

From: [Allyson Moerman \(amoerman\)](#)
Subject: MyTime Update
Date: Monday, April 20, 2015 11:49:06 PM

The MyTime team is pleased to provide the following update.

Daily MyTime training continues to be offered, please contact tess@umw.edu to register. Training is hands on and, therefore, limited in order to provide personal attention. [MyTime Manuals](#) have been updated to support additional navigation features, timecard editing, leave requests, delegation and pay period reconciliation.

Request for Time Off (RTO)

- The length field is hours **per day** when entering multi day requests.
- Payroll is reviewing RTO's. If a length field is found we will –
 - Enter a note, refuse, and email the employee if the RTO is in a submitted status.
 - Enter a note, cancel, and email the employee and supervisor if the RTO is in an approved status.
- Notes and comments may be added by the employee and/or supervisor.

Timecard Approvals (Employee and Supervisor)

- Select **previous schedule period** within *Time Period* drop down to view work weeks (Monday to Sunday) to ensure work time and leave is accurately reflected.
- Select **previous pay period** within the *Time Period* drop down selection to approve the timecard on any day after the end of the pay period, i.e. 9th and 24th of the month. If you are approving prior to the end of the pay period select current pay period.
- Pay periods and deadlines are provided on the [Payroll Calendar website](#).

Especially for Supervisors:

Delegation

The Delegation function in MyTime is now live (three months ahead of schedule)! Thank you, Rosemary and Christie (Simpson Library) for working with the MyTime team as testers. Delegation allows the MyTime manager to delegate their review and approval of timecards including overtime to another MyTime manager. Please see Section XVI of the [Supervisor Manual](#).

Scrolling Function

The use of *Quick Links* allows supervisors to perform multiple employee timecard review and approval with minimal navigation. Please see Section V for timecard editing and Section XIII for approvals of the [Supervisor Manual](#).

New MyTime forms

The Payroll website has two new forms:

- MyTime Supervisor Request Form – used to request specific leave to be granted to an employee or to request an employee's permanent change in their lunch break.
- MyTime Payroll Adjustment Request Form – used to request an adjustment to an employee's timecard for a pay period signed off by payroll.

The MyTime team is in the process of initiating a feasibility study to explore an auto meal deduction for non-exempt classified employees, a mobile app for employees and managers and a tablet app

available for managers. Updates will be provided as available.

If you have any issues, please contact the UMW Helpdesk at 654-2255. A help desk ticket will be entered and a MyTime team member will reply. Thank you for your cooperation as the University moves forward with this important initiative.

Sincerely,
The MyTime Team

Allyson P. Moerman, CPA.CITP, CGFM, CGMA

Associate Vice President for Finance and Controller

University of Mary Washington

540-654-1212

540-654-1168 – fax

[Finance](#)

1301 College Avenue

EV-404

Fredericksburg, VA 22401

Watch the eMessage below to learn how you can make college more affordable and more manageable by paying your tuition and fees over time.

