

From: Allyson Moerman (amoerman)
Sent: Saturday, December 12, 2015 2:10 AM
Subject: MyTime and Winter Break

Dear Fellow Employees and Supervisors,

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

Pay periods ending before break:

Wage and Student pay period ending 12/13/15 - Approvals are due no later than **12 NOON on Monday, December 14th**.

Fulltime Employee Pay Period Ending 12/9/15, approvals were due no later than **5pm on Friday, December 11th** and are now past due.

Pay periods ending during break:

Wage and Student Pay Period Ending 12/27/15 – Approvals are due no later than **12 NOON on Monday, January 4th**.

Fulltime Employee Pay Period Ending 12/24/15 – Approvals are due no later than **5 pm on Monday, January 4th**.

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 ending prior leaving for break. Reminder: when approving in advance, select *Current Pay Period*.

Time-off Requests

Many employees and supervisors will use leave prior to and/or after break. Please ensure leave requests are processed including approval prior to all approval deadlines.

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. The Supervisor MyTime Manual explains the delegation feature on pages 41-42. <http://adminfinance.umw.edu/payroll/files/2014/11/Supervisor-MyTime-Manual-November-2015.pdf>

Estimated Leave Loss for Classified Employees

The new leave year begins on 1/10/16. 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 Word document shows how an *employee* may determine their estimated leave loss. The

Supervisor MyTime Manual explains how a *supervisor* may run the report starting on page 44.
<http://adminfinance.umw.edu/payroll/files/2014/11/Supervisor-MyTime-Manual-November-2015.pdf>

Special Reminder: Wage Pay Dates move to Fridays starting in 2016

Beginning with the first pay check in 2016 (for the pay period 12/14/15-12/27/15), the wage pay date will be Friday, January 8th rather than Wednesday, January 6th. Thereafter, the pay date will be the second Friday following the end of the pay period instead of the second Wednesday.

Have a joyous holiday season.

Sincerely,
Allyson

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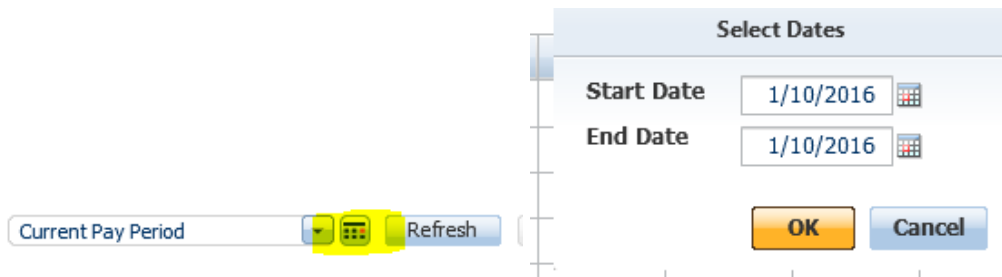
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ESTIMATED LEAVE LOSS VIEW ON EMPLOYEE TIMECARD

1. Go your timecard, make note of your Ending Balances at the bottom of the screen. See example.

	Available Balance	Planned Takings	Ending Balance
0	420.0	0.0	432.0
0	0.0	0.0	0.0
0	16.0	0.0	16.0

2. Then go back to the top of the timecard, click on the calendar (looks like a calculator) next to the Current Pay Period, select the date of 1/10/16.



3. The new Available Balances for 1/10/16 will show at the bottom of the timecard.

Taken To Date	Available Balance	Planned Takings
0.0	294.0	0.0
0.0	0.0	0.0

4. The difference is the leave lost, plus one accrual. This Example employee earns 6 hours of annual per pay. The estimated leave loss is 144.0 hours ($432-294+6=144$).