

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 9th** and will close on **Wednesday, June 23th** .

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

Enjoy the day,
Julie

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