

From: Allyson Moerman (amoerman)
Sent: Friday, November 24, 2017 1:38 PM
Cc: Payroll
Subject: MyTime Deadlines and Winter Break

Winter break is rapidly approaching and the Payroll staff needs your assistance. In order to meet the Commonwealth of Virginia processing deadlines and to ensure employees are paid as scheduled, it is imperative for timecards to be error free, complete and approved by the deadlines below.

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 Employees (classified, A/P faculty, etc.)

Pay Period 11/25-12/9, approval due **no later than NOON on 12/11/17**

Pay Period 12/10-12/25, approval due **no later than NOON on 1/3/18**

Bi-weekly Employees (wage, student, AI, GA etc.)

Pay Period 11/27-12/10, approval due **no later than NOON on 12/11/17**

Pay Period 12/11-12/24, approval due **no later than NOON on 12/26/18**

Supervisors, it is critical that you review the timecard for any exceptions, including missing punches and resolve these prior to your employee leaving for winter break. Incomplete or unapproved timecards prevent the entire Payroll from being completed. Please take care when editing punches as MyTime defaults to "am".

Manager Delegation

Supervisors 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 1/10/18. 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.

REMINDER: The January 8th wage/student pay date has been moved to **Friday, January 5th**. MyTime wage/student timesheets for pay period 12/11/17-12/24/17 are due **no later than NOON on Tuesday, December 26th**. It is critical that all timecards be reviewed and approved on time with no errors in order for payments to be received on 1/5/18.

A reminder will be sent again in early December.

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

Thank you in advance for your cooperation.

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Calculating Estimated Annual Leave Loss on Classified Employee Timecard

The Commonwealth of Virginia Department of Human Resource Management limit the maximum number of leave hours an employee may carry over from year to the next based on years of service.

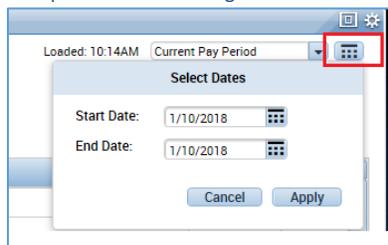
For more information regarding leave loss and maximum carry over limits, please visit the Department of [Human Resource Management Policies and Procedure Policy No. 4.10 Title Annual Leave](#)

Step 1. Open the Timecard for the *Current Pay Period*. Expand the Timecard Footer to display the Timecard tabs. Select the *Accruals* tab. Find the *Accrual Code* of *Annual*. Make note of the *Accrual Ending Balance*, as this balance will be required to determine estimated leave loss.

Accrual Available Balance	Accrual Planned Takings	Accrual Ending Balance
414.0	8.0	420.0
0.0	0.0	0.0

Step 2. Navigate to the top right of the Timecard. To the right of the Pay Period Filter dropdown is a calendar icon, click to open. Populate the calendar Start Date and End Date with the Accrual end date of 1/10/2018, then click *Apply*.

Sample Calendar showing Accrual end date.



Step 3. Projected Annual balances for 1/10/18 will have replaced the *Current Pay Period* balances viewed earlier within the *Accruals* tab.

Subtract the *Accrual Opening Balance* from the *Accrual Ending Balance* (336.0) found in Step 1 (420.0). The difference is the leave lost hours (420.0-336.0 = 84)

Totals		Accruals	
Accrual Code	Accrual R...	Accrual Opening...	Acc
Annual	Wed...	336.0	