

MyTime Supervisors and Employees,

The Thanksgiving holiday (1/27/19-11/29/19) and Winter Break (12/19/19-1/3/20) are rapidly approaching. In order for employees to be paid on schedule, it is imperative for supervisors to ensure timecards are error free, complete and approved by the deadlines below.

Bi-weekly deadlines for wage, student, GA, etc.

Pay Period 11/11/19 - 11/24/19, approval due *no later than 9 a.m. on 11/25/19!*

Pay Period 12/9/19-12/22/19, approval due *no later than 9 a.m. on 12/23/19!*

If the employee has completed working and will not work over break, we *strongly* encourage employees and supervisors to approve the timecards for the pay period(s) prior to leaving for break. Reminder: when approving in advance, select "Current Pay Period."

Semi-monthly deadlines for classified and A/P faculty

Pay Period 11/25/19-12/9/19, approval due *no later than 5 p.m. on 12/10/19!*

Pay Period 12/10/19-12/24/19, approval due *no later than 5 p.m. on 1/6/20!*

Supervisors: It is critical that you review timecard exceptions and resolve missing punches prior to the holiday closures. Take care when editing punches as MyTime defaults to "a.m." Please ensure the timecards reflect all time worked and have the employee's approval. Incomplete or unapproved timecards prevent the entire Payroll from being processed.

Manager Delegation

Supervisors who are unavailable to approve timecards or time-off requests may **delegate** their approval to another MyTime supervisor. Supervisors receiving the delegation must accept the request in MyTime before they will have access. Please use the [MyTime Supervisor Manual](#) to view the instructions.

Time-off Requests

Many employees and supervisors will use leave prior to and/or after break. Please ensure leave requests are processed and approved prior to timecard approval deadlines.

Estimated Leave Loss for Classified Employees

The new leave year begins on 1/10/20. Maximum carry over limits are applied to annual leave balances. Classified employees can determine if they may lose leave by viewing their leave balances on their timecard or their supervisor may run an Accrual Detail report. The attached document shows how an *employee* may determine their estimated leave loss. The [MyTime Supervisor Manual](#) explains how a *supervisor* may run the report.

Please contact the Payroll Office at payroll@umw.edu with any questions.

HAPPY HOLIDAYS!