



# MyTime Timestamp 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 reporting.

The purpose of this manual is to provide specific information and instruction to employees who record their time by utilizing the Timestamp widget.

Employees are required to:  
Record their time within MyTime  
Request and report Leave within MyTime  
(Full-Time Employees Only)  
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 3

10/3/2017

Training, Evaluation & System Support

[www.adminfinance.umw.edu/tess/](http://www.adminfinance.umw.edu/tess/)

### Companion Manuals:

**Timecard Editing Manual**

**Timeclock Manual**

**Supervisor Manual**

**Student Employee 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 NetID and Password. MyTime usage and password follow the University Security Standards. Do not share your NetID and password.

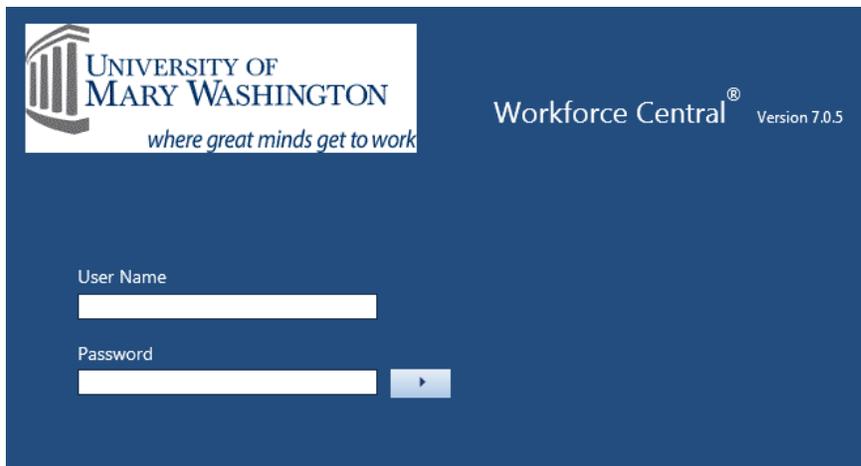
To find your UMW NetID and password:

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

### Signing 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.

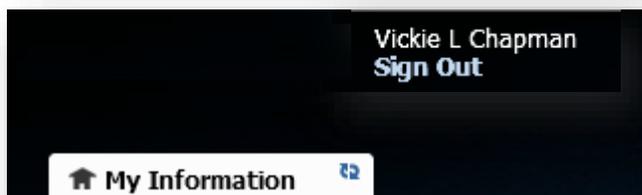
A screenshot of the Workforce Central login interface. The top left features the University of Mary Washington logo and the tagline "where great minds get to work". The top right displays "Workforce Central® Version 7.0.5". Below the header, there are two input fields: "User Name" and "Password". A right-facing arrow button is positioned to the right of the Password field.

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

### Signing Out

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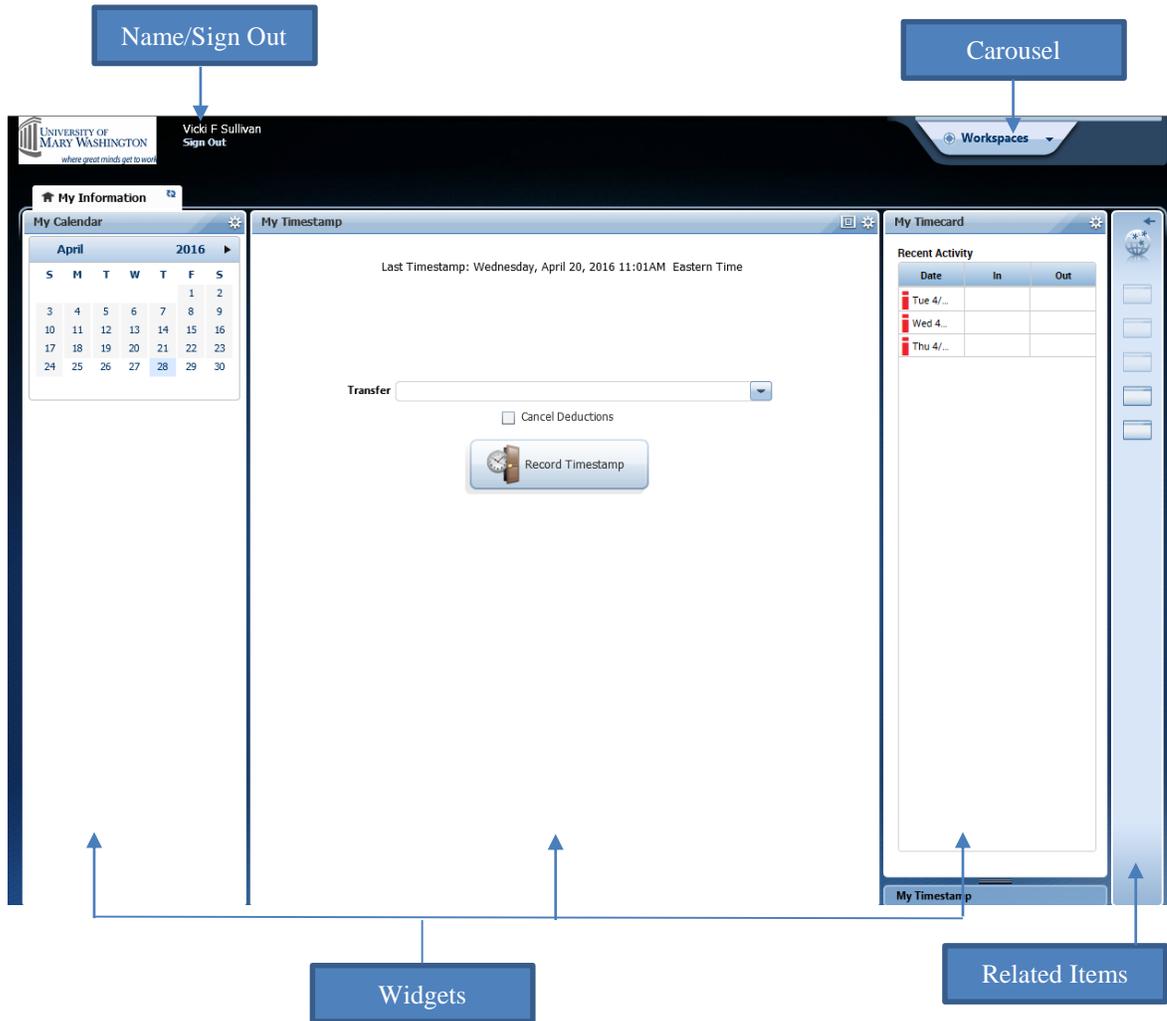
Select **Sign Out** below your name in the upper left corner of the page.



## SECTION II: MyTime Navigation

### MyTime Navigation

Below is an overview and description of important navigation tools.



### Workspaces

Workspace - collection of one or more widgets that allow you to complete tasks.

Default workspace

- Displays when you first sign in to the application.
- Displays one or more available widgets and the Related Items pane.

Workspaces Carousel:

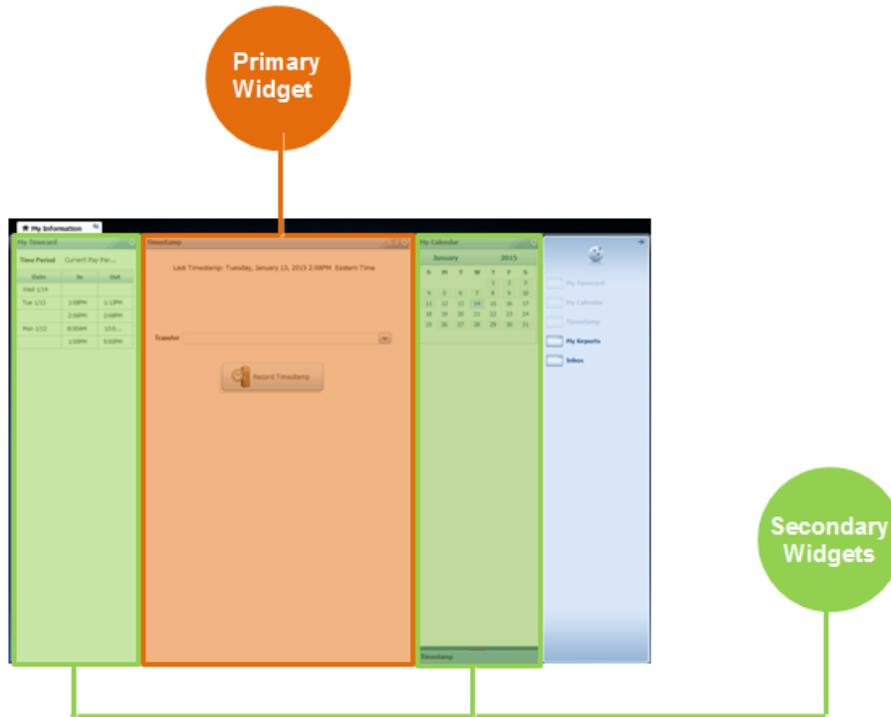
- Provides access to additional workspaces.

When you first Sign In to MyTime as an employee, you will see the My Information workspace displayed, unless you are a manager.

## Widgets

Widgets are used to complete tasks. MyTime uses widgets to organize navigation.

All Workspaces have at least one primary widget. Workspaces may also have one or more secondary widgets.



In this example, the orange Timestamp Widget is the primary widget. The two green widgets beside the primary widgets are the secondary widgets.

## Related Items Pane

The Related Items pane serves as a navigation tool and is used to open a new widget within a workspace.

Related Items Pane

Click on the widget you want to access. The name of the widget appears in a new tab beside your default workspace.

Active Widgets: Widgets that are currently open in a workspace will appear greyed-out in the widget list in the *Related Items* pane.

Tabs may be closed by selecting the X button to the right of the tab.



Note: The primary workspace is a permanent workspace and cannot be closed. For a non-supervisor, the *My Information* workspace is the permanent workspace.

## Gear Icon

The gear icon is used to open and close widgets. Closed widgets are available in panel on the right.

1. Select the **gear icon**.
2. Select **Pop-out** to access the widget or select **Close** to close the widget.



## Accessing My Information for Supervisors

If you are a Supervisor in MyTime Your employee workspace is located in the *Workspaces* Carousel.

To Open Your My Information Workspace:

1. Select **Workspaces** in the upper right corner of your MyTime screen.
2. Select **My Information**.



The My Information workspace will open in a new tab.



## Section III: Recording Working Hours

Employees are required to record time worked. Time worked is recorded using the Timestamp widget. Any required edits must be completed by the supervisor. MyTime is designed to calculate and round total hours worked to the quarter of an hour.

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

### Timestamp – Employees with 1 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.

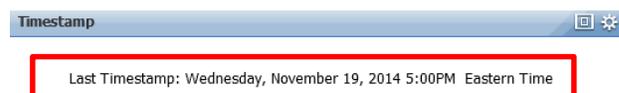
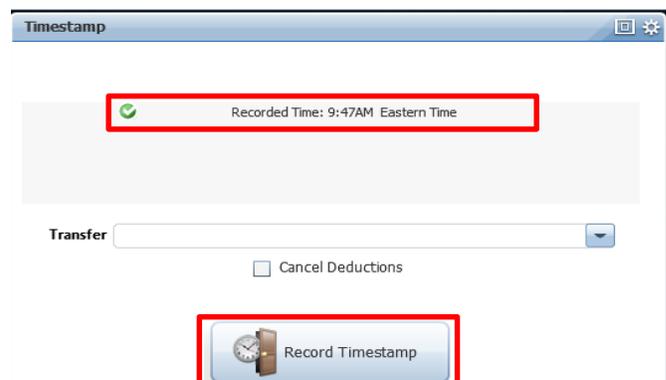
To Punch In:

\*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.

### Timestamp – Employees with more than One Job on Campus

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Before clicking the Timestamp button, select the *Transfer* dropdown to select the job for which your Timestamp is going to be recording your hours.



A Primary and Secondary position will only be available to employees who work more than one job. The dropdown will be blank for employees who work one job on campus.

**!Note:** Select the *Transfer* dropdown only when punching In to ensure your Timestamp is recorded for the correct position. Do not select the Transfer dropdown when punching out.

### Timestamp – Employees with Two or More Jobs on Campus

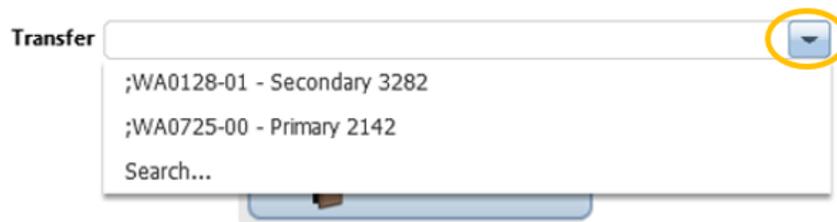
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1. Before clicking the Timestamp button, select the *Transfer* dropdown to select the job for which your Timestamp is going to be recording your hours.



**!Note:** Select the *Transfer* dropdown only when punching In to ensure your Timestamp is recorded for the correct position. Do not select the Transfer dropdown when punching out.

2. Select the *Search* option (instead of the actual position number) and a blank menu box will appear with all of the labor levels associated with a transfer.



- For each labor level line, you will need to select the appropriate value for the job that you will be transferring in to. Here is the information that would be selected:

Below is an example of a wage position at *JMM* and a wage position at *Belmont*.

- After selecting each value, you will then select the *Advanced* button so that the work rule (**FT Other Job**) can be selected.

- Then select **OK**.

6. Then you will record your punch by selecting the **Record Timestamp** button.

Transfer  

Cancel Deductions



7. The punch will appear on your timecard



|  | Date      | Schedule      | Pay Code | Amount | In     | Out | Transfer   | Shift | Daily | Period |
|--|-----------|---------------|----------|--------|--------|-----|--|-------|-------|--------|
|  | Tue 10/25 | 8:00AM-5:00PM |          |        |        |     |  |       |       |        |
|  | Wed 10/26 | 8:00AM-5:00PM |          |        |        |     |  |       |       |        |
|  | Thu 10/27 | 8:00AM-5:00PM |          |        |        |     |  |       |       |        |
|  |           |               |          |        | 1:21PM |     | 1113B-14501/102510/61141/-/-/WA0083-01/000405;FT Other Job |       |       |        |

When punching out, you *do not* need to complete these steps again, you will only Record Timestamp. This selection of the labor levels is only done on the “in” punch to the *secondary* position. When working your primary position, you do not need to do anything other than Record Timestamp.

### Cancel Deductions

Full-time employees have a lunch period that is automatically deducted from their schedule. To indicate that you did not take your lunch break:

Select the **Cancel Deductions** checkbox below the transfer box, **before** selecting **Record Timestamp**.

Transfer

Cancel Deductions

Select **Record Timestamp** to punch out.



**!Note:** The **Cancel Deduction** can also be selected at the beginning of your shift.

### How to Find My Lunch?

A lunch break is automatically deducted from a full-time employee’s Timecard when the employee works a minimum of 5 consecutive hours.

To determine if a lunch break was applied, view the *Shift* total column.

The *Shift* total column indicates the total number of hours worked during a period of time.

For example: an employee works 8:00am to 2:30pm.

| Date     | Schedule      | Pay Code | Amount | In     | Out    | Transfer | Shift |
|----------|---------------|----------|--------|--------|--------|----------|-------|
| Thu 3/10 | 8:00AM-5:00PM |          |        | 8:00AM | 2:30PM |          | 5.5   |

The *Shift* column calculates this time as 5.5 hours.

The total elapsed time from 8:00am to 2:30pm is 6.5 hours. The difference between the total elapsed time and the Shift total is the 1 hour lunch period.

The lunch break is applied to this period because the employee has worked more than 5 consecutive hours.

### Adjusting your Lunch Period

For employees that take a lunch break during their work day, MyTime automatically deducts this lunch period from the employee's work schedule. To adjust your scheduled lunch period to accurately report hours worked, use the **Record Timestamp** button to punch in and out for lunch.

**!Note:** If you have worked 5 or more consecutive hours, the lunch break will automatically be applied to this period. To cancel your scheduled lunch period, select Cancel Deduction before punching out.

### Rounding

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                |

## Section IV: Timecard

At the end of each pay period, employees must review and approve their Timecard. Visit the [Payroll website](#) for approval deadline dates.

### Column Headers and Rows

|   |   | Date     | Schedule      | Pay Code | Amount | In     | Out    | Transfer | Shift | Daily | Period |
|---|---|----------|---------------|----------|--------|--------|--------|----------|-------|-------|--------|
| + | X | Mon 4/25 | 8:00AM-4:00PM |          |        | 8:00AM | 4:00PM |          | 8.0   | 8.0   | 8.0    |
| + | X | Tue 4/26 | 8:00AM-4:00PM |          |        | 8:00AM | 4:00PM |          | 8.0   | 8.0   | 16.0   |



Use the plus and X symbols to add or delete rows to the Timecard. New rows are usually necessary when adding a Pay Code and the Amount (hours).

*Date* – Corresponds with the header Time Period dropdown to display specific Pay Period or Schedule Period dates.

*Pay Codes* are a code used to define and organize time or pay. Pay Codes can be manually added to the Timecard by supervisors, the payroll office, or employees who have edit capabilities (Training). They are also added to the Timecard from the Request for Time Off form once Leave is approved by the supervisor.

Sample Pay Codes:

- a. Leave Type Taken, Earned or Granted (i.e. Sick Time, Comp Time, Annual, or Military),
- b. Identification and tracking of working hours such as Training and On Call.
- c. University Holiday or Emergency Closings
- d. Designated Pay Type (Alternate Shift Pay, Call Back)

*Amount* – Defines the amount of hours based on the related Pay Code.

*In* – The employee’s actual working hours start time.

*Transfer* – Used by employees working more than one job. Employees will transfer their time into secondary positions.

*Out* – The employee’s official working hour end time.

*Shift* – The total hours worked related to the In and Out period.

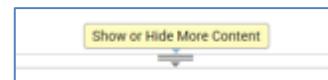
*Daily* – The total daily hours worked to include all shifts and approved Leave.

## Footer Tabs

The bottom of the Timecard has an expandable feature that when opened, shows Timecard Pay Code totals and Leave Accruals. To expand this feature:

1. Select the icon  to open (and close).

2. A pop up box may open that displays the Show or Hide content feature.



The Totals tab is useful to track Overtime Hours, Unapproved Hours, Comp Time Earned and Pay Type and Amounts.

Sample Tab display of Timecard Footer Tabs

| Totals   |        | Accruals   |  |
|----------|--------|------------|--|
| All      |        | Pay Code   |  |
| Pay Code | Amount | Wages      |  |
| Holiday  | 8.0    | \$234.03   |  |
| Regular  | 80.0   | \$2,340.32 |  |

The Accruals tab displays accrual types, current, and ending balances.

The Accrual Reporting Period column shows the beginning and end date of the Accrual Period.

| Totals         |                          | Accruals Reporting Period |                        |                        |                       |                           |                         |                        |  |  |
|----------------|--------------------------|---------------------------|------------------------|------------------------|-----------------------|---------------------------|-------------------------|------------------------|--|--|
| Accrual Code   | Accrual Reporting Period | Accrual Opening Balance   | Accrual Earned to Date | Accrual Pending Grants | Accrual Taken to Date | Accrual Available Balance | Accrual Planned Takings | Accrual Ending Balance |  |  |
| Annual         | Sun 1/10 - Mon 1/09      | 36.0                      | 32.0                   | 64.0                   | 0.0                   | 68.0                      | 0.0                     | 132.0                  |  |  |
| Bone Marrow    | Sun 1/10 - Mon 1/09      | 0.0                       | 0.0                    | 0.0                    | 0.0                   | 0.0                       | 0.0                     | 0.0                    |  |  |
| Community S... | Sun 1/10 - Mon 1/09      | 0.0                       | 16.0                   | 0.0                    | 0.0                   | 16.0                      | 0.0                     | 16.0                   |  |  |
| Comp Time      | Sun 1/10 - Mon 1/09      | 5.25                      | 3.0                    | 0.0                    | 0.0                   | 8.25                      | 0.0                     | 3.0                    |  |  |
| Disability Cre | Sun 1/10 - Mon 1/09      | 0.0                       | 0.0                    | 0.0                    | 0.0                   | 0.0                       | 0.0                     | 0.0                    |  |  |

## Review Timecard

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

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

2. Review your Timecard to ensure time accurately reflects your time worked.

Note: Corrections to your Timecard must be by your supervisor.

### Add a Comment to a Punch

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

To add a comment:

recorded

completed

1. Right click 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**.

## Approve Your Timecard

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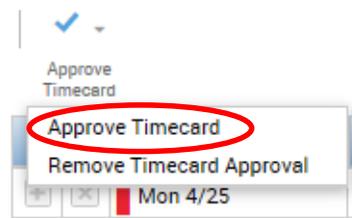
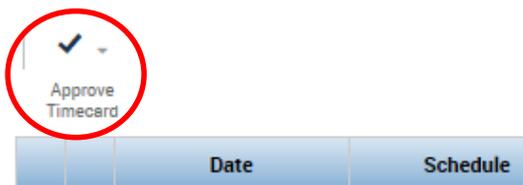
To Approve Your Timecard:

1. Navigate to your *Timecard*.
2. Select the **Pay Period** dropdown to select the pay period to approve.

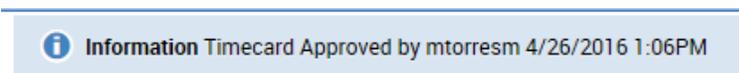
Current Pay Period

|                     |   |
|---------------------|---|
| 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   |

3. 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.
4. Select the **Approve Timecard** dropdown.
5. Select **Approve Timecard** to approve the Timecard.



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 the employee has approved the Timecard first. If the Supervisor has already approved the Timecard, the Timecard will turn green.

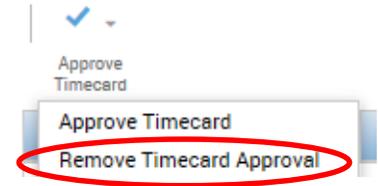


7. Both the employee and the supervisor are required to approve the Timecard before the Timecard is signed off by Payroll. Supervisors may approve an employee's Timecard before the employee approves his/her own Timecard.

## Remove Approval for a Timecard

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**.



## 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 |
|--------------------------|----------|---------------|----------|--------|--------|--------|----------|-------|-------|--------|
| <input type="checkbox"/> | Sun 4/10 |               |          |        |        |        |          |       |       |        |
| <input type="checkbox"/> | Mon 4/11 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 8.0    |
| <input type="checkbox"/> | Tue 4/12 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 16.0   |
| <input type="checkbox"/> | Wed 4/13 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 24.0   |
| <input type="checkbox"/> | Thu 4/14 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 32.0   |
| <input type="checkbox"/> | Fri 4/15 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 40.0   |
| <input type="checkbox"/> | Sat 4/16 |               |          |        |        |        |          |       |       | 40.0   |
| <input type="checkbox"/> | Sun 4/17 |               |          |        |        |        |          |       |       | 40.0   |
| <input type="checkbox"/> | Mon 4/18 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 48.0   |
| <input type="checkbox"/> | Tue 4/19 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 56.0   |
| <input type="checkbox"/> | Wed 4/20 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 64.0   |
| <input type="checkbox"/> | Thu 4/21 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 72.0   |
| <input type="checkbox"/> | Fri 4/22 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 80.0   |
| <input type="checkbox"/> | Sat 4/23 |               |          |        |        |        |          |       |       | 80.0   |
| <input type="checkbox"/> | Sun 4/24 |               |          |        |        |        |          |       |       | 80.0   |

## Section V: Calculating Hours Worked

### Exempt and Non-Exempt Employees-Regular Pay

1. Within the Timecard, select the appropriate time period from the dropdown. Choose the appropriate *Schedule Period* to view the two-week Monday to Sunday work period.

**My Timecard**

Current Schedule Period

2. Verify the Shift, Daily and Period Columns accurately reflect working or Leave hours for a full 40 hour work week.

#### Sample 40 hour work week

|                          | Date     | Schedule      | Pay Code | Amount | In     | Out    | Transfer | Shift | Daily | Period |
|--------------------------|----------|---------------|----------|--------|--------|--------|----------|-------|-------|--------|
| <input type="checkbox"/> | Mon 4/25 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 8.0    |
| <input type="checkbox"/> | Tue 4/26 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 16.0   |
| <input type="checkbox"/> | Wed 4/27 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 24.0   |
| <input type="checkbox"/> | Thu 4/28 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 32.0   |
| <input type="checkbox"/> | Fri 4/29 | 8:00AM-5:00PM |          |        | 8:00AM | 5:00PM |          | 8.0   | 8.0   | 40.0   |

### Non-Exempt Classified

When Non-Exempt employees physically work beyond 40 hours in a given work-week, MyTime converts hours exceeding 40 to Overtime. Supervisor approval is not necessary.

Non-Exempt employees may earn Comp Time if the University has a posted holiday or closure, or if Leave is applied to the Timecard AND the employee supplements the holiday, closure or Leave with working hours.

Timecard hours over 40 with calculated university closures, holidays or Leave do not count toward Overtime hours. Overtime hours calculate once the employee physically works over 40 hours per week. For those whom this applies, Comp Time and/or Overtime is automated by the employee's MyTime profile and does not require additional supervisor approval.

#### Sample Non-Exempt Timecard and associated Pay Codes

| Schedule      | Pay Code     | Amount | In     | Out    | Transfer | Shift | Daily | Period |
|---------------|--------------|--------|--------|--------|----------|-------|-------|--------|
|               | Memorial Day | 8.0    |        |        |          |       | 8.0   | 8.0    |
| 8:00AM-5:00PM |              |        |        |        |          |       |       |        |
| 8:00AM-5:00PM |              |        | 5:00AM | 7:00PM |          | 13.0  | 13.0  | 21.0   |
| 8:00AM-5:00PM |              |        | 5:00AM | 7:00PM |          | 13.0  | 13.0  | 34.0   |
| 8:00AM-5:00PM |              |        | 5:00AM | 7:00PM |          | 13.0  | 13.0  | 47.0   |
| 8:00AM-5:00PM |              |        | 5:00AM | 7:00PM |          | 13.0  | 13.0  | 60.0   |

| Pay Code         | Amount |
|------------------|--------|
| Comp Time Earned | 8.0    |
| Holiday          | 8.0    |
| Overtime         | 12.0   |
| Regular          | 32.0   |

MyTime calculates Comp Time and Overtime on a daily basis. Comp Time is calculated and applied prior to Overtime. To view, open the Timecard footer. On the **Totals** tab, change the views to **Daily** and **All**.

**Totals**    Accruals Reporting Period

---

Daily
All
Totals for 6/03/2016

| Pay Code         | Amount |
|------------------|--------|
| Comp Time Earned | 1.0    |
| Overtime         | 12.0   |

### Non-Exempt Classified Employees - Overtime Leave

Overtime Leave is earned for Non-Exempt Classified employees at the rate of 1.5 when the employee physically works over 40 hours in a given work week. Overtime Leave earned will be reflected within the Timecard Footer tabs in the following manner:

**Totals tab:** *Overtime Leave Pay Code* and number of work hour(s) exceeding 40.

**Totals**

All
All

| Pay Code       | Amount |
|----------------|--------|
| Overtime Leave | 5.0    |
| Regular        | 40.0   |

**Accruals tab:** *Accrual Code* of *Overtime Leave* and column header *Accrual Earned to Date* will be updated with the time and ½ amount of Leave hours available to the employee. 5 hours of at a rate of 1.5 = 7.5 hours of Leave.

Overtime Leave (OT) does not expire. When the current accrual period ends and the new accrual period opens, the ending OT Leave balance will be shown in the *Accrual Opening Balance* column.

| Accrual Code       | Accrual Reporting Period | Accrual Opening Balance | Accrual Earned to Date |
|--------------------|--------------------------|-------------------------|------------------------|
| Overtime Leave     | Sun 1/10 - Mon 1/...     | 0.0                     | 7.5                    |
| Off Contract Leave | Sun 1/10 - Mon 1/...     | 0.0                     | 0.0                    |

The Overtime icon  does not reflect Overtime Leave occurrence.

## Part-Time Employees – 1500 Hours

The maximum number of hours that wage employees are permitted to work per wage anniversary year (May 1-April 30) is 1500 hours. MyTime calculates the total number of hours worked during this period and is available for review.

To review the total number of hours worked from May 1 through April 30:

1. Navigate to your Timecard.
2. Open the Footer tab.



3. Select the Accruals Tab



The Accruals tab provides beginning, current and ending balances for hours worked during the May 1-April 30 wage year.

| Accrual Code          | Accrual Reporting Period | Accrual Opening Balance | Accrual Earned to Date | Accrual Pending Grants | Accrual Taken to Date | Accrual Available Balance | Accrual Planned Takings | Accrual Ending Balance |
|-----------------------|--------------------------|-------------------------|------------------------|------------------------|-----------------------|---------------------------|-------------------------|------------------------|
| Total hrs Worked B... | Sun 5/01 - Sun 4/30      | 0.0                     | 1500.0                 | 0.0                    | 630.75                | 869.25                    | 0.0                     | 869.25                 |

Beginning balance is listed in the Accrual Earned to Date column  
 Accrual Taken to Date calculates the number of hours worked in the May 1-April 30 wage year.  
 The number of hours remaining is listed in the Accrual Available Balance column.

**!Note:** Budgeted hours are not reflected in MyTime. If you are budgeted less than 1500 hours, subtract the Accrual Taken to Date column from the total number of budgeted hours.  
 Example: Employee is budgeted 700 hours from May 1-April 30.  
 $700 - 630.75 = 69.25$  budgeted hours remaining.

## Section VI: Calendar

The MyTime Calendar displays scheduled hours and scheduled Leave.

To Access *My Calendar*:  
 Click the **gear** icon and click **Pop-out**.

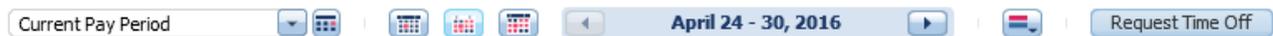


Sample Calendar showing approved RTOs and scheduled work hours.

| Wed 3/25   | Thu 3/26   | Fri 3/27   |
|--|--|--|
| <input checked="" type="checkbox"/> Time off Request |  |  |
|  |  |  |
| <b>Sick-Personal</b><br>7:30AM [8.0 h]               | <b>7:30-4p</b><br>7:30AM-4:00PM [8.5 h]<br>Regular | <b>7:30-4p</b><br>7:30AM-4:00PM [8.5 h]<br>Regular |

Filters in this widget allow you to view various Pay Periods or date ranges.

This widget is also used by full-time employees to Request Time Off (RTO). Please see the Leave and Accruals section for steps to requesting Leave.



**!Note:** Hours reflected on My Calendar must match hours reflected on the My Timecard. If the hours are different, please contact your supervisor for them to make the necessary adjustments on your Timecard.

At the bottom of the Calendar is an Accrual Widget with information on available Leave balances.

| Type               | Reporting Period      |
|--------------------|-----------------------|
| Annual             | 1/10/2016 - 1/09/2017 |
| Bone Marrow        | 1/10/2016 - 1/09/2017 |
| Community Service  | 1/10/2016 - 1/09/2017 |
| Comp Time          | 1/10/2016 - 1/09/2017 |
| Disability Credits | 1/10/2016 - 1/09/2017 |
| Disaster Leave     | 1/10/2016 - 1/09/2017 |
| ETA Leave          | 1/10/2016 - 1/09/2017 |

Accruals Widget Part

## Section VII: Leave and Accruals

*This section only pertains to Full Time Employees.*

To view Total Hours and Accrual Balances, click the Footer Tab located at the bottom of the Timecard to show more content.



### Timecard Footer-Totals Tab

The *Totals* tab at the bottom of My Timecard calculates the total number of hours worked for each pay code. For pay periods where more than one pay code is used, the total hours will be displayed by *Pay Code*.

| Totals                                       |             | Accruals |
|--|-------------|----------|
| Account                                      | Pay Code    | Amount   |
| 1111-10620/302504/61123/-/-/000171-00/000272 | Annual Time | 6.75     |
| 1111-10620/302504/61123/-/-/000171-00/000272 | Holiday     | 8.0      |
| 1111-10620/302504/61123/-/-/000171-00/000272 | Regular     | 72.75    |

### Timecard Footer-Accruals Tab

The *Accruals* tab at the bottom of the Timecard displays all current and projected Leave balances and accruals.

Leave classifications are categorized as automatically granted, accrued per pay period, or upon manual request.

| Totals           |                     | Accruals           |                     |                    |                     |                      |                    |                     |  |
|------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|--------------------|---------------------|--|
| Accrual Code     | Accrual Reportin... | Accrual Opening... | Accrual Earned t... | Accrual Pending... | Accrual Taken to... | Accrual Available... | Accrual Planned... | Accrual Ending B... |  |
| Annual           | Sun 1/10 -...       | 26.1               | 32.0                | 64.0               | 0.0                 | 58.1                 | 8.75               | 113.35              |  |
| Bone Marrow      | Sun 1/10 -...       | 0.0                | 0.0                 | 0.0                | 0.0                 | 0.0                  | 0.0                | 0.0                 |  |
| Community...     | Sun 1/10 -...       | 0.0                | 16.0                | 0.0                | 0.0                 | 16.0                 | 0.0                | 16.0                |  |
| Comp Time        | Sun 1/10 -...       | 0.0                | 0.0                 | 0.0                | 0.0                 | 0.0                  | 0.0                | 0.0                 |  |
| Disability Cr... | Sun 1/10 -...       | 0.0                | 0.0                 | 0.0                | 0.0                 | 0.0                  | 0.0                | 0.0                 |  |

For a detailed description of Leave classifications refer to the [Leave Policies](#) located on the Human Resources website

### Estimated Leave Loss

Some leave balances (such as Annual Leave for Classified employees) have a maximum number of hours that may be carried forward to the next accrual reporting period. An accrual reporting period spans one 12 month period. For Classified employees, an accrual reporting period is 1/10-1/09 of each year. Unused hours that exceed the maximum carryover limit are automatically forfeited.

The following procedures demonstrate how to calculate the number of hours that will be forfeited, if not used by the end of the accrual period.

1. Go to your *Timecard*, open the *Timecard Footer*.

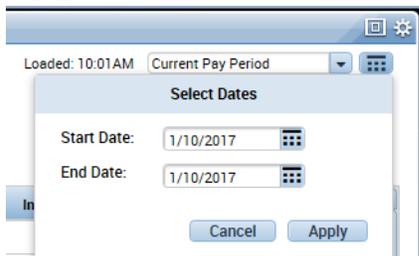


2. Select the *Accruals* tab.

Assuming all future and expected leave has been posted on the Timecard, ending balances will be seen in the *Accrual Ending Balance* column. Balances exceeding the maximum carryover limit will be deducted from the accrual period beginning 1/10/xxxx for classified employees.

| Totals       |                     | Accruals           |                     |                    |                     |                      |                    |                     |  |
|--------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|--------------------|---------------------|--|
| Accrual Code | Accrual Reportin... | Accrual Opening... | Accrual Earned t... | Accrual Pending... | Accrual Taken to... | Accrual Available... | Accrual Planned... | Accrual Ending B... |  |
| Annual       | Sun 1/10 -...       | 336.0              | 154.0               | 14.0               | 0.0                 | 570.0                | 0.0                | 584.0               |  |

3. MyTime will automatically deduct the correct carryover balance. To review the calculation, select the *Calendar* icon in the upper right corner of the Timecard.
4. Choose the first day of the next accrual reporting period (1/10/xxxx) for both the *Start Date* and the *End Date*. This action will adjust the accrual balances in the *Timecard Footer* to reflect the appropriate beginning balance.



5. The beginning accrual balance is now visible in the *Accrual Available Balance* column, as shown below. To calculate forfeited leave, subtract the *Accrual Available Balance* from the *Accrual Ending Balance*.

Totals    Accruals

| Accrual Code | Accrual Reportin... | Accrual Opening... | Accrual Earned t... | Accrual Pending... | Accrual Taken to... | Accrual Available... | Accrual Planned... | Accrual Ending B... |
|--------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|--------------------|---------------------|
| Annual       | Tue 1/10 - T...     | 336.0              | 7.0                 | 147.0              | 0.0                 | 343.0                | 0.0                | 490.0               |

### Automatically Granted Leave Categories

Automatically granted Leave is granted in lump sum at the beginning of the accrual period. The full grant is visible in the *Accrual Earned to Date* column. View the *Accrual Available Balance* for total.

### Community Service

Employees are granted 16 hours of Community Service Leave at the beginning of the accrual period. Supporting documentation is required and retained by the supervisor.

### Automatically Accrued Per Pay Period

Automatically accrued Leave is accumulated per pay period. The accrued balance carried forward from the previous year is visible in the *Accrual Opening Balance* column. The *Accrual Pending Grants* column reflects anticipated Leave earnings for the remainder of the accrual reporting period.

### Manually Granted Leave

The category of manual Leave requires that the Leave be requested, approved and posted to the Timecard prior to the RTO request. Posted Leave is visible in the *Accrual Available Balance* column.

Manually granted Leave categories require the submission of the MyTime Supervisor Request Form and supporting documentation. The table below identifies when an accrual balance is necessary prior to RTO submission.

| Manually Granted Leave Table          |  |
|---------------------------------------|--|
| Accrual Balance Required prior to RTO | Accrual Balance <b>Not</b> Required prior to RTO |
| Bone Marrow                           | Fire/EMS Community Service                       |
| Disaster Leave                        | Jury/Civil Work Related                          |
| Military Leave                        | Public Health Emergency                          |
| Education Leave                       |  |

Additional documentation for Leave Categories is listed in [Supporting Policy Documentation](#).

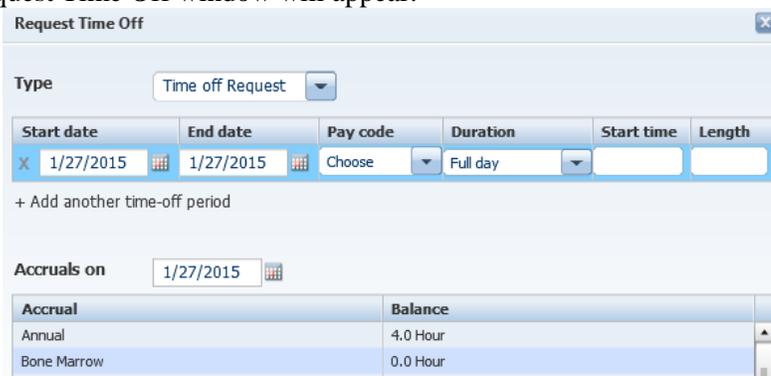
### Projected Accruals

Navigate to the *My Calendar* widget.

1. Select **Request Time Off**.



The Request Time Off window will appear.



| Start date  | End date  | Pay code | Duration | Start time | Length |
|-------------|-----------|----------|----------|------------|--------|
| X 1/27/2015 | 1/27/2015 | Choose   | Full day |            |        |

+ Add another time-off period

Accruals on 1/27/2015

| Accrual     | Balance  |
|-------------|----------|
| Annual      | 4.0 Hour |
| Bone Marrow | 0.0 Hour |

The *Accruals On* feature allows an employee to view their accrual balances on a future date.

1. Select the *Calendar* icon to the right of the Accruals On field.



2. Select the *date* from the calendar.
2. Future Accrual Balances will populate for the date selected.

## Section VIII: Requesting Time Off

### Request Time Off in Hour Increments

MyTime provides an option to Request Time Off in quarter hour increments.

1. Select the *Start Date* for the RTO.
2. Select the *End Date* for the Request (this end date indicates that Time Off will be requested through the entire End Date selected).
3. Select the appropriate *Pay Code* to indicate the type of Leave you will be using for the RTO.
4. Select *Hours* from the *Duration* dropdown.
5. Enter the *Start Time* for the RTO. The Start Time indicates the time the Time-Off will begin.
6. Enter the requested number of hours in the *Length* field to indicate the duration of the RTO. This *Start Time* and *Length* will be applied to all days included in the RTO.
7. Select *Submit*.

**!Note:** If you are requesting an entire day using the Hours duration, the Start Time will begin at your scheduled work time.



| Start date  | End date  | Pay code    | Duration | Start time | Length |
|-------------|-----------|-------------|----------|------------|--------|
| X 6/12/2015 | 6/12/2015 | Annual Time | Hours    | 7:00AM     | 8.0    |

**!Note:** *Add another time-off period* is only used when using a different pay code. When submitting an RTO for multiple hours, for the same pay code on the same day, do not use *Add another time-off period*. Instead, you will need to submit two separate RTOs.

Notes may also be added to a Request for Time Off.

Notes (Optional)

### Requesting Time Off for Multiple Consecutive Days

---

1. Select the **Start Date** of the Time Off Request.
  2. Select the **End Date** for the Request.
  3. Select the appropriate **Pay Code** from the **Pay Code** dropdown menu.
  4. Enter the **Start Time** for the Request (If you are requesting an entire day, the Start Time will begin at your scheduled work start time).
  5. Enter the **number of hours** requested in the **Length** field to indicate the duration of Time Off for each day.
- Ex: Leave Request for three full days

Type Time off Request

| Start date  | End date  | Pay code     | Duration | Start time | Length |
|-------------|-----------|--------------|----------|------------|--------|
| X 5/25/2015 | 5/27/2015 | Family-Pe... | Hours    | 7:00AM     | 8.0    |

The **Start time** and **Length** will be applied to each of the days included in the Time Off Request.

### Requesting Time Off for Multiple Non-Consecutive Days

---

Multiple time-off periods may be included in a Time Off Request.

To add an additional time-off period:

1. Select **+Add another time-off period** located below the parameters for the Time Off Request.

Type Time off Request

| Start date  | End date  | Pay code     | Duration | Start time | Length |
|-------------|-----------|--------------|----------|------------|--------|
| X 5/25/2015 | 5/25/2015 | Family-Pe... | Hours    | 7:00AM     | 8.0    |

**+ Add another time-off period**

2. Another row will become available to enter an additional Time Off Request.

Type Time off Request

| Start date  | End date  | Pay code     | Duration | Start time | Length |
|-------------|-----------|--------------|----------|------------|--------|
| X 5/25/2015 | 5/25/2015 | Family-Pe... | Hours    | 7:00AM     | 8.0    |
| X 6/03/2015 | 6/03/2015 | Family-Pe... | Hours    | 7:00AM     | 4.0    |

+ Add another time-off period

**!Note:** When multiple time-off periods are included in a Time Off Request all time-off periods in the request become linked. If one of the time-off periods is canceled all time-off periods included in the Request will be canceled.

*Add another time-off period* is only used when using a different pay code. When submitting an RTO for multiple hours, for the same pay code on the same day do not use *Add another time-off period*. Instead, you will need to submit two separate RTOs.

An example of this would be requesting Education Leave at 9am for one hour and again at 1pm for one hour on the same.

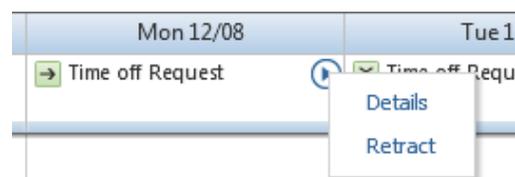


### Time Off Request Status Indicators:

Once a Time Off Request has been submitted the status of the Time Off Request will show on date selected within the My Calendar widget.

| Submitted  | Accepted   | Retracted/Canceled   |
|--|--|--|
|  Time off Request<br>Wed 2/25 |  Time off Request<br>Tue 3/10 |  Time off Request<br>Fri 3/27 |

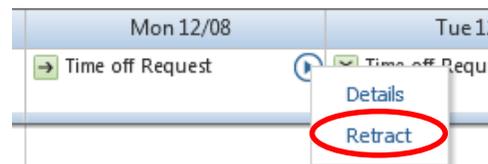
1. Go to the *My Calendar* widget.
2. Go to the day for which the Time Off was requested to view the Time Off Request.
3. Hover over the *Time Off Request*.
4. Select the **blue arrow** to view the options for the Time Off Request.
5. Select **Details** for more information about the Time Off Request.



### To Retract a Time Off Request

Time Off Requests may be retracted if the request has not yet been approved by the supervisor.

1. Go to the *Calendar* widget.
2. Go to the day for which the Time Off was requested.  
You will see the Time Off Request listed for the date requested.
3. Hover over the *Time Off Request*.
4. Select the **blue arrow** to open the options for the Time Off Request.
5. Select **Retract**.



### To Cancel a Time Off Request

Cancellations are done when the supervisor has approved the Time Off Request. Go to the Calendar widget.

1. Go to the *Calendar* widget.
2. Go to the day for which the Time Off was requested.  
You will see the Time Off Request listed for the date requested.
3. Hover over the *Time Off Request*.
4. Select the **blue arrow** to open the options for the Time Off Request.
5. Select **Cancel**.

Once a canceled request has been approved by the supervisor, the Leave hours requested will be returned to the employee's Leave balance.

## Section IX: Supplementing Hours Worked with Leave

*This section only pertains to Full Time Employees.*

MyTime rounds minutes to the quarter of an hour. The Rounding Calculation Minute Table is helpful when calculating partial day Leave requests.

## Rounding

MyTime is designed to calculate and round total hours worked to the quarter of an hour as indicated by this table. For example: If an employee has worked 5 hours and 20 minutes MyTime will calculate this as 5.25 hours.

For example:

- An employee punches out at 8:42.
- MyTime rounds the :42 to :45
- :45 is displayed on the Timecard as .75

| 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                |

## Late In

A late arrival may require a Request for Time Off (RTO form) or a Timecard edit by the Supervisor to supplement hours actually worked with paid Leave. Example: If you are typically scheduled to arrive at work at 8:00am and you arrive at work at 10:40am. You might submit an RTO for 2.75 hours.

How to calculate Late In:

1. Subtract the arrival time from the scheduled work time.

Using the sample above:

10:42 – 8:00 = 2.42, or 2 hours and 42 minutes late arrival.

2. MyTime rounds in minutes. Find the 42 minutes within the Minute Range Column
3. On the :38-:52 minutes range, follow the chart across to the Rounding Increment column.

| 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                |

Substitute the 2.42 minutes for 2.75 on the RTO

Sample Request for Time Off (RTO) form\*\*

**Request Time Off** ✕

Type Time off Request ▼

| Start date   | End date   | Pay code      | Duration | Start time | Length |
|--|--|---------------|----------|------------|--------|
| X 5/18/2015 <span style="font-size: 0.8em;">📅</span> | 5/18/2015 <span style="font-size: 0.8em;">📅</span> | Annual Time ▼ | Hours ▼  | 8:00AM     | 2.75   |

## Sample Timecard

| Save   Actions ▾   Punch ▾   Amount   Accruals ▾   Comment ▾   Approvals ▾   Reports ▾ |  |          |               |        |         |          |        |
|--|--|----------|---------------|--------|---------|----------|--------|
|  |  | Date     | Pay Code      | Amount | In      | Transfer | Out    |
| X  |  | Mon 5/18 | Annual Ti.. ▾ | 2.75   | 8:00AM  |          |        |
| X  |  | Mon 5/18 | ▾             |        | 10:45AM |          | 5:00PM |

The Timecard will display the In punch by using the rounded time.

## Early Out

When submitting a Request for Time Off (RTO) to supplement working hours at the end of a day, it is necessary to view the MyTime Timecard to note the Out time and the Daily columns. These values will be necessary to determine the Start time and the Length values for the RTO form. An early out may require a Request for Time Off (RTO) to supplement hours worked with paid leave.

If you are typically scheduled to work until 5:00pm and you will be leaving at 3:12pm, it is necessary to submit an RTO.

1. View the Timecard to note actual Out time (3:12) and Daily hours (6.25) as rounded within MyTime.
2. To determine Leave amount needed - subtract the Daily hours and minute (6.25) from the normal 8 hour work day.  $8.0 - 6.25 = 1.75$ .

An RTO for 1.75 hours may be submitted to supplement the day's working hours to a full eight hours.

| Date      | Schedule      | Pay Code | Amount | In     | Out    | Transfer | Shift |
|-----------|---------------|----------|--------|--------|--------|----------|-------|
| Thu 10/13 | 8:00AM-5:00PM |          |        | 8:00AM | 3:12PM |          | 6.25  |

4. Using the MyTime Rounding Calculation Minute Table the 3:12pm punch rounds to 3:15pm to calculate the shift total to be 6.25 hours
5. When entering the Start Time on the Request for Time Off. The rounded time must be used as the Start time to allow the daily total to calculate correctly.
6. On the RTO form\*\*  
Enter the Rounded Time (3:15pm) as the *Start time* for the RTO.  
Enter the Leave balance (calculated above) in the *Length* field.

**Request Time Off** X

Type: Time off Request ▾

| Start date  | End date  | Pay code      | Duration | Start time | Length |
|-------------|-----------|---------------|----------|------------|--------|
| X 4/25/2016 | 4/25/2016 | Annual Time ▾ | Hours ▾  | 3:15PM     | 1.75   |

| Schedule      | Pay Code    | Amount | In     | Out    | Transfer | Shift | Daily |
|---------------|-------------|--------|--------|--------|----------|-------|-------|
| 8:00AM-3:15PM |             |        | 8:00AM | 3:12PM |          | 6.25  |       |
|               | Annual Time | 1.75   | 3:15PM |        |          |       | 8.0   |

## Section X: Related Items Pane

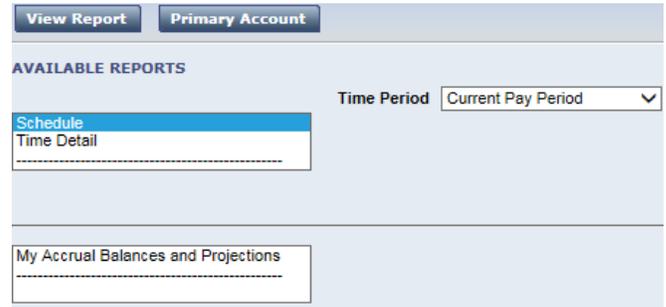
Additional items such as Reports and Inbox are available within the Related Items pane.

### Reports

MyTime provides several useful employee reports. Reports are available to assist with viewing employee accrual and balance projections, schedule and time details.

To Run a Report:

1. Select **Reports** from the Related Items pane.
2. Select the report from the list of Available Reports.
3. Select the pay period or date range from the *As of* dropdown menu.
4. Select **View Report** to populate the report.
5. To return to the Report menu select **Return**.



### Sample Time Detail Report

The *Time Detail Report* displays Approved RTO, University Holidays, In and Out Punches as well as Cumulative Total Hours and Gross Pay.

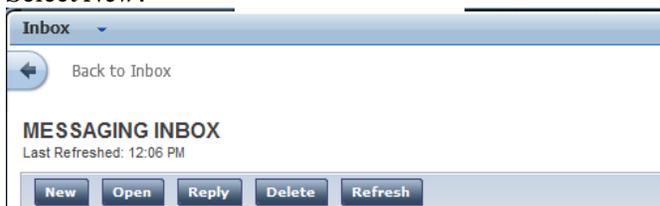
The following report was run for the dates of 6/15 – 6/21. The date of 6/18 reflects an approved RTO for Sick-Personal. The date of 6/19 reflects an approved RTO for Annual Time.

| Date     | Apply To        | In Punch | In Exc | Out Punch | Out Exc | (\$)Amt | Adj/Ent Amount | Totaled Amount | Cum. Tot. Amount |
|----------|-----------------|----------|--------|-----------|---------|---------|----------------|----------------|------------------|
| Mon 6/15 |                 | [7:30AM] |        | [4:00PM]  |         |         |                | 8.0            | 8.0              |
| Tue 6/16 |                 | [7:30AM] |        | [4:00PM]  |         |         |                | 8.0            | 16.0             |
| Wed 6/17 |                 | [7:30AM] |        | [4:00PM]  |         |         |                | 8.0            | 24.0             |
| Thu 6/18 | [Sick-Personal] | 12:00AM  |        |           |         |         | 8.0            |                | 32.0             |
| Fri 6/19 | [Annual Time]   | 7:30AM   |        |           |         |         | 8.0            |                | 40.0             |
| Sat 6/20 |                 |          |        |           |         |         |                |                | 40.0             |
| Sun 6/21 |                 |          |        |           |         |         |                |                | 40.0             |
| Totals   |                 |          |        |           |         | 0.00    | 16.0           | 24.0           | 40.0             |

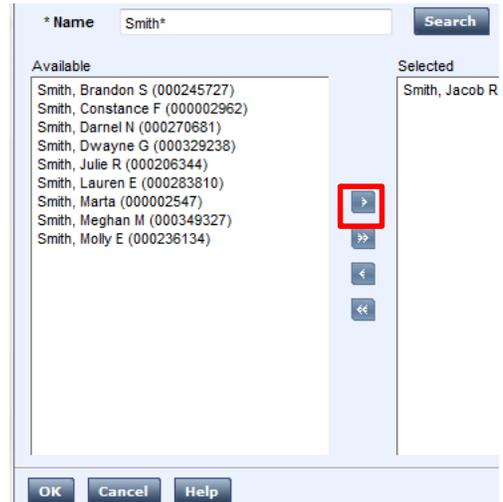
### Inbox

The MyTime Inbox may be used to communicate between an employee and a supervisor or other employees within the University.

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**.



## Messages

The MyTime Messages tab contains MyTime communication as well as status updates.

1. Select **Inbox** from the Related Items pane.
2. Select the **Messages Tab**.
3. Select the **new message**.
4. Select **Open**.

