

MyTime Supervisors and Employees,

Effective with the 8/10/20-8/24/20 pay period, MyTime timecard approvals for fulltime employees and their supervisors will change from a two-day review/approval period to a one-day review/approval period. The State's upcoming implementation of new payroll and human resources software necessitate changes to our MyTime approval deadlines.

Approval deadlines for administrative faculty and classified employees will be earlier. **Effective 8/24/20, administrative faculty and classified employees must approve their own timecards by NOON the day after the pay period ends. Supervisors of these employees must approve their employees' timecards by 5pm the day after the pay period ends.** The pay periods end the 9<sup>th</sup> and the 24<sup>th</sup> of each month. If the day after the pay period end falls on a weekend or holiday, the employee's approval is due noon on the next business day and the supervisor's approval is due by 5pm the next business day. The semi-monthly pay period calendar on the UMW Payroll website reflects the new timecard [approval deadlines](#).

Approval Deadlines for classified and administrative faculty

**Pay Period 8/10-8/24/20, EMPLOYEE approval due *no later than 12 noon, Tuesday, 8/25/2020***

**Pay Period 8/10-8/24/20, SUPERVISOR approval due *no later than 5pm, Tuesday, 8/25/2020***

MyTime reminder email notifications have been updated to support the new approval deadlines.

Timecards and leave requests must be completed and approved by the deadline to ensure accuracy of leave and time records and for timely payment of overtime.

Questions concerning this communication may be sent to [Payroll@UMW.edu](mailto:Payroll@UMW.edu). MyTime instructional materials are located on the [Payroll website](#).

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