

Dear UMW Community Members,

We are ready to receive your registration for MyTime training to support the new Fair Labor Standards Act (FLSA) regulations and the new exempt 80 hour schedule period/2-week work period

Reminder:

- Classified and A/P Faculty staff reclassified as non-exempt will punch starting November 25th
- Exempt employees (classified and A/P Faculty) begin the 80 hour schedule period/2-week work period on November 28th
- AP Faculty (exempt and non-exempt) record all leave taken in quarter-hour increments starting November 25th

[Observe and Learn training](#) is available starting Monday, November 14th. [Registration](#) is required and hands-on sessions are available after training starting on November 28th. All training is held in Eagle Village Suite 480.

In addition, we will have open labs to support the pay period ending December 10th. Registration is not required; please join us during the dates and times listed below:

- Monday, December 5th from 1pm-5pm
- Tuesday, December 6th from 8am-12pm
- Wednesday, December 7th from 1pm-5pm
- Friday, December 9th from 8am-5pm
- Monday, December 12th from 12:30 – 5pm
- Tuesday, December 13th from 8am-5pm

Adherence to the December 12th timecard approval deadline is critical in order to meet all Payroll deadlines prior to winter break.

FLSA information including past communications, presentations and FAQ's are available on the [HR website](#).

Please continue to contact the UMW Help Desk with MyTime concerns and TESS@umw.edu with all training inquires.

Sincerely,
Allyson

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