

6/4/2019 3:49 pm

The following message is from the Department of Finance:

The MyTime upgrade is complete! The flash-free version has been reviewed and is fully operational.

You must use the MyTime link at the top of the UMW home page to access MyTime. If you previously had MyTime saved as a favorite or bookmarked, you will need to delete that link and create a new favorite or bookmark. If you have issues logging in or with pages loading, it is likely you need to clear your cache. There are instructions on the UMW website to help you [clear cache](#) in various browsers, or you can contact the UMW Help Desk for assistance.

Those employees using a mobile application need to ensure they're using the most up to date app. Refer to the [MyTime Mobile Guide](#) for assistance.

You will notice minor changes to MyTime's appearance and functionality. The attached document highlights the new navigation changes.

Employees using a timeclock should review their timecard to ensure punches that occurred during the system downtime successfully populated the timecard.

Supervisors of classified non-exempt, wage and student employees need to manually add *in* and *out* punches for time worked during the system downtime.

Classified exempt and Administrative employees with edit capability may also add or edit *in* and *out* punches for time worked during the system downtime.

[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.

MyTime manuals are being updated and will be posted on the [Payroll website](#) prior to training sessions. 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 for your cooperation and patience.

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