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Sent: Tuesday, September 12, 2017 10:58 AM

Cc: Payroll <Payroll@umw.edu>; Training, Evaluation & System Support <tess@umw.edu>

Subject: Delinquent Timecard Approvals (Non-exempt FLSA status)

Many MyTime employee and supervisor timecard approvals* are beyond the [approval deadlines](#). These delinquent approvals are hindering Payroll's ability to process payroll in accordance with the Commonwealth of Virginia Department of Accounts payroll operations deadlines. The Commonwealth Comptroller's Quarterly Report tracks and reports on all Agencies' compliance with such deadlines.

The Commonwealth of Virginia is replacing the current payroll system with [Cardinal Human Capital Management](#) (Cardinal HCM). UMW is involved with this 28 month project with a 2018 go-live. The new processes include **hard stop** deadlines that will further condense processing time. All timecards must be in an approved status by the employee and supervisor in order to export data from MyTime to Cardinal HCM by the established hard stop deadlines. Missing timecard approvals* jeopardizes UMW's ability to pay **ALL** employees on time. The impacted employee would be paid on the next regular scheduled pay date **after** the missed pay date.

[Refresher training](#) is available on daily basis. [Previous communication](#) and [MyTime training materials](#) are located on the Payroll website.

Thank you for your cooperation in meeting all future payroll [approval deadlines](#). Reminder:

- Full-time – due the 11th and 26th of each month; if deadline falls on weekend/holiday due COB next business day
- Biweekly – Noon, Monday following pay period end; if a holiday due noon next business day

*Employees out on VSDP, workers comp or are off-contract and hourly employees with no hours worked during the schedule period are not required to approve timecards; however, supervisor approval is required.

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