

Good Afternoon MyTime Supervisors and Employees,

The Thanksgiving holiday and Winter break are rapidly approaching (Thanksgiving holidays 11/23/20-11/27/20 and Winter break 12/21/20-1/1/21).

In order for employees to be paid as scheduled, it is imperative for supervisors to ensure timecards are error free, complete and approved by the deadlines below.

Bi-weekly Timecard Approval Deadlines for wage, student, GA, etc.

Thanksgiving, Pay Period 11/09/20 - 11/22/20, approval due **no later than 9am on 11/23/20.**

Winter break, Pay Period 12/7/20-12/20/20, approval due **no later than 9am on 12/21/20.**

If the employee has completed working for the pay period and will not work during the holidays, we **strongly encourage employees and supervisors to approve the timecards for the pay period(s) prior to leaving for break.** Reminder: when approving in advance, select “**Current Pay Period**”.

Semi-monthly MyTime Approval Deadlines for classified and A/P faculty

Pay Period 11/10/20-11/24/20, approval due **no later than noon on 11/30/20.**

Pay Period 12/10/20-12/24/20, approval due **no later than noon on 1/4/21.**

Supervisors

- It is critical that you review timecard exceptions and resolve missing punches prior to the holiday closures. Reviewing timecards in advance, before the pay period ends, allows you time for resolving issues.
- Take care when editing punches as MyTime defaults to “a.m.” Please ensure the timecards reflect all time worked and have the employee’s approval.
- Incomplete or unapproved timecards prevent the entire Payroll from being processed.

Manager Delegation

Supervisors that are unavailable to approve timecards or time-off requests may **Delegate** their approval to another MyTime supervisor. Supervisors receiving the delegation must accept the request in MyTime before they will have access. Please use the [MyTime Supervisor Manual](#) to view the instructions.

Time-off Requests

Many employees and supervisors will use leave prior to and/or after break. Please ensure leave requests are processed and approved prior to timecard approval deadlines.

Estimated Leave Loss for Classified Employees

The new leave year begins on 1/10/21. Maximum carry over limits are applied to annual leave balances. Classified employees can determine if they may lose leave by viewing their leave balances on their timecard or their supervisor may run an Accrual Detail report. A previous

[email](#) from Payroll explains how an *employee* may determine their estimated leave loss. The [MyTime Supervisor Manual](#) explains how a *supervisor* may run the report.

Please contact the Payroll Office at payroll@umw.edu with any questions.

HAPPY HOLIDAYS!

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