

The following message is from the Department of Finance:

In response to Adobe's decision to remove support of Flash, we must update MyTime to a flash-free version.

MyTime will be down Monday, June 3 and Tuesday, June 4, including MyTime mobile, to accommodate the flash-free MyTime upgrade.

During MyTime downtime

- Employees using a timeclock should continue to do so. The clock records the punches. Once the system is restored, the recorded punches will successfully populate the timecard.
- Classified non-exempt, wage and student employees:
 - If working during the downtime, manually document your work times
 - Those with edit capability will update their timecard after MyTime is restored
 - Those without edit capability will provide the documented work times to your supervisor, who will update your timecard after MyTime is restored

You will notice minor changes to MyTime's appearance and functionality. **Attached are highlights of new navigation changes.** MyTime manuals will be updated and posted on the [Payroll website](#) prior to training sessions.

[Hands on Navigation Sessions](#) will be held in the Hurley Convergence Center (HCC), Room 130 for those who prefer a demonstration of changes. Registration is not required, but seating is limited to 16. One-hour sessions will begin promptly at times noted below. The first 30 minutes will be for navigation review and the last 30 minutes to provide assistance to supervisors and those with edit capability with timecard updates.

Thursday, June 6, from 10:30 to 11:30 a.m.

Friday, June 7, from 10:30 to 11:30 a.m.

Tuesday, June 11, from 8:30 to 9:30 a.m.

Tuesday, June 11, from 10:30 to 11:30 a.m.

Please review the daily [MyTime Training](#) offerings and contact tess@umw.edu if you would like to schedule and take advantage of personalized MyTime training.

Thank you in advance for your cooperation and patience. An email notification will be delivered once the system is restored and employees can log in.