

To All MyTime Supervisors and Managers

Attached you will find a MyTime quick reference guide for viewing furlough day requests.

Link to guide: http://adminfinance.umw.edu/payroll/files/2020/07/MyTime-Quick-Reference-Guide-Furlough-Info.final_.pdf

This quick reference guide will help managers and supervisors

- Ensure all employee submitted requests are approved
- Ensure no requests (submitted or approved) are outside of the approved furlough date ranges
- View all approved furlough leave by pay period or by schedule period

Please refer to the [Temporary Reduction Plan Guidance email](#) and the attached FAQ's distributed from HR to ensure submitted furlough days meet all of the approved criteria.

If you have any questions concerning submissions or approval of furlough days within MyTime, please contact payroll@umw.edu or tess@umw.edu.

Best,
Julie

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