

From: Allyson Moerman (amoerman)
Sent: Friday, May 06, 2016 2:40 PM
Subject: MyTime upgrade important information

Dear Employees:

MyTime will be down and unavailable from 6:30PM, Friday, June 3rd to 8AM Monday, June 6th including MyTime mobile to accommodate an upgrade which is Java free. Supervisors you will receive a second email concerning your supervisory changes!

Downtime information

- Employees using a timeclock should continue to do so.
 - The punches are held by the clock.
 - Once system validation is complete, the held punches will populate the timecard.
- Employees (including students) working during the downtime, manually document your work times:
 - If you have edit capability you will update your timecard after MyTime is restored
 - Those without edit capability will provide the documented work times to your supervisor, who will update your timecard after MyTime is restored

Employee New features

- Improved navigation
- Non-exempt employees can now add comments and notes to their punches on their timecard
- The “more” drop down is replaced with:
 - an approve icon
 - “+” on the timecard for those with edit capability to add a row

MyTime manuals will be updated prior to go-live. MyTime Open labs will be held in EagleVillage, Suite 480 on the following dates if you would like additional assistance:

June 9th from 12:00 to 2:00pm
June 10th from 8:00 to 5:00pm
June 13th from 8:00 to 5:00pm
June 14th from 2:00 to 5:00pm
June 15th from 8:00 to 5:00pm

Please visit [MyTime v8 - Time to Prepare](#) for important information and contact the [UMW Helpdesk](#) with any issues encountered. We will send out reminder emails as the downtime approaches. Thank you for your cooperation and patience.

Sincerely,
Allyson

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