>

### Timestamp

Student Employees who are not able to edit their Timecard will punch in and out using the Timestamp. The Timestamp widget is located within the My Information workspace.



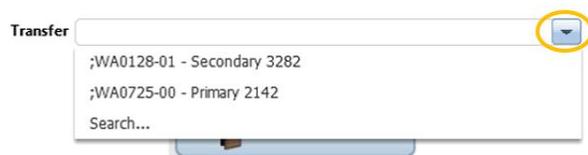
\*For Employees with two jobs at the University:

\*Select the Transfer dropdown only when punching in to ensure your Timestamp is recorded for the correct position.

#### Student with 1 job



#### Student with 2 jobs



\*Do not select the Transfer dropdown when punching out.

\*Note: a primary and secondary position will only be available to students who work more than one job. The dropdown will be blank for students who work one job on campus.

Within the Timestamp widget is the Record Timestamp button. The Record Timestamp button is used to record shift start and end time as well as lunch periods.

The most recent Timestamp is always visible on the page.

**To Punch In:**

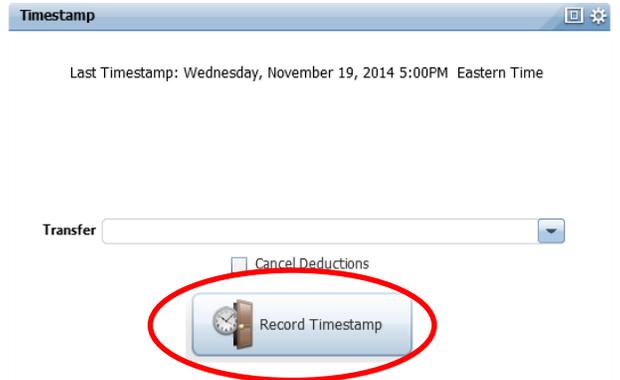
\*Select *Record Timestamp*.

**To Punch Out:**

\*Select *Record Timestamp*.

Each time the time is recorded, the recorded time will display at the top of the Timestamp widget.

The next time the Timestamp Widget is accessed or if the page is refreshed, the Timestamp widget will display the date and time of the last Timestamp.



**Rounding**

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Time recorded is rounded and reported to the quarter of an hour (.25) with a 7 minute grace period before and after the quarter of the hour mark.

Ex: If an employee has worked 5 hours and 20 minutes MyTime will calculate this time worked as 5.25 hours.

The Rounding Calculation Minute Table indicates rounding calculations to the quarter of an hour. MyTime is designed to calculate and round total hours worked to the quarter of an hour.

Rounding Calculation Minute Table		
Minute Range	Rounded Minute	Rounding Increment
:53-:07	:00	.00
:08-:22	:15	.25
:23-:37	:30	.50
:38-:52	:45	.75

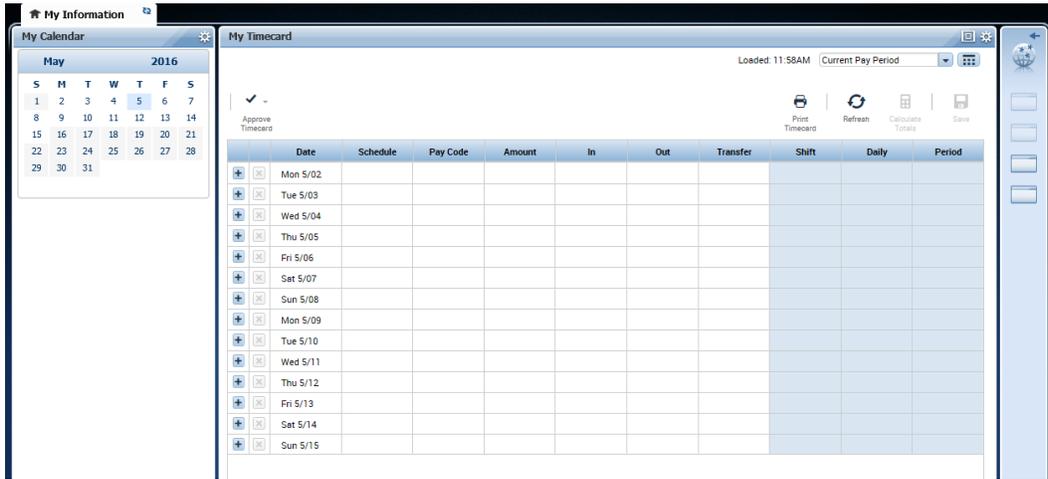
For example: If a person were to clock in at 8:03am, the calculation would round to 8:00am. If they were to punch in at 8:08am the calculation would round to 8:15am.

**Entering a Punch**

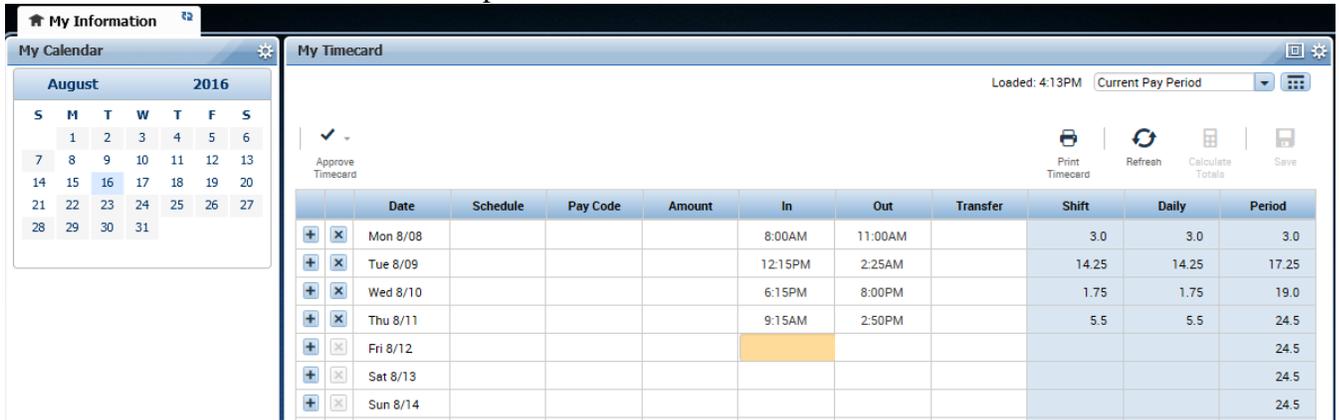
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Student Employees who are able to edit their Timecard will punch in and out by entering the time in and out directly into the My Timecard.

The Timecard will be the largest widget that appears on your screen.



To enter a punch:  
Click within the field to add or edit a punch.



Enter the In or Out Punch

If the Timecard widget is not the largest widget:

Select the gear icon. 

Select Pop Out

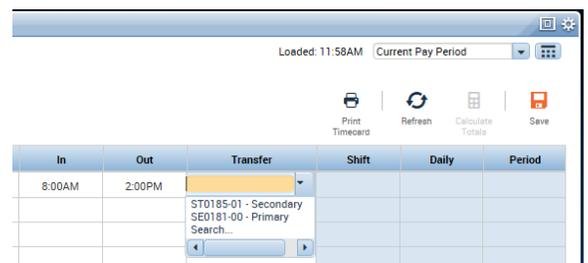
My Timecard will become your primary widget.



### Employees with More than One Job on Campus

After a punch has been entered into My Timecard, Student Employees who are able to edit their Timecard must select the job for which the time was recorded.

1. Select within the Transfer field to open the dropdown menu.
2. Select the position (ex: Primary or Secondary) for the hours recorded.



## Adding a Row

To enter more than two punches for a day you must add an additional row to your Timecard.

1. Select the plus sign beside the day

	Date	Schedule	Pay Code	Amount	In	Out
 	Mon 5/16				8:00AM	2:00PM
 	Tue 5/17					

2. Another row will be entered below the row selected.

	Date	Schedule	Pay Code	Amount	In	Out
 	Mon 5/16				8:00AM	2:00PM
 						
 	Tue 5/17					

3. Enter the additional time in the new row.
4. Select *Save*.

## Adding a Comment

After recording your time, you also have the ability to add a comment to a punch.

1. Right click on the punch.
2. Select *Comments* from the Punch Actions box.
3. Select a comment from the list of available comments.
4. Type a note if necessary.
5. Select *Ok*.

### Comment

Comments (0)

Select Comment

Type a note (optional)

Add another note

Add

Cancel

OK

### Punch Actions

Date: 4/12/2016

Time: 8:00AM

Time Zone: (GMT-05:00) Eastern Time (USA; Canada)



Edit



Comments



Justify Exception

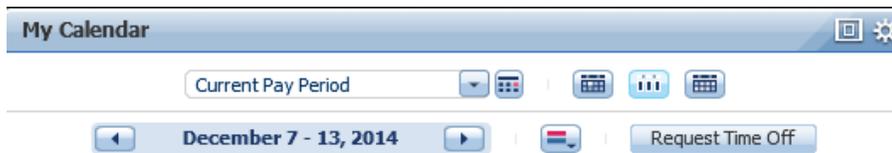
## Section III: Time Off Request

Student Employees are not paid for time not worked, however they do have the ability to request time off to be approved by the supervisor in order to have the time out of the office reflect on their Timecard. It may be used as a communication tool to manage your work schedule.

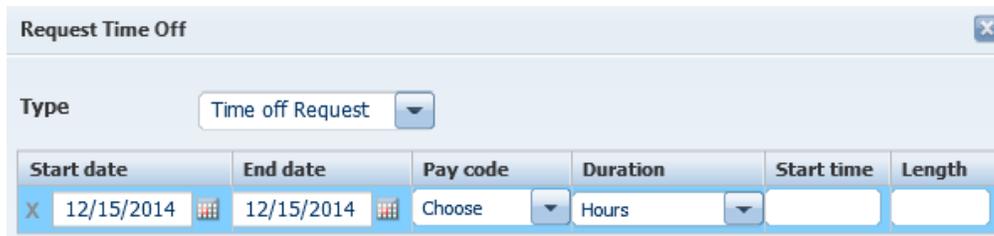
### To Request Time Off

1. From your My Information workspace, find the My Calendar widget.
2. Select the gear icon. 

3. Select Pop-out.
4. Select the Request Time Off button.



5. Select the Start and End dates.

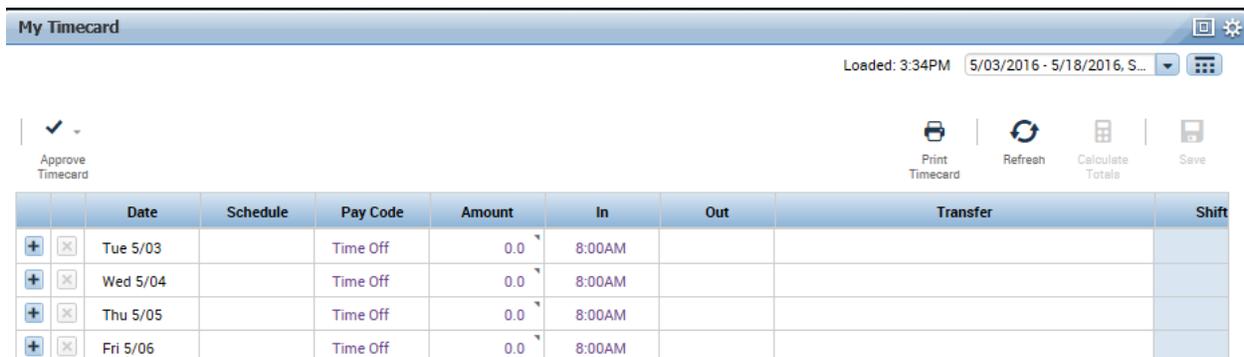


6. Select the Pay code “Time Off”.
7. Select a Start Time and Length for the Time Off request.
8. Select Submit

Time Off must first be approved by your supervisor before you will see the scheduled time off on your Timecard.

### To View Approved Time Off

1. Find the My Timecard widget
2. Go to the date that was requested for Time Off.
3. Approved Time Off will appear on your My Timecard in purple



## Section IV: Timecard

At the end of each pay period, employees must review and approve their Timecard.

### Review Timecard

The My Timecard widget is used to review all previous punches.



1. Select the appropriate Time Period within the Timecard widget.

If you are not able to edit your Timecard, any missed punches, double punches or corrections to your Timecard must be done by the supervisor.

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
+ X	Tue 5/10	9:15AM-6:15PM			9:15AM	6:15PM		8.0
+ X	Wed 5/11	8:45AM-5:45PM			8:45AM	5:45PM		8.0
+ X	Thu 5/12	9:15AM-6:15PM			9:15AM	6:15PM		8.0
+ X	Fri 5/13	8:00AM-5:00PM			8:00AM	5:00PM		8.0

### Add a Comment to a Punch

After timestamping, you have the ability to add a comment to a punch.

To add a comment:

1. Right click the punch
2. Select Comments from the Punch Actions box.
3. Select a comment from the list of available comments

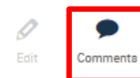
#### Comment

Comments (0)

4. Type a Note if necessary.
5. Select Ok.

#### Punch Actions

Date: 4/28/2016  
 Time: 10:32AM  
 Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
 Exceptions: Late In  
 Last Edit Date: 4/28/2016  
 Edit Made By: Sullivan, Vicki F



### Timecard Colors for Visual Definition

Timecard Colors help visually define who approved the Timecard first. Approval information by check mark is clearly defined on the Approval Summary widget.

If the employee approves the Timecard first, the Timecard turns orange.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 5/10	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	8.0
Wed 5/11	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	16.0
Thu 5/12	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	24.0
Fri 5/13		Annual Time	8.0	9:00AM				8.0	32.0
Sat 5/14									32.0
Sun 5/15									32.0
Mon 5/16	9:00AM-6:00PM			7:00AM	6:00PM		10.0	10.0	42.0
Tue 5/17	9:00AM-6:00PM			9:00AM	6:00PM		9.0	9.0	51.0
Wed 5/18	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	59.0
Thu 5/19	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	67.0
Fri 5/20	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	75.0
Sat 5/21									75.0
Sun 5/22									75.0
Mon 5/23	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	83.0
Tue 5/24	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	91.0

If the supervisor approves first, the Timecard is yellow.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 5/10	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	8.0
Wed 5/11	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	16.0
Thu 5/12	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	24.0
Fri 5/13		Annual Time	8.0	9:00AM				8.0	32.0
Sat 5/14									32.0
Sun 5/15									32.0
Mon 5/16	9:00AM-6:00PM			7:00AM	6:00PM		10.0	10.0	42.0
Tue 5/17	9:00AM-6:00PM			9:00AM	6:00PM		9.0	9.0	51.0
Wed 5/18	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	59.0
Thu 5/19	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	67.0
Fri 5/20	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	75.0
Sat 5/21									75.0
Sun 5/22									75.0
Mon 5/23	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	83.0
Tue 5/24	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	91.0

When the Timecard is approved for the second time by either the employee or supervisor, the Timecard turns green.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 5/10	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	8.0
Wed 5/11	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	16.0
Thu 5/12	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	24.0
Fri 5/13		Annual Time	8.0	9:00AM				8.0	32.0
Sat 5/14									32.0
Sun 5/15									32.0
Mon 5/16	9:00AM-6:00PM			7:00AM	6:00PM		10.0	10.0	42.0
Tue 5/17	9:00AM-6:00PM			9:00AM	6:00PM		9.0	9.0	51.0
Wed 5/18	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	59.0
Thu 5/19	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	67.0
Fri 5/20	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	75.0
Sat 5/21									75.0
Sun 5/22									75.0
Mon 5/23	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	83.0
Tue 5/24	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	91.0

When the Timecard has been signed off by Payroll, the timecard turns grey.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sun 4/10									
Mon 4/11	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	8.0
Tue 4/12	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	16.0
Wed 4/13	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	24.0
Thu 4/14	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	32.0
Fri 4/15	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	40.0
Sat 4/16									40.0
Sun 4/17									40.0
Mon 4/18	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	48.0
Tue 4/19	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	56.0
Wed 4/20	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	64.0
Thu 4/21	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	72.0
Fri 4/22	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	80.0
Sat 4/23									80.0
Sun 4/24									80.0

## Approve Your Timecard

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To Approve Your Timecard:

1. From *My Timecard* select the Gear icon. 
2. Select *Pop-out* to view the details of the Timecard.
3. Select the *Pay Period* dropdown to select the pay period to approve.

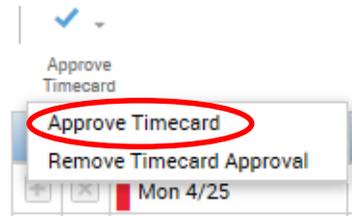
Current Pay Period 

Current Pay Period	When approving Timecards before the end of the Pay Period
Previous Pay Period	When approving Timecards after the Pay Period has ended

4. Review all Timecard information and dates for accuracy.  
If you find that your Timecard needs to be corrected, contact your supervisor to make any necessary adjustments.
5. Select *Approve Timecard* to approve the Timecard.



Date	Schedule
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6. Once the Timecard is Approved, the following message will briefly appear in the upper left corner. The Timecard will also change from white to orange to indicate that the Timecard has been approved by the employee. If the supervisor has already approved the Timecard, the Timecard will turn green.

 **Information** Timecard Approved by mtorresm 4/26/2016 1:06PM

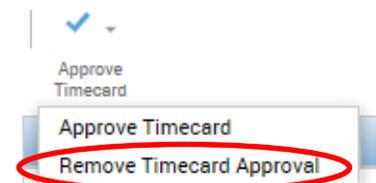
Once the employee has approved their Timecard, the supervisor is required to approve the Timecard before the Timecard is signed off by Payroll.

## Remove Approval for a Timecard

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Timecard Approval can be removed by an employee up until the Timecard is approved by the supervisor.

1. Go to *My Timecard*.
2. Select the *Pay Period* for which you want to remove the Approval.
3. Select *Approve Timecard* dropdown.
4. Select *Remove Timecard Approval*.

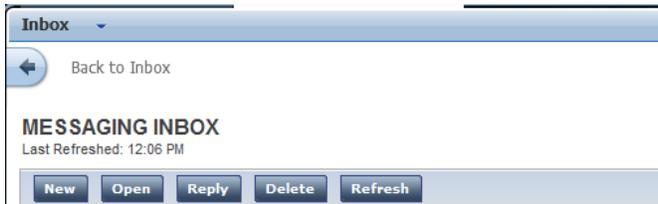


## Section VI: Inbox

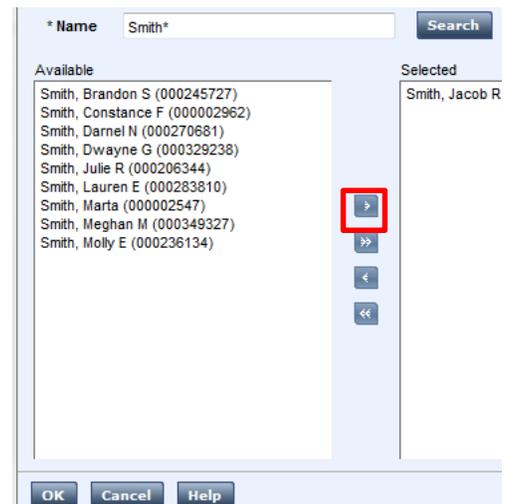
The MyTime Inbox is an additional feature that may be used as a communication tool between an employee and supervisor as well as other employees within the University.

### To Use the MyTime Inbox

1. Select Inbox from the Related Items pane
2. Select New

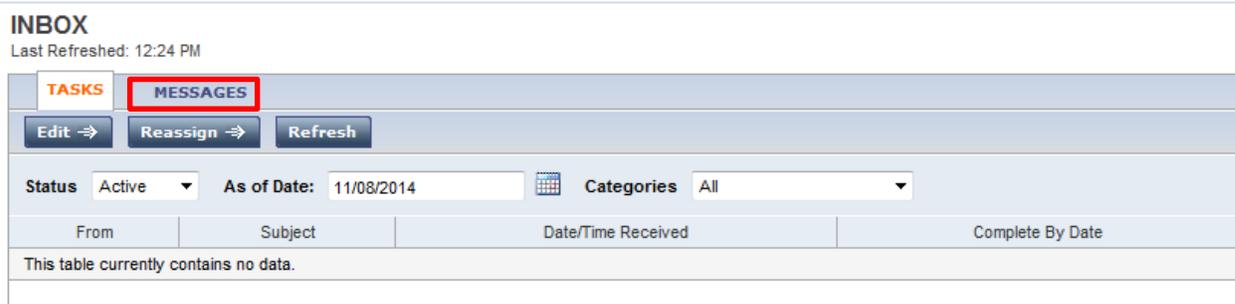


3. A new window will open to allow you to compose a new message
4. Select Address Book to find employees
5. Type the last name of the employee followed by an asterisk  
Ex: Smith\*
6. Select Search
7. Select the employee name
8. Select the single right-facing arrow to select this name to populate the To field in the New Message
9. Select Ok
10. Enter the Subject and Contents of the message.
11. Click Send



### To Check Messages

1. Select Inbox from the Related Items pane
2. Select the Messages Tab



3. Select the new message
4. Select Open