MYTIME COMPARISON CHART

	Update	Previous Version	Current Version
1	*Sign out* has moved from the top left to the top right of the page.	UNIVERSITY OF MARY WASHINGTON *where great minds get to work* — Vickie L Chapman Sign Out	Vickie L Chapman Sign Out
2	Visual change to Record Timestamp button	Record Timestamp	Record Timestamp
3	The monthly calendar display in *My Calendar* displays as a list.	My Calendar — May 2019 — S M T W T F S ...	My Calendar — Period of 5/13 - 5/26
4	Timecard footer defaults to expanded view which can be closed by the user if desired.		Totals Accruals Historical Corrections Audits — All All
5	Additional Icons have been added to the top of the Timecard.	✓ Approve Timecard	⚡ Quick Actions 👁 View
6	Within the Timecard, selection of the new *View* Option allows *Exception* or all *Punch* views	Print Timecard Refresh Calculate Totals Save Go To — 1 Selected — Current Pay Period — Go to widget — People Editor — Audits — Reports — Schedules — Exceptions — Requests — Go to workspace	👁 View — ☐ Only Days with Exceptions
7	Selection of the new Quick Actions button expands to edit Timecards for Exception correction without opening *Punch Actions* at each Timecard cell level.	Punch Actions — Date: 5/21/2019 — Time: 5:20PM — Rounded Time: 5/21/2019 5:15PM GMT-04:00 — Time Zone: (GMT -05:00) Eastern Time (USA; Canada) — Exceptions: Late Out — Last Edit Date: 5/23/2019 — Edit Made By: Chapman, Vickie L — Mark As Reviewed Edit Comments Justify Exception	Mark / Unmark Add Missing Punch Quick Actions

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8	Manager *Workspaces/My Information* has moved from the top right of the page to a plus tab on the primary workspace		
9	Upon login, managers land on the *Exceptions Summary* form rather than *Exceptions*. View defaults to *All Home and Transferred In.*		
10	Calendar Icons have changed once the *Pop-out* option is chosen. Icons have been updated for ease of selection.		
11	The *Duration* field on the Request Time Off has been updated to *Daily Amount*.		

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12	The *Retract* option on a *Request for Time Off* has been changed to *Cancel Request*.		
13	New *Add Request* icon has been added for managers requesting time off for their employees.	 Requests>Request Time Off	 Requests>Add Request
14	Overtime Approval options for Classifed Exempt include *All before Shift*, *All After Shift* and *Time Window* DO NOT USE. **Use only *All, None,* or *Some*** as in Previous version.		 **Approve Overtime for Classified Exempt using *All, None,* or *Some***