

To: Classified Non-Exempt employees and their direct supervisors

The annual period for election of overtime leave for non-exempt employees will open on Wednesday, **June 12th** and will close on Wednesday, **June 26th**.

The Annual Overtime (OT) Leave Election process supports the [UMW Overtime Compensation Policy for Non-Exempt Employees](#). The OT Leave Election process allows direct supervisors to change the OT compensation method, **as requested by the employee**.

Additional information, including a link to the election form, is on the payroll website, [Overtime Leave Election Process](#). It is only necessary to update the form for changes to the employee's current compensation method. The earning of overtime leave or pay will start with the pay period beginning July 10th.

MyTime training is available regularly if you need assistance. Please contact tess@umw.edu to schedule training. MyTime access concerns should be directed to the [UMW Helpdesk](#) at 2255.