

MyTime v8 Wrap Up

1. Related Items Pane – New Quick Links
 - a. Schedules
 - b. Timecards

2. Quick Links
 - a. QuickFind Drop Down Items
 - b. Approval Summary
 - i. Column Expansion
 - ii. Right Click Profiles
 - c. GoTo People Editor
 - i. 1500 Genie
 - ii. Base Wage
 - d. GoTo Unapproved Hours
 - i. Pay Period Close
 - ii. IS Summary
 - e. Filter



3. Timecard Widget
 - a. Scrolling through Timecards
 - b. Employee info, right click to open employee profile
 - c. Pay Period and Query Views
 - d. New icons:
 - i. Approve Timecard
 - ii. Print Timecard
 - iii. Refresh



- iv. Go To for Schedules/Accruals/Audits
- e. Footer Tab – For Totals and Accruals



- f. Mark as Reviewed 

- g. Punch Actions- right click

- i. Edit

- ii. Comments - now available for all users

- h. Date Actions- Overtime icons 

- i. Timecard Approval Colors: orange, yellow, green, grey.

4. Request for Time Off
 - a. View requests by Date Ranges
 - b. OBO reminder – supervisors may enter a request on the behalf of their employee

5. Widget Moves - Move Timecard & Schedules into Primary Workspace

6. Dual Employment

- a. All Home and Transferred In

- b. Totals tab and Exclude Approved Totals check box Exclude Approved Totals