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Sent: Friday, June 05, 2020 11:29 AM
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Cc: payroll@umw.edu; Beth Williams (bwilli22) <bwilli22@umw.edu>; Gayle Robinson (grobinso) <grobinso@umw.edu>
Subject: Overtime Leave Election
Importance: High

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 10th** and will close on **Wednesday, June 24th** .

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 is on the payroll website, [Overtime Leave Election Process](#). It is only necessary to take action within the Banner Self Service (SSB) web form if the employee's compensation method for overtime is being changed. The earning of overtime leave or pay will start with the pay period beginning July 10th.

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

If you have any questions regarding this process, please email payroll@umw.edu

Stay healthy,
Julie

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