

From: Vickie Chapman (vchapman)

Sent: Thursday, August 17, 2017 4:07 PM

Cc: Allyson Moerman (amoerman); Cheryl Dunn (cdunn); Lynda Worthy (lworthy); Sarah Carroll (scarroll); Paula Wilder (pwilder)

Subject: FLSA Training Opportunity

Good Afternoon,

The Finance TESS department is extending a training opportunity to employees and supervisors impacted by recent employee classification changes. Employees impacted by the change should have already received notification from Human Resources. Training will include a review of classification differences with relation to the Fair Labor Standards Act (FLSA) and the management of hours worked within MyTime.

Training begins Friday, August 18th and extends to Thursday, August 24th. Employees who have changed to the Non-Exempt classification will manage time differently beginning August 25th.

FLSA changes impact Timecard and leave management for both the employee and supervisor. Therefore, when possible, we encourage employees and supervisors to participate in the same class setting.

The class agenda and registration form can be reviewed from the TESS website and is included here for your convenience: <http://adminfinance.umw.edu/finance/mytime-training-flsa-agenda/>

New Supervisors to MyTime should choose their training date based on the time sensitivity of payroll approval deadlines. New supervisors with wage or student employees and unfamiliar with timecard approvals should choose a class on or before August 21st.

Upcoming Deadlines:

Wage and Student - Pay Period end date is August 20th. Timecard Approval is due by August 21st.

Full time employees - Pay Period end date is August 24th. Timecard Approval is due by August 26th.

Please contact us at tess@umw.edu with any questions or concerns you may have.

Our Best Regards,

Vickie Chapman
Associate Controller-Systems

Sarah Carroll
Director of Training and System Support