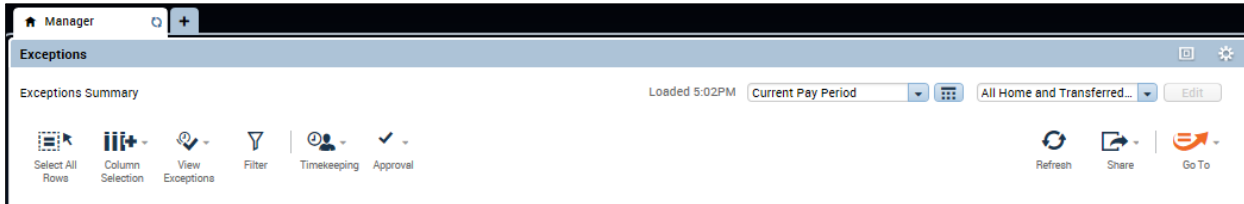


# MyTime-Hands On Navigation Session Class Outline

30 Minutes Review

30 Minutes for Timecard Editing

## Manager tab/Exceptions Summary



Review of Default Views of Current Pay Period and All Home and Transferred in.

Review of new Plus Tab for Manager, which replaces the carousel.

Icon Review - no changes to functionality. MyTime will allow Timekeeping and Approval, unless Timecard has been thoroughly reviewed, user may not get the desired outcome. If you use, view the Timecards to verify.

Right click on names to view Pay Rule – Classified Non-Exempt, Wage, Hourly cannot edit their Timecards

Select All Rows and use the *Go To > Timecards*

## Timecard Review



Default View: Showing only Days with *Exceptions*

New icon review of View: uncheck Only Days with Exceptions

New icon review of Quick Actions- click on Mark/Unmark and Add Missing Punch to show Over line and Plus symbol.

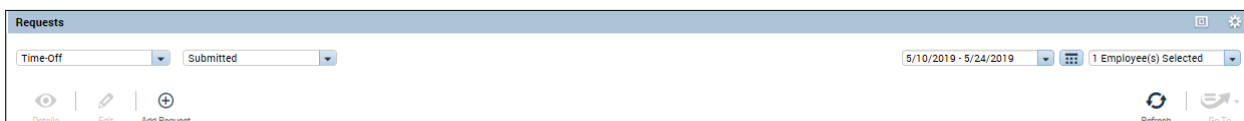
Use each function within Timecard

Add punch to Timecard without Schedule

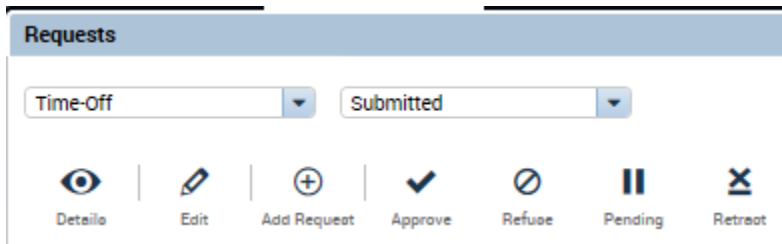
CE Overtime- Right click on red overtime icon and select Approve Overtime. Review drop down options and note we use only the options of ALL, Some or None.

From Timecard, use Go To > Requests > Add Requests.

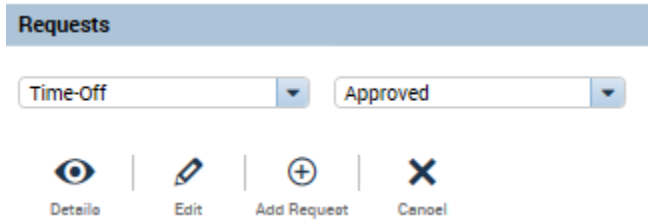
**On Behalf Of: Creating a Leave Request for those unable to submit their own.**



Select *Add Request*.



*Retract* to cancel a Submitted (not yet approved) leave request.



*Cancel* to cancel an Approved leave request

### **Website Information Review**

Website review of Payroll Archived email –

<https://adminfinance.umw.edu/payroll/archived-emails/>

Website review for Payroll forms and link for SSB login for OT Election form-

<https://adminfinance.umw.edu/payroll/forms/>