MyTime Management Overview

The MyTime Time clock is used to record work hours on your Timecard, approve your Timecard, request time off, and transfer into other positions. Before using the Time clock, check with your supervisor to determine which Clock functions are appropriate for you and your department.

The Time clock requires use of the EagleOne card. Swipe the EagleOne card (this is called a punch) when you start and end your scheduled work day. Other Clock options require the selection of an icon.

At the end of the payperiod, approve your total hours worked. You may view your Timecard and hours worked at any time for any pay period beginning in 2015.

- • × V2 Kronos-InTouch, DeviceID-201403 - VNC Viewer UNIVERSITY OF MARY WASHINGTON English Español Fri Feb-20-15 **2:5** ΡM View Approve Cancel Meal View Schedule Timecard Timecard Deduction View Total **Request Time** View Leave Transfer to Hours Off Balances 2nd Job

! Note- Check with your supervisor prior to Time clock use - department operations vary.

Arriving for Work, The Lunch break, and Going Home

Swipe the EagleOne Card when you:

- ✓ Start work
- ✓ Leave for lunch (if applicable)
- ✓ Return from lunch (if applicable)
- ✓ Stop work

Approve your Timecard

Hint: Clock out prior to following steps 1-4 if approving the current pay period.

- 1. Press the Approve Timecard icon
- 2. Swipe the EagleOne Card
- 3. Select the time period. View the Payroll

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Curre Next [©]	Sun 21	Mon 22	Tue 23	Wed	Thu 25	Fri 26	Sat 27	
Toda		8:00	8:00	8:00				↓
Yeste							Appro	ve

Calendar to be sure you have selected the appropriate pay period.

4. Press the Approve button.

****View your Timecard**

- 1. Press the View Timecard icon
- 2. Swipe the EagleOne Card
- 3. Select the Pay Period



Requesting Leave

- 1. Press the Request Time Off icon
- 2. Swipe the EagleOne card
- 3. Select Submit Request
- 4. Within the calendar, choose the Start and End Date
- 5. Pay Codes define the type of leave you are requesting (Annual, Sick, etc.)
- 6. Use the down arrows to find the correct Pay Cod
- 7. Choose the correct code, review carefully, then select Continue.
- 8. *Submit* the Request.

Request Time Off Your request has been successfully submitted.

					~	160 2015		~	
Cai	Start Date	Sun	Mon	Tue	Wed	Thu	Fri	s	
	2/16/2015	1	2	3	4	5	6		
	End Date							1	
	2/18/2015	8	9	10	11	12	13		
	Pay Code	15	16	17	18	19	20		
ode									

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Review				
Start Date	2/16/2015			
End Date	2/18/2015			
Pay Code	Family-Personal			
Duration	Hours			
Start Time	8:00AM			
Length	8:00			

Transfer

- 1. Press the Transfer icon
- 2. Swipe the EagleOne card
- 3. Select the Secondary or Primary job to transfer into.

Job or Assignment Transf	er - Knappenberger, Elizabeth A	
~	Enter Job or Assignment	
	WA0096-01 - Secondary	
Enter Job or Assignment		Accepted: Transfer to 2nd Job
	WA0543-00 - Primary	

Note: It is NOT necessary to Transfer OUT of a Primary or Secondary job.

View Leave Balances

- 1. Press the View Leave Balances icon
- 2. Swipe the EagleOne card
- 3. Select a date
- 4. Select the Leave Type
- 5. Click on the arrow to review Leave specifics



Cancel Meal Deduction

- 1. Press the Cancel Meal Deduction icon
- 2. Swipe the EagleOne card
- 3. Your lunch break will be removed

* *View Total Hours

- 1. Press the View Total Hours icon
- 2. Swipe the EagleOne Card
- 3. Select the Pay Period



** MyTime Clock Functionality is Limited to Punches and Approvals During Peak

Operations

Limited clock functionality allows employees to quickly punch in and out so that time punch schedules can be met. Peak Operations allow for timecard punches and approvals only. Full functionalities are available when accessing MyTime with a computer.

Peak operations allowing timecard punches in and out, and timecard approvals:

5:45 AM - 6:15 AM 7:45 AM - 8:15 AM 2:45 PM - 3:15 PM 3:45 PM - 4:15 PM 4:45 PM - 5:15 PM

Punch, Leave and Approval Mistakes are corrected on the Computer

Punch, Leave Requests and Approvals can be corrected on a computer terminal. Punch mistakes may require management editing. The ability to remove an approval on a Timecard is an allowed edit function for both employee and supervisor.