University of Mary Washington

MyTime Supervisor Manual

Purpose and Overview

MyTime is a web-based time and attendance system that is designed to record and approve time, submit and approve leave requests and provide reporting capabilities for supervisors.

Contact Training, Evaluation & System Support (TESS) by emailing tess@umw.edu

Version 6

10/26/2021

Training, Evaluation & System Support

http://adminfinance.umw.edu/tess/

Companion Manuals:

- Student Employee Quick Guide
- Timecard Editing Manual
- Timestamp Manual
- Timeclock Manual

Payroll Calendars

Access Payline

Payroll Forms

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Pay Calendars and Forms

The Payroll website maintains Pay Calendars with distinct Pay Period Start and End dates, Due Dates for Timecard approval, and the Pay Dates for the employee. The Payroll site also is home to forms specific to leave and payroll adjustments.

Pay Period vs. Schedule Period

Supervisors will need to review Timecards by time periods to complete specific tasks. MyTime categorizes time periods into Pay Periods and Schedule Periods.

Task	Pay Period	80- Hour Schedule Period for Exempt Employees (2 Week Work Period Mon.-Sun.)
Approve Timecard	X	
Convert Overtime to Compensatory Time	X	X
Enter &/Or Approve Requests for Time Off (RTO)	X	
Add Leave to Supplement Hours Worked	X	
Correct Timecard Errors	X	

Exempt and Non-Exempt Overview

	Exempt		Non-Exempt
	Admin Faculty	Classified	Classified
Overtime (OT) Pay/Leave	Employees are **not** eligible for Overtime.	Employees are **not** eligible for Overtime.	Employees that physically work over 40 hours in a work week receive OT Pay or Leave. Annual Election period.
Comp Time	Employees are not eligible for Compensatory Time.	Employees that physically work over 80 hours in a two-week schedule period may be eligible for Compensatory Time. Unapproved Overtime hours may be converted to Compensatory Time	Compensatory Time is earned when the work week includes a holiday or Leave is taken and the employee physically works up to 40 hours.
Work Week	Employees may work less than 40 hours in a work week without Leave supplement, if 80 hours is worked in the scheduled 2-week period.		Employees must work 40 hours in a work week or supplement hours worked with Leave.
Supervisor Approval req'd for:	1. Timecard 2. *RTO	1. Overtime to Compensatory Time 2. Timecard 3. *RTO	1. Timecard (Overtime Pay/Leave and Compensatory Time are automatically approved when the supervisor approves the Timecard) 2. *RTO

* RTO – Request for Time Off

** Excludes Law Enforcement who follows an 86 hour schedule.

Requests for Time Off

Approved RTO's update the employee's Timecard.
Enter RTO's on the behalf of your employee when necessary. RTO will validate proper leave for employee.
Approve before Timecard is edited for the day the Leave is requested.
Completed RTOs' do not updated edited Timecards.

Before Approving the Timecard

Ensure all Overtime is properly approved.
Verify all working hours or Leave is recorded on the Timecard.
Edit Pay Codes for missed Punch Times.

Reporting for your Employees

Employees who accrue Leave cannot run the Accrual Detail Report which records their Use or Lose Leave by time period. Run the report on their behalf and share.

Hourly and Wage employee hours are regulated by the Affordable Care Act. Working hours must not exceed 1500 hours between May 1 and April 30th of a given year.
Do not pre-punch employee Timecard with the expectation of future work.

**A Punch indicates a targeted "In" or "Out" time within the Timecard.
RTO's are a form within MyTime to request Leave. It is completed by the employee and approved by the supervisor.
Pay Codes are used to define working hours or Leave types posted to the Timecard.

Section I: Logging In and Out

MyTime Username and Password

The MyTime username and password is the same as the UMW Net ID and Password. MyTime usage and passwords follow the University Security Standards. Do not share your NetID and password.

To find your UMW Net ID and password:

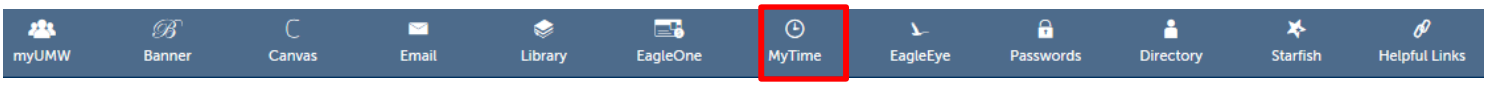
1. Go to: http://technology.umw.edu/logins/

   or

2. Contact the Help Desk at ext. 2255

Sign In

1. Go To: https://umw.kronos.net/wfc/navigator/logon or Select the *MyTime* icon from the UMW Navigator Bar on the UMW website homepage.



2. Enter your UMW Net ID and Password

3. Select the right facing arrow or press the Enter key on your keyboard to sign in to MyTime

Sign Out

Select Sign Out below your name in the upper right corner of the page.

SECTION II: MyTime Navigation

Upon login, supervisors will land on the Manager workspace with open view of the Exceptions widget.

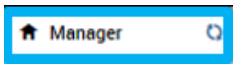
The Exceptions widget allows supervisors to quickly view absences or punch exceptions, which differ from the employee's working schedule.

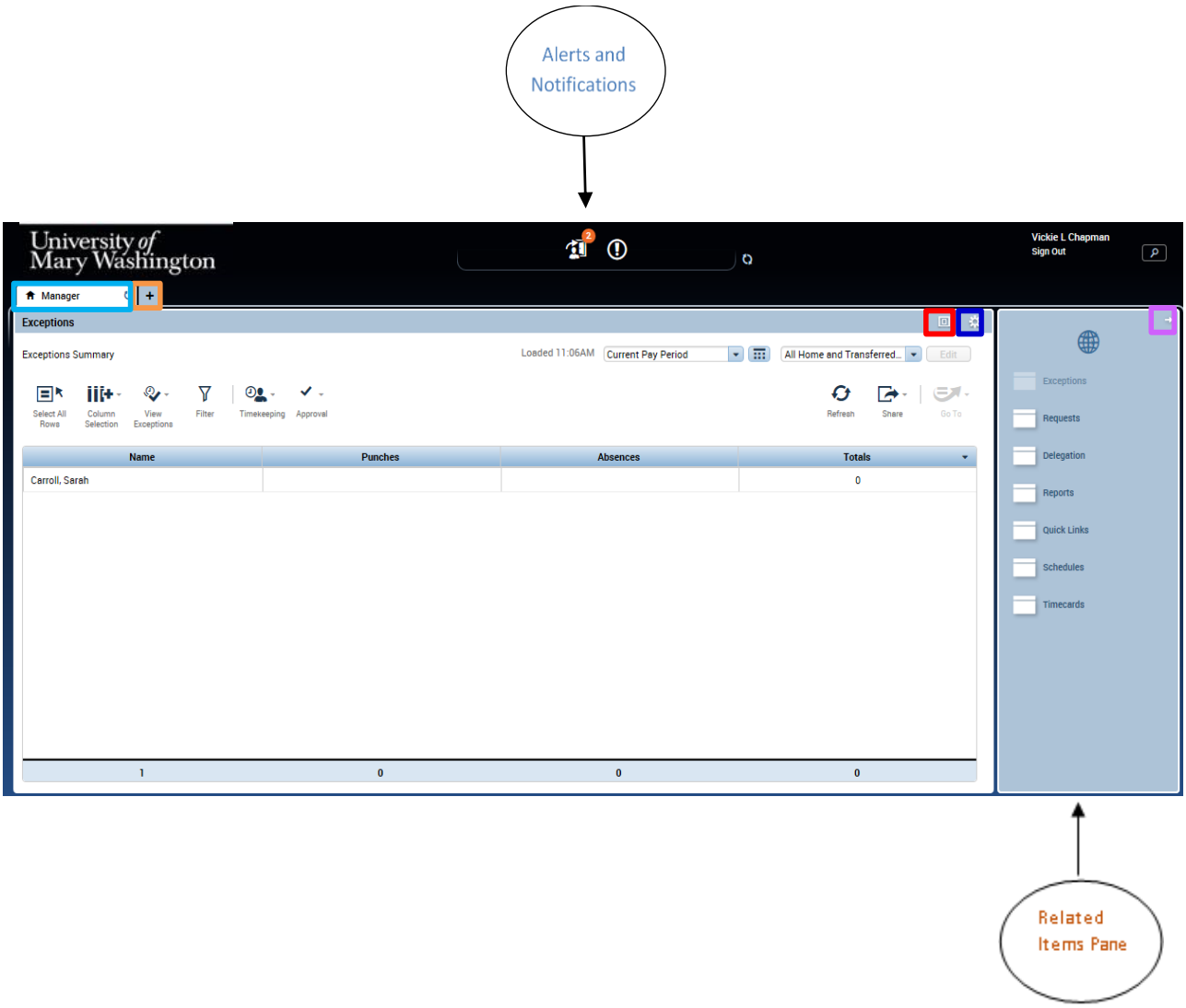
The supervisor's personal Timecard, Calendar and Inbox are located within the My Information tab. To access, select the + button and select *My Information*.

Alerts and Notifications are displayed at the top of the MyTime, which provide a quick view of Leave Requests and Exceptions.

To the right of the Exceptions widget is the Related Items Pane. This pane contains other widgets necessary for Timecard management, reporting and reviewing Requests for Time Off (RTO).

Below is an overview and description of navigation symbols displayed in the Manager workspace.

	Upon login, *MyTime* will default to the *Manager* tab.
	The *Plus symbol* opens additional tabs based on employee payroll responsibilities. For supervisors, the *Plus symbol* contains the *My Information* widget.
	The *Gear symbol* enlarges the widget view (pop-out) or closes the widget view.
	Arrows pointing right or left expand the widget view to show or hide additional functionalities.
	The *square icon* expands the widget to full screen view. Once expanded, the widget can be reduced back to original size.



Widget Description and Use

MyTime page sections are made up of widgets. Widgets are moveable parts that allow the display of information in a variety of fields and navigation methods. Widgets provide a specific way to view, edit, approve, report, or compare employee data.

Exceptions – This widget is open upon MyTime entry and will be grayed out on the Related Items Pane. The widget can be replaced by another when two widgets are moved to the Primary Workspace.

Requests – May be used to manage or view Requests for Time Off (RTO).

Delegation – This function is used to grant supervisor Timecard approval to another supervisor within MyTime.

Reports – The workspace for MyTime reports.

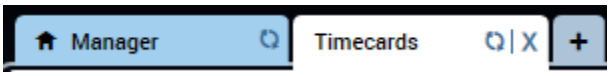
Quick Links – This widget holds a variety of management tools to assist with Timecard management and employee information. See Section XI for details.

Schedules – Displays employee name, pay rules, and working schedule. Use in coordination with the Timecards widget for reviewing Timecard postings.

Timecards –This widget displays each employees Timecard via a scroll feature. Allows for Timecard editing and approving. Use in coordination with the *Schedules* widget to compare time punches to the schedule and Leave requests.

Opening a New Widget

Selecting the widget within the *Related Items Pane* will open the widget in a new tab to the right of current tabs.



Tabs may be closed by selecting the X button to the right of the tab.

Note: The *Manager* tab is a permanent tab and cannot be closed.

Widgets may also be dragged and dropped from the *Related Items Pane* into the *Primary* workspace. Dragging and dropping a widget will initially share the *Primary* widget workspace, but widgets can be maximized for full screen view.

Drag and Drop a Widget

Widgets dragged in the workspace will automatically open. To drop and drag:

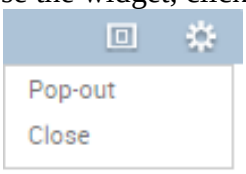
1. Mouse click on the selected widget.
2. Hold the Mouse down and drag the widget to the Primary workspace.
3. Release the Mouse.

Maximize and Close a Widget

Widgets can be maximized, moved and closed for ease of view.

To maximize and restore the widget to original size, click the maximize box at the top right of the widget menu bar.

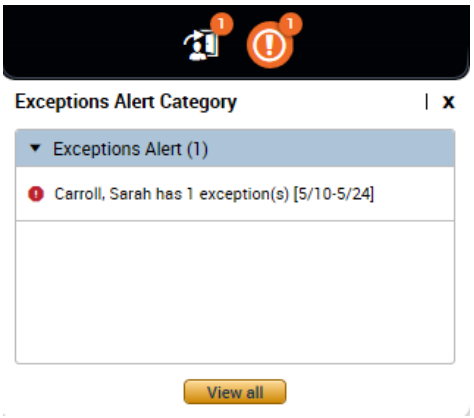
To close the widget, click the gear icon and click ***Close***.



Alerts and Notifications

The top of the MyTime page has two Alert icons. Hover over each icon to view the associated pop up box message for *Exceptions* (hours worked that differ from scheduled work time) or *Time Off* Requests. If you are a Grand Supervisor, you will see all alerts within your area of control. Alert views cannot be filtered.

Sample *Exceptions* Alert and associated Pop Up box

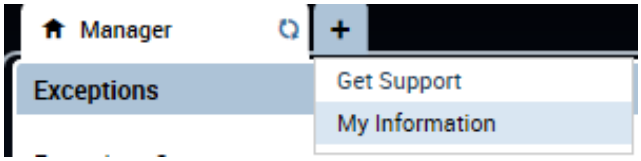


Manager Workspace-*My Information* Widget

As a supervisor, your primary workspace is your *Manager* workspace.

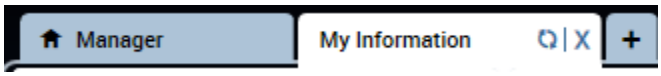
To Open your My Information workspace:

1. Select the + button to add a new tab.



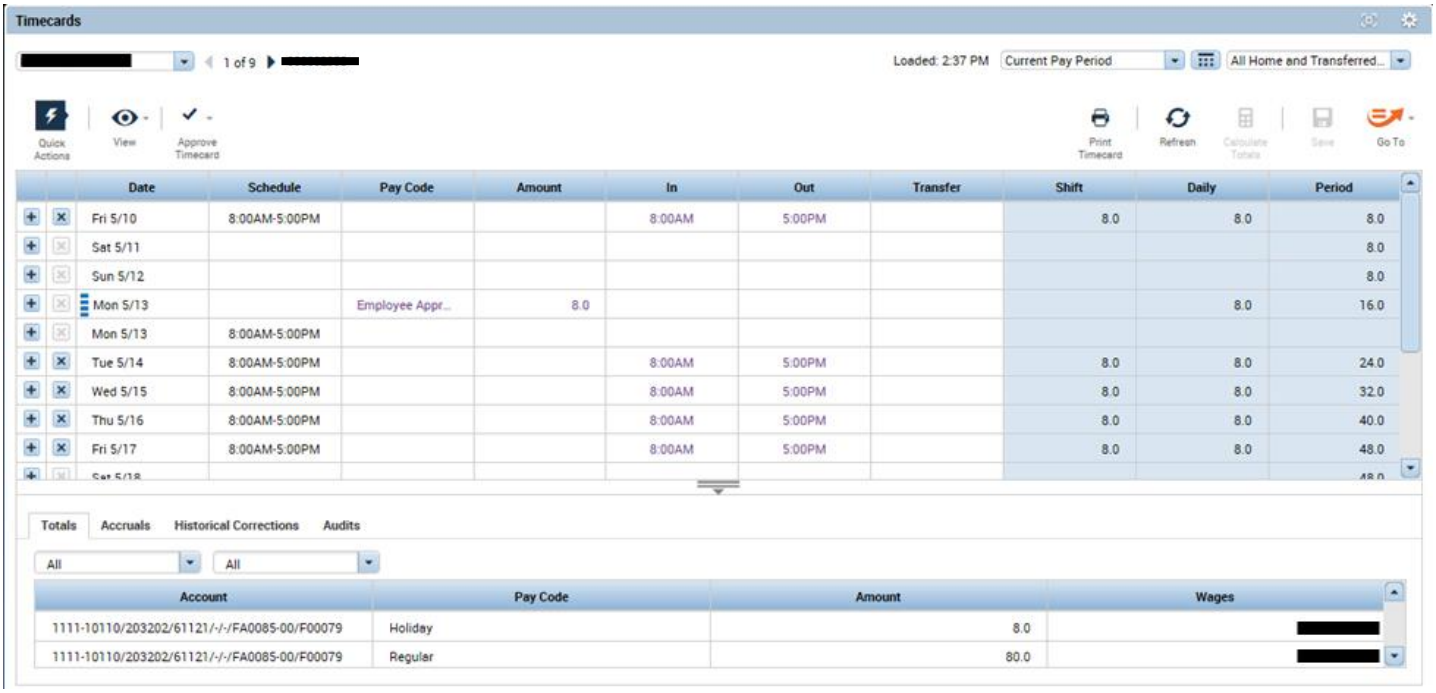
2. Select My Information.

A new *My Information* tab will open.

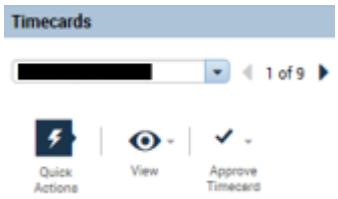


Section III: Timecard Features

Timecard content differs slightly based on employee classification. Below is a sample Timecard of an Exempt employee as viewed by the supervisor.



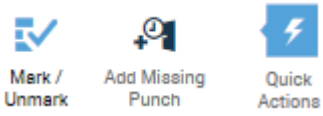
Header Information



The top left of the Timecard displays the employee name and Banner ID (ID not shown). Supervisors can scroll through each of their employees' Timecard using the left and right facing arrow which displays just to the right of the employee's name.

Below the employee's name are the following buttons:

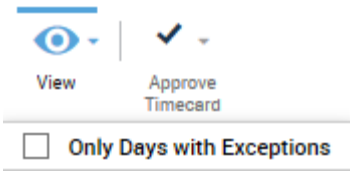
Quick Actions – Quick options to *Mark/Unmark a Punch as Reviewed* or *Add a Missing Punch*.



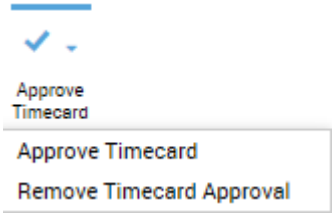
Add a missing punch is used by the supervisor when the employee missed a scheduled punch and adds the scheduled in or out time to the Timecard.

Mark/Unmark a Punch as Reviewed allows the supervisor to Mark or Unmark several punches on the same Timecard.

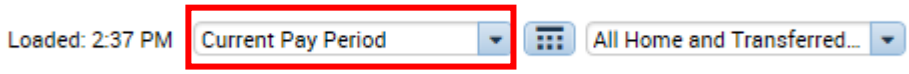
View – Checkbox option to only view days with Exceptions.



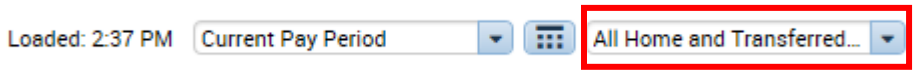
Approve Timecard – Dropdown menu to Approve an Employee's Timecard or Remove Approval from an employee's Timecard



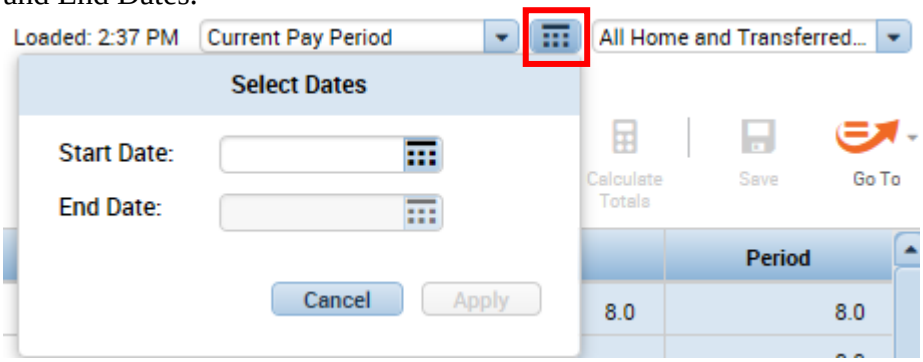
The top right of the Timecard displays a dropdown for *Pay Period*. Timecards selected from the Exceptions widget or other queries will be included in the Pay Period selected in this field.



To the right of the Current Pay Period is the *Query View*. *Query View* allows individual or mass selection of Timecard views and works in coordination with the Pay Period. In the sample below, the supervisor has selected to view the *Current Pay Period* for *All Home and Transferred In*.

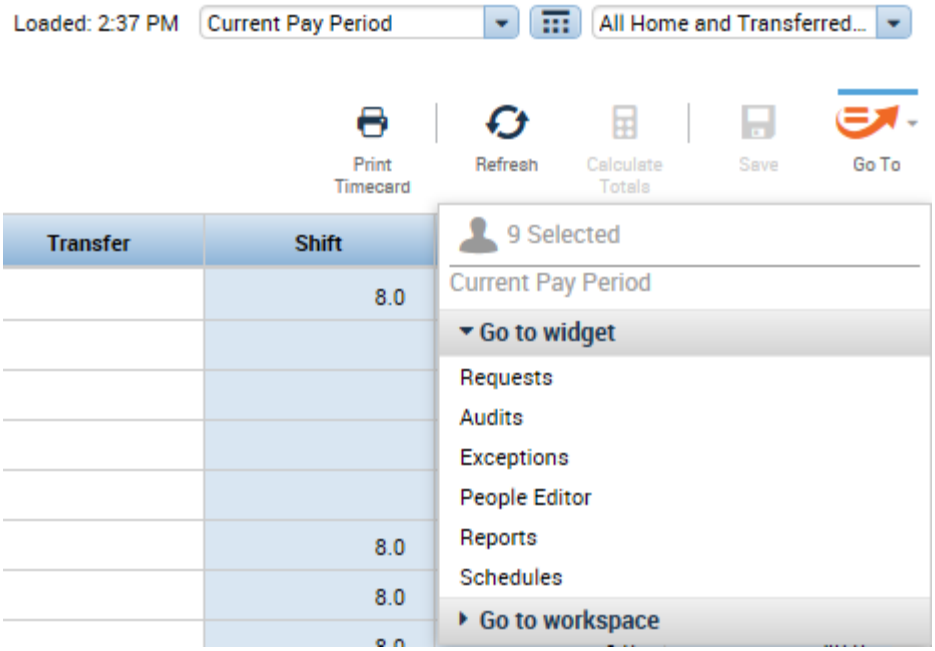


For a range of Timecard dates outside the Pay Period schedule, open the calendar icon and select specific Start and End Dates.



Go To provides widget option and information based on the Employee(s) selected within the Query View dropdown. Requests, Audits, Exceptions, People Editor and Rule Analysis are only found within this Go To feature.

Example of Employees field dropdown used with the *Go To* feature



Requests: Navigate to Requests for Time Off for selected employee(s).

Audits: User to view all Timecard edits history by category and type of edit.

Exceptions: User to view all Exceptions for selected employee(s).

People Editor: contains person information such as Accruals Profile, Base Wage, Pay Rules, and employee class.

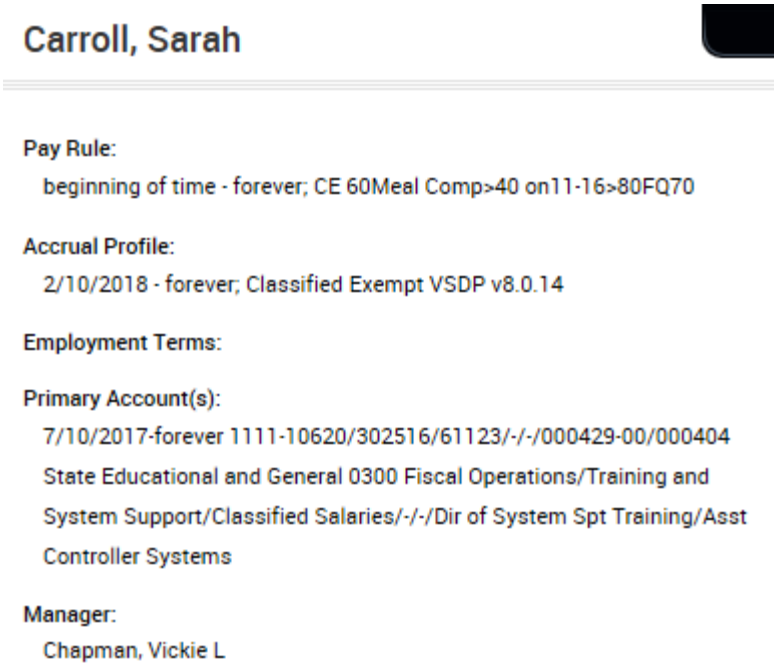
See section XI for additional widget information and uses.

Other Timecard features allow you to:

- **Print** – use to print the current Timecard
- **Refresh** the Data
- **Calculate Totals** – you can edit Timecard In and Out times and calculate Shift, Daily and Period changes prior to saving
- **Save** – to save Timecard edits
- **Go To** – used to view different information on a selected employee.

Viewing Employee Profiles on the Timecard

Information about the employee is available by right mouse clicking on their name. It is important for supervisors to understand that Pay Rules and Accrual Profiles require specific approval and reporting needs.



The *Pay Rule* provides employee classification, Timecard editing functionality, lunch break, and the calculation of Overtime. In the example above, STU is a student who would require Overtime pay if worked more than 40 hours in a work week. FQ 45 represents the pay frequency. FQ 45 would apply to all wage and student employees who are paid according to the Biweekly Wage and Student Payroll Schedule.

Accrual Profiles are established based on employee class (classified and Admin), length of service and various Leave types. A Profile would determine various Leave types and amounts earned per specific pay period.

Student and Wage employees do not acquire nor accrue Leave. Working hours are tracked according to the Affordable Care Act (ACA). The 1500 Genie is a custom report to help track Leave for non-Full-Time employees. The 1500 Genie is a report found under the Quick Links Widget in Section XI.

Primary Account(s) is the Fund, Organization, Account, and Program code from which the employee is paid.

Manager- is the person to whom the employee reports. An employee can report to more than one supervisor and can have several accounts, but only one Primary.

Common Pay Rule and Accrual Profile Information:

CE 60min Meal 1.0>40 FQ70 - Classified Exempt with a 60 minute meal break will acquire Overtime (unapproved hours) if working over 40 hours per week. (Overtime pay not provided to Classified Exempt Employees. Approved Overtime is converted to Compensatory Time)

CN 60min Meal Comp< 40 OT>40 FQ70 - Classified Non- Exempt 60 minute meal break will acquire Overtime if working over 40 hours per week. Overtime pay is required.

CN 60 Meal Comp<40 OT LV>40 FQ70 - Classified Non- Exempt 60 minute meal break will acquire Overtime Leave if working over 40 hours per week. Overtime Leave or pay is required.

ADM No Auto Meal 40hr FQ 72 - Admin Faculty with no Auto lunch. No Overtime.

Hrly OT> 40 FQ 41 - Hourly employee no meal break. Will acquire Overtime if working over 40 hours per week.

The Importance of Pay Period and Schedule Periods

For Non-Exempt employees, Overtime and Compensatory Time are calculated based on the Work Week.
For Exempt employees, Overtime and Compensatory Time are calculated based on the two-week *Schedule Period*.

Your Timecard approval, and your employees' approval, is due by the Pay Period. Reviewing the work week, Schedule and Pay Periods will require a change to various Query Views. Change Views as necessary to view the hours worked and/or to approve the appropriate Pay Period according to the Payroll Calendars.

See Section VI on Calculating and Approving Hours Worked.

Column Headers and Rows

		Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	×	Mon 5/20	8:00AM-5:00...			8:00AM	5:00PM		8.0	8.0	8.0
+	×	Tue 5/21	8:00AM-5:00...			8:00AM	5:00PM		8.0	8.0	16.0

Use the + and X symbols to add or delete rows to the Timecard. New rows are usually necessary when adding a *Pay Code* and the *Amount* (hours).

Date – Corresponds with the header Time Period dropdown to display specific *Pay Period* or *Schedule Period* dates.

Pay Codes are a code used to define and organize time or pay. Pay Codes can be manually added to the Timecard by supervisors, the payroll office, or employees who have edit capabilities (Training). They are also added to the Timecard from the Request for Time Off form once Leave is approved by the supervisor.

Sample Pay Codes:

a. Leave Type Taken, Earned or Granted (ie Sick Time, Comp Time, Annual, or Military),
b. Identification and tracking of working hours such as Training and On Call.

c. University Holiday or Emergency Closings
d. Designated Pay Type (Alternate Shift Pay, Call Back)

Amount – Defines the amount of hours based on the related *Pay Code*.

In – The employees actual working hours start time.

Out – The employees offical working hours end time.

Transfer – Used by employees working more than one job. Employees will transfer their time into secondary positions.

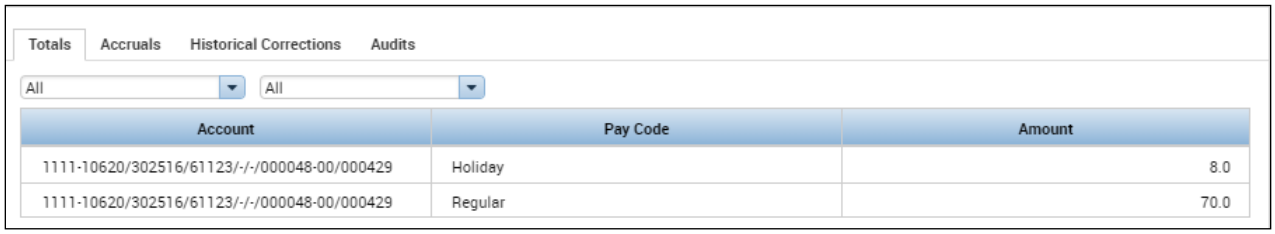
Shift– The total hours worked related to the *In* and *Out* period.

Daily – The total daily hours worked to include all *shifts* and approved Leave.

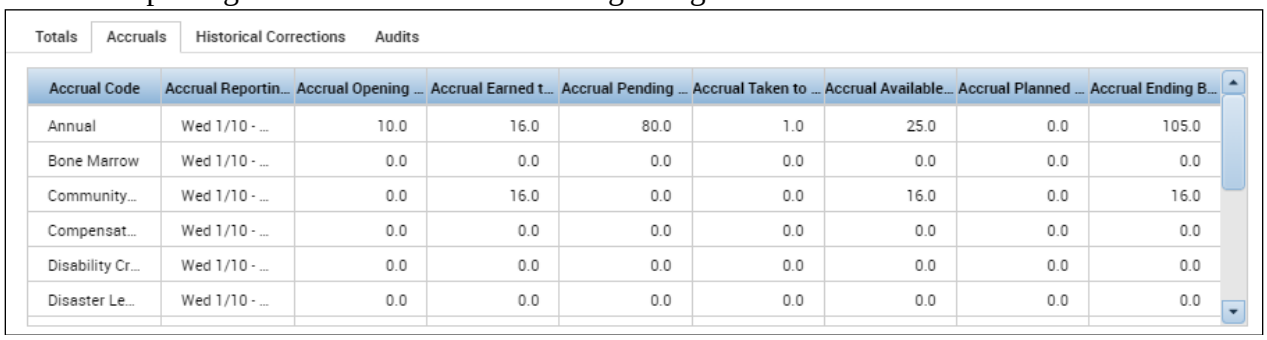
Footer Tabs

The bottom of the Timecard is a feature that shows Timecard Pay Code Totals, Leave Accruals, Historical Corrections and Audits.

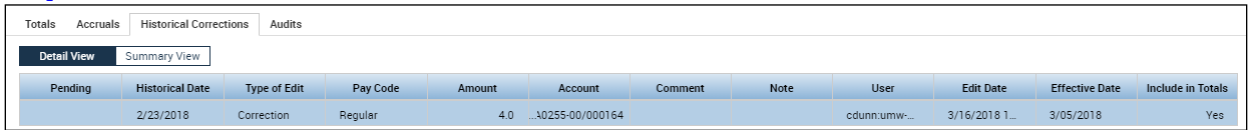
The Totals tab is useful to track Overtime Hours, Unapproved Hours, Comp Time Earned, Pay Type and Amounts.



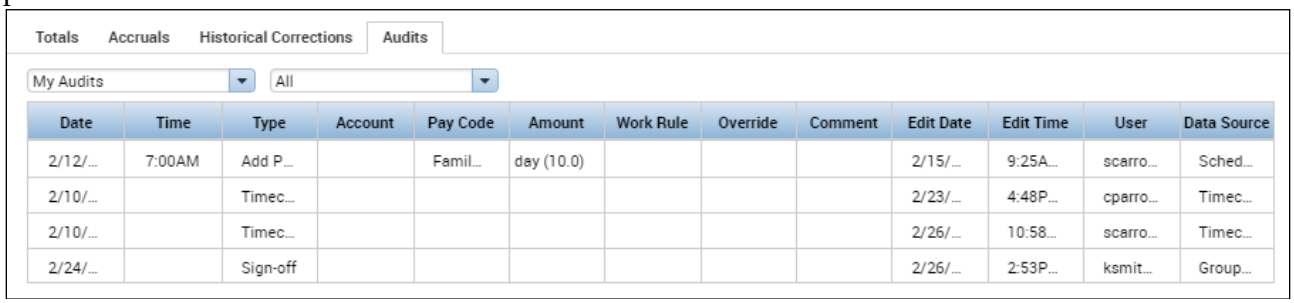
For Full-Time employees, the Accruals tab displays accrual types, current, and ending balances. The Accrual Reporting Period column shows the beginning and end date of the Accrual Period.



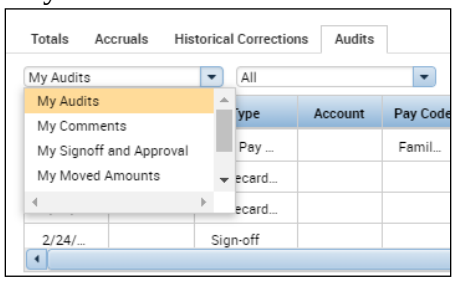
The Historical Corrections tab shows edits made to the timecard after Payroll sign-off has occurred. Edits of this nature are made by Payroll following submission of the MyTime Payroll Adjustment Request Form.



The Audits tab shows edits that are made to the timecard, including the date, type and name of the person who made the edit.



Using the dropdown list in the Audits tab allows you to view categories of edits, including comments, approvals, corrections, etc. By selecting one of these categories, you will be able to narrow your view to only that subset of edits.



Section IV: Rounding

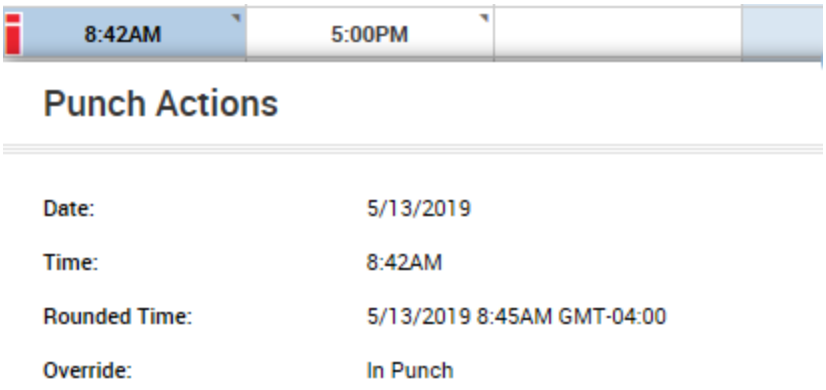
MyTime is designed to calculate and round hours worked to the quarter of the hour.

To view the rounded amount within the Timecard:

1. Right click on the time to open the Punch Actions box
2. Select *Edit* to open the *Punch* box

Rounding Calculation Minute Table		
Minute Range	**Rounded Minute**	**Rounding Increment**
:53-:07	:00	.00
:08-:22	:15	.25
:23-:37	:30	.50
:38-:52	:45	.75

Sample Rounding on Timecard. The 8:42 AM punch time is rounded to 8:45 AM



Section V: Editing Timecard Punches and Exceptions on the Exception Widget

The employee's Timecard may require editing to correct an *In* or *Out* punch, a missed *punch*, or a review of hours worked outside the normal shift (termed *Exceptions*). MyTime offers a variety of *punch* and *Exception* editing options. The following examples will demonstrate *punch* corrections via the *Exceptions* widget.

The Exceptions Widget

The *Exceptions* widget lists employees' with missed Punches and Absences. Once the employees' Timecard is corrected and saved, the *Exception* drops from the widget.

Missed Punches

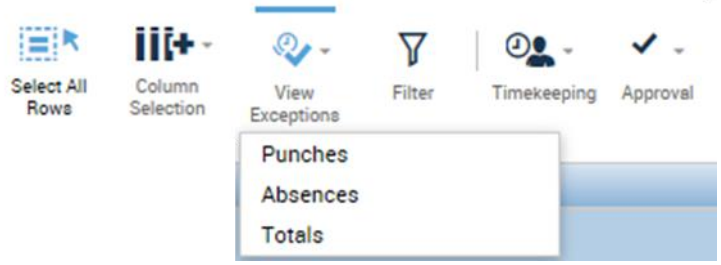
If an employee punched in in the morning, but left without punching out in the evening, MyTime will record the missed punch in the *Punches* column in the *Exceptions* widget.

Employee Absences

If an employee is scheduled to work at a specific time but he/she does not punch in, MyTime will record the missed punch in the *Absences* column in the *Exception*s widget.

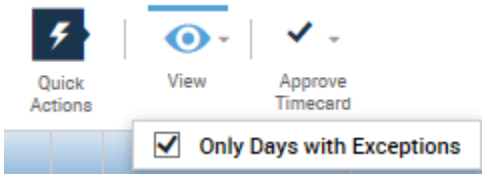
To view and edit all Timecards with Exceptions:

1. From the Exceptions tab, select the *View Exceptions* dropdown.

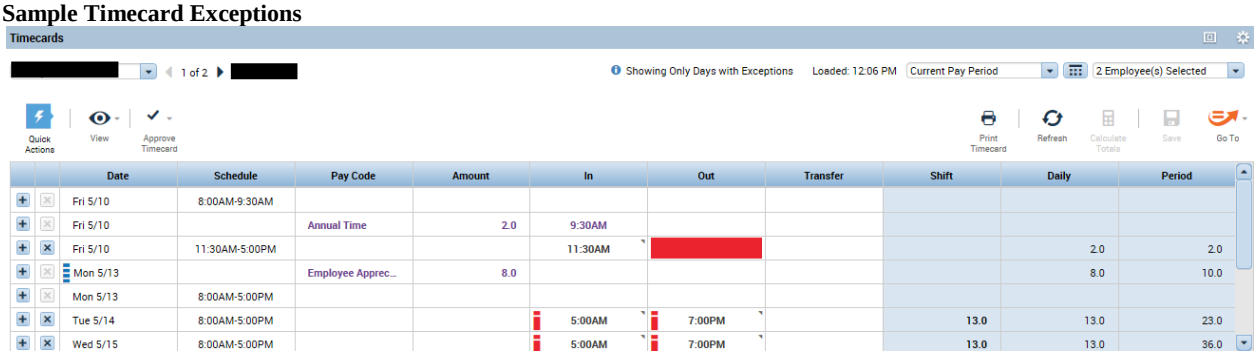


2. Select Punches, Absences or Totals to be directed to Timecards.

   !Note: When navigating to Timecards from the Exceptions tab, the default display will only show days with Exceptions. To show all days, select *View*, and uncheck the *Only Days with Exceptions* checkbox

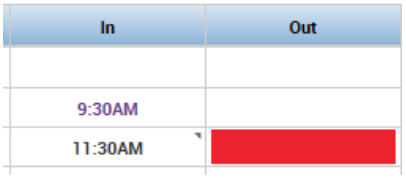


Sample Timecard Exceptions



Correcting Punches

The red *In* or *Out* field indicates that an employee has missed a punch.

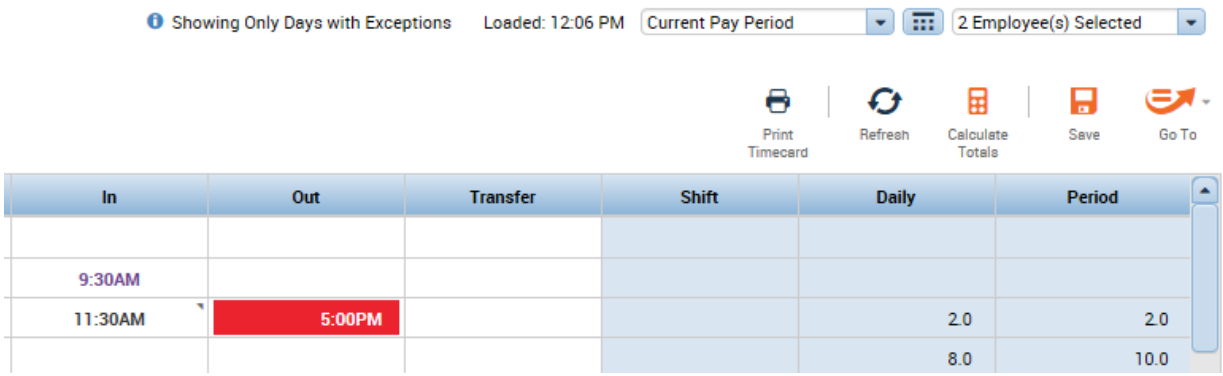


To correct a missed *Punch*:

1. Click the red box.
2. Type the correct time into the field.

   *Note: The system will default to am. Make sure to use a "p" to indicate "pm" or use military time.

4. Select ***Save*** to save all changes.



Shift Exceptions

MyTime will create an *Exception* when hours worked on the Timecard differ from the shift schedule. The red indicator on the *In* or *Out* time can indicate either the time reflects a change from the normal shift or the employee has cancelled their lunch meal deduction.

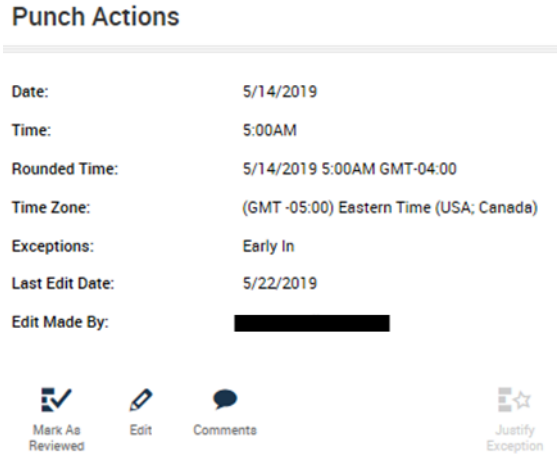
Date	Schedule	Pay Code	Amount	In	Out
Tue 5/14	8:00AM-5:00PM			5:00AM	7:00PM

Shift Exceptions

1. Hover over the ***In*** time to review the popup box explanation.
2. If the time is incorrect, click on the field to correct the time.

Date	Schedule	Pay Code	Amount	In	Out
Tue 5/14	8:00AM-5:00PM			5:00AM	7:00PM
Wed 5/15	8:00AM-5:00PM			Early In	7:00PM

3. If correct, right click on the punch and select *Mark as Reviewed*.

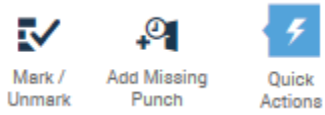


Once marked as reviewed, the red indicator will change to green.

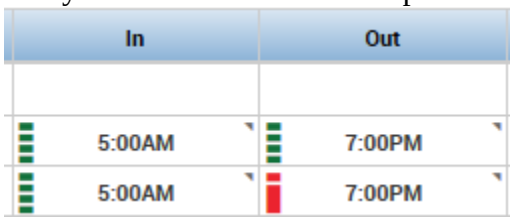
Hint: To mark multiple exceptions as Reviewed:

1. Select the ***Quick Actions*** button

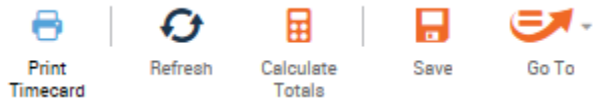
2. Select ***Mark/Unmark***



3. Your curser will become a +.
4. Use your mouse to click on all punches within the timecard you wish to mark as reviewed.



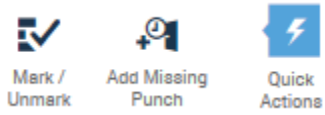
5. ***Save*** your changes



Hint: To correct multiple missed punches and insert the scheduled Out time. This function only works for missed Out punches and is not able to add a missed in punch based on the schedule.

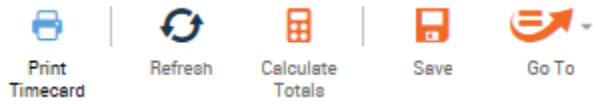
1. Select the ***Quick Actions*** button

2. Select ***Add Missing Punch***



3. Your curser will become a +.
4. Use your mouse to click on all punches within the timecard you wish to add the scheduled *Out* time.

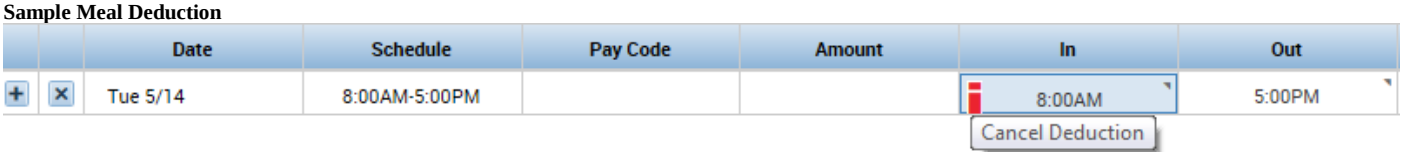
5. ***Save*** your changes



Cancel Meal Deduction

Employees who have a scheduled lunch break and have worked through their lunch may cancel their meal deduction. The cancelled meal will show as a red *In* time. Hover over the time to view the popup box information. Meal deductions do not require, nor allow, the *Mark as Reviewed* function. Supervisors may add a comment or note to the field or remove the cancellation from the Timecard.

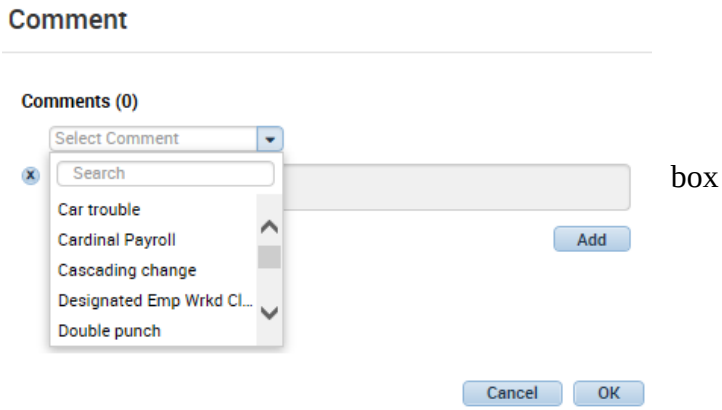
Sample Meal Deduction



Adding Comments and Notes

Comments and *Notes* may be added to punches or exceptions by right clicking on the cell requiring editing or review and clicking *Comment*.

1. Select from the list of added comments
2. Once the comment is selected, the comment will be available for text entry.

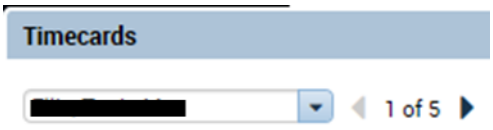


box

Section VI: Editing Timecard Punches and Exceptions using the Timecard Widget

While the Exceptions widget allows drill down to the Timecard, the supervisor may find it beneficial to take advantage of selecting several or all employee Timecards and enlist the scroll functionality. This allows multiple Timecards to be edited without having to exit and enter additional widgets.

1. Select *Timecards* from the *Related Items Pane*.
2. Choose the appropriate Pay Period from dropdown.
   - Current Pay Period should be selected when editing before the end of the Pay Period.
   - Previous Pay Period should be selected when editing after the Pay Period has ended.
3. The scroll feature is displayed on the top of the Timecard. Use the arrows to scroll forward and backward as you view and/or edit each Timecard.



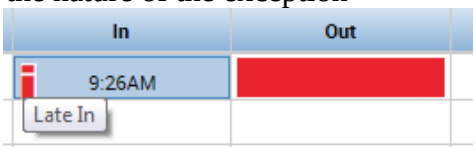
Correcting Missed Punches

1. The solid red fields within the Timecard indicate a missed punch. Click within the field and enter the correct time within the *In* or *Out* column. This field will remain red until changes have been saved.
2. Select ***Save*** at the top right of the Timecard. (The Save icon is not visible until data has been entered onto the card.)

Date	Schedule	Pay Code	Amount	In	Out
Fri 5/10	8:00AM-5:00PM			9:26AM	

Reviewing or Editing Shift Exceptions

Shift Exceptions appear on the Timecard by the icon. When you hover over the icon, a pop up box will define the nature of the exception



Working hour exceptions, such as early in or early out, can be *Marked as Reviewed*. Marked exceptions appear as to let you and the employee know that you have reviewed the change.

Mark Exceptions as Reviewed

1. Right click within the cell
2. Select ***Mark as Reviewed.***

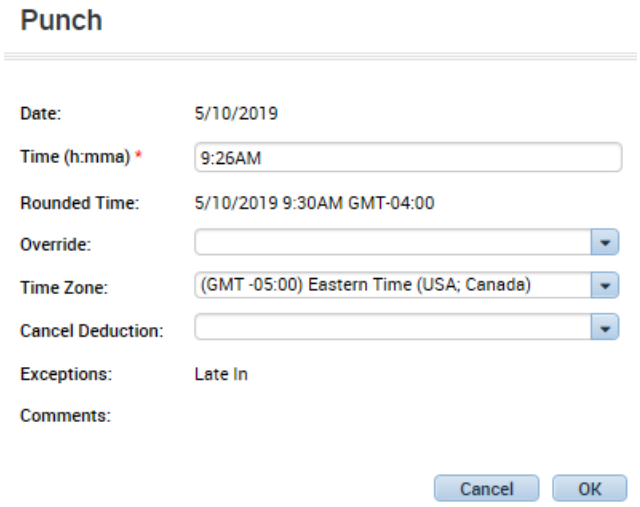
Edit Exceptions - Open the Punch box

1. Right click within the cell to open the *Punch* box
2. Select **Edit**

3. Correct the time (for hours worked) or open the *Cancel Deduction* dropdown and select ***None*** to reinstate the lunch time.

   Sample *Punch* box opened for Cancel Deduction review.

   Cancelled meal deductions can be edited, but cannot be marked as reviewed.



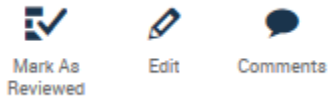
!Note: Employees should not cancel Meal Deductions before Leave is approved and visible on the Timecard for the day the meal is cancelled. If the meal is canceled and Leave is required, the manager may edit the Timecard and include the appropriate *Pay Code*.

Adding Comments and Notes

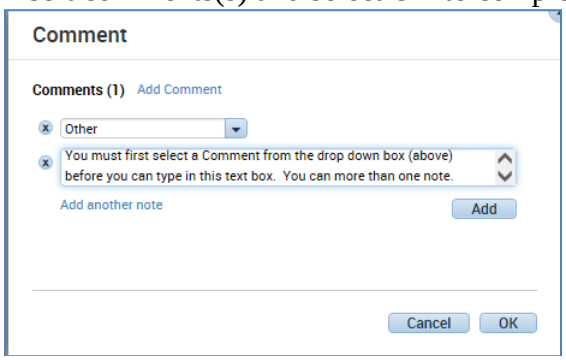
All Comments and Notes are visible to the employee.

To Add a Comment:

1. Right click on the cell to open the *Comment* box.



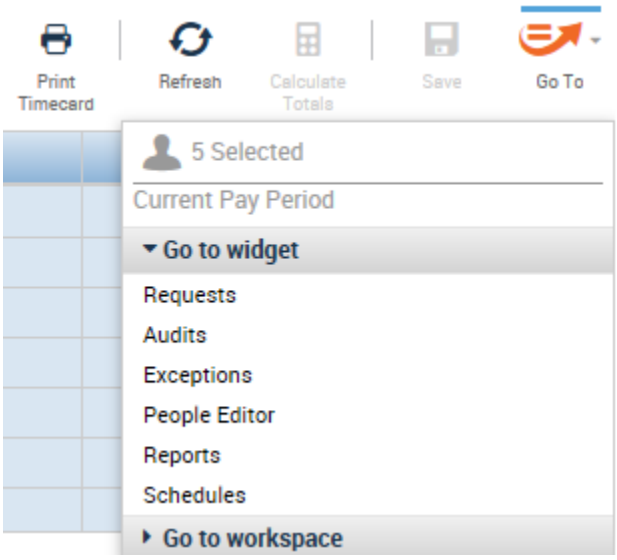
2. Insert comments(s) and select ***OK*** to complete.



3. Comments show within the Timecard by the icon.

Go To Widget for Viewing Timecard Content and Employee Information

Use the *Go To* feature to quickly travel to widget options. Widgets selected will open a new tab to view employees individually or in mass, depending on how the Timecard view was originally populated.



Summary of Go To widget options:

Requests - displays the Request for Time Off Approval Table.

Audits - allows review of full Timecard historical documentation by Category (Comments, Request, Overtime) Type of Edit (Punch, Pay Code, Approvals…) and Pay Period.

Exceptions - Opens the Manager tab and list the Punch and Absence Exceptions as viewed upon initial MyTime login.

People Editor - Provides Person Summary (Date of Hire, Employee Class, and Job Assignment information (Base Wage, Pay Rule, Labor Accounts).

Reports - Select this link to view MyTime provided reports for Accruals, employee hours, schedules, projections, etc. A description of each report is available upon its selection.

Schedules - displays the employee working schedule.

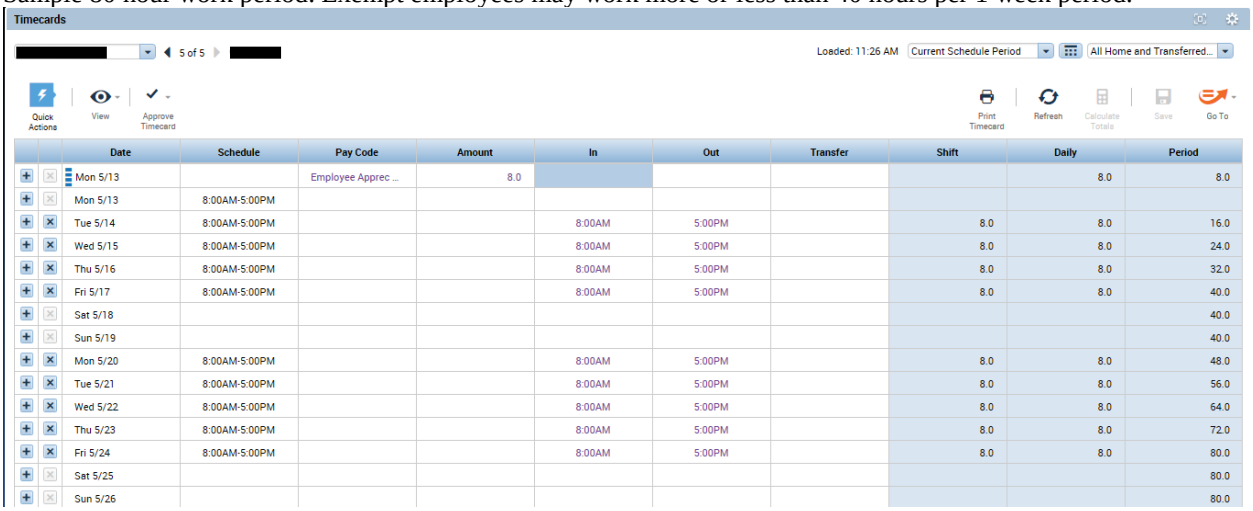
Section VII: Calculating and Approving Hours Worked

Exempt and Non-Exempt Employees - Regular Pay

1. Within the Timecard, select the appropriate time period from the dropdown. Choosing the *Schedule Period* adjust the Timecard view to a two-week Monday to Sunday work week.

2. Review the *Shift, Daily* and *Period* Columns to review the daily and total hours worked per the *Schedule Period*.

Sample 80 hour work period. Exempt employees may work more or less than 40 hours per 1 week period.



Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 5/13		Employee Apprec ...	8.0					8.0	8.0
Mon 5/13	8:00AM-5:00PM								
Tue 5/14	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	16.0
Wed 5/15	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	24.0
Thu 5/16	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	32.0
Fri 5/17	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	40.0
Sat 5/18									40.0
Sun 5/19									40.0
Mon 5/20	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	48.0
Tue 5/21	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	56.0
Wed 5/22	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	64.0
Thu 5/23	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	72.0
Fri 5/24	8:00AM-5:00PM			8:00AM	5:00PM		8.0	8.0	80.0
Sat 5/25									80.0
Sun 5/26									80.0

Exempt and Non-Exempt Classified Employees - Overtime and Compensatory Time Hours

Exempt Classified

When Exempt hours exceed 80 in a given two-week work period, the supervisor has the option to approve all, some or none of the Overtime hours. If approved, Overtime hours convert to Comp Time Earned for Classified employees.

Comp Time Earned allows the employee to select the earned hours on the Request for Time Off (RTO). This is extra Leave earned in addition to any sick, family, personal, or other Leave type accumulations. Employees have one year from the date earned to use the accumulated Compensatory Time.

Non-Exempt Classified

When a Non-Exempt employee physically works more than 40 hours in a given work-week, MyTime converts the hours exceeding 40 to Overtime. MyTime does not require a separate approval step for overtime.

Non-Exempt employees may earn Compensatory Time if the University has a posted holiday or closure, or if Leave is applied to the Timecard AND the employee supplements the holiday, closure or Leave with working hours.

Timecard hours over 40 with calculated university closures, holidays or Leave do not count toward Overtime hours. Overtime hours calculate once the employee physically works over 40 hours per week. For those whom this applies, Compensatory Time and/or Overtime is automated by the employee's MyTime profile and does not require additional supervisor approval.

Sample Non-Exempt Timecard and associated Pay Codes

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 5/13		Employee Apprec ...	8.0					8.0	8.0
Mon 5/13	8:00AM-5:00PM								
Tue 5/14	8:00AM-5:00PM			5:00AM	7:00PM		13.0	13.0	21.0
Wed 5/15	8:00AM-5:00PM			5:00AM	7:00PM		13.0	13.0	34.0
Thu 5/16	8:00AM-5:00PM			5:00AM	7:00PM		13.0	13.0	47.0
Fri 5/17	8:00AM-5:00PM			5:00AM	7:00PM		13.0	13.0	60.0

Totals | Accruals | Historical Corrections | Audits

All | All

Account	Pay Code	Amount
1111-10110/203201/61123/-/-/000007-00/F00079	Comp Time Earned	8.0
1111-10110/203201/61123/-/-/000007-00/F00079	Holiday	8.0
1111-10110/203201/61123/-/-/000007-00/F00079	Overtime	12.0
1111-10110/203201/61123/-/-/000007-00/F00079	Regular	32.0

MyTime calculates Compensatory Time and Overtime on a daily basis. Compensatory Time is calculated and applied prior to Overtime. To view, navigate to the Timecard footer. On the *Totals* tab, change the views to *Daily* and *All.*

Totals | Accruals | Historical Corrections | Audits

Daily | All

Totals for 5/17/2019

Account	Pay Code	Amount
1111-10110/203201/61123/-/-/000007-00/F00079	Comp Time Earned	1.0
1111-10110/203201/61123/-/-/000007-00/F00079	Overtime	12.0

Non-Exempt Classified Employees - Overtime Leave

Overtime Leave is earned for Non-Exempt Classified employees at the rate of 1.5 when the employee physically works over 40 hours in a given work week. Overtime Leave earned will be reflected within the Timecard Footer tabs in the following manner:
Totals tab: *Overtime Leave Pay Code* and number of work hour(s) exceeding 40.

Pay Code	Amount
Overtime Leave	5.0
Regular	40.0

Accruals tab: *Accrual Code* of *Overtime Leave* and column header *Accrual Earned to Date* will be updated with the time and ½ amount of Leave hours available to the employee. 5 hours of at a rate of 1.5 = 7.5 hours of Leave.

Overtime Leave (OTL) does not expire. When the current accrual period ends and the new accrual period opens, the ending OTL will be shown in the *Accrual Opening Balance* column.

Accrual Code	Accrual Reporting Period	Accrual Opening Balance	Accrual Earned to Date
Overtime Leave	Sun 1/10 - Mon 1/...	0.0	7.5
Off Contract Leave	Sun 1/10 - Mon 1/...	0.0	0.0

Non-Exempt Classified-Overtime Leave Payout

The maximum accumulation of Overtime Leave is 240 hours. Once working hours exceed 240, employees receive their base wage for hours calculated at time and ½. The Pay Code for Leave paid out is *Overtime Leave Overflow.*

For example, assume an employee's base wage is $11.96 per hour and has maximized Overtime Leave at 240 hours, and assume the employee has worked 7.5 hours of overtime on Friday and 7 hours of overtime on Saturday.

- The employee's Timecard would reflect Overtime Leave Overflow of 11.25 hours on Friday (see Timecard sample below)
- The employee's Timecard would reflect Overtime Leave Overflow of 10.50 hours on Saturday (see Timecard sample below)
- The employee would receive their base wage of $11.96 at 21.75 hours or $260.13.
- Wages earned is viewed on the supervisor's view of the timecard.

Sample Timecard showing conversion of Overtime Leave to Overtime Overflow.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 5/06	4:00AM-1:00P...			3:59AM	3:18PM		10.25	10.25	10.25
Tue 5/07	4:00AM-1:00P...			4:00AM	1:01PM		8.0	8.0	18.25
Wed 5/08	4:00AM-1:00P...			3:58AM	2:13PM		9.25	9.25	27.5
Thu 5/09	4:00AM-1:00P...			3:59AM	2:39PM		9.75	9.75	37.25
Fri 5/10		Overtime Leave Overf...	11.25						
	4:00AM-1:00P...			3:59AM	1:01PM		8.0		
				5:00PM	7:12PM		2.25	21.5	58.75
Sat 5/11		Overtime Leave Overf...	10.5						
				5:53AM	1:02PM		7.0	17.5	76.25
Sun 5/12									76.25

Totals tab on Timecard footer showing Overtime Leave Overflow

Account	Pay Code	Amount
...1111-10720/303600/61123/-/-/000229-00/000318	Overtime Leave	14.5
...1111-10720/303600/61123/-/-/000229-00/000318	Overtime Leave Overflow	21.75
...1111-10720/303600/61123/-/-/000229-00/000318	Regular	40.0

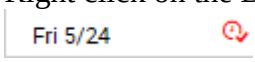
Exempt Administrative and Professional Faculty - Unapproved Overtime Hours

Exempt Administrative and Professional Faculty do not receive Overtime or Compensatory Time for time worked over 80 hours in a two-week Schedule Period. MyTime will track hours over 80 in a two week work schedule as *Unapproved Hours*. Supervisor approval is not required. If *Unapproved Hours* are approved by the supervisor, these hours are tracked as Unpaid.

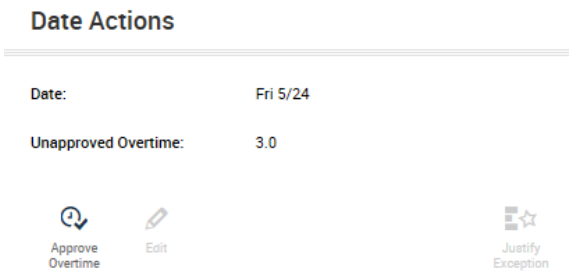
How to View or Approve Hours for Exempt Employees

Overtime is visible on the Timecard by the red clock icon beside the date earned for all employees. Only Classified Exempt employees require the additional approval of Overtime hours.

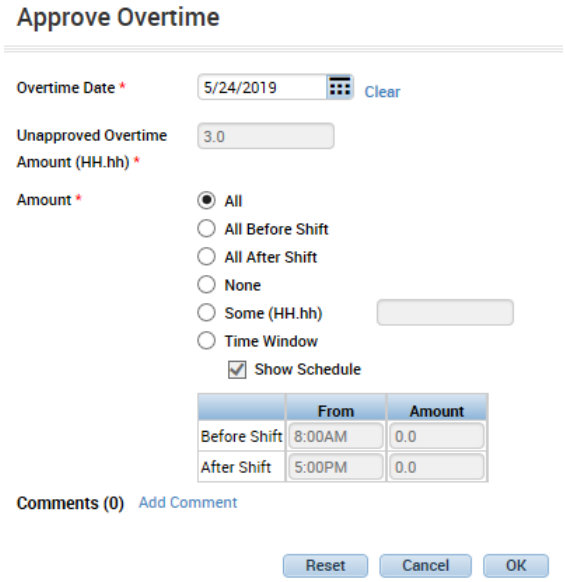
1. Right click on the Date/Time icon to open the Date Actions box



2. Select the *Approve Overtime* icon to open the Approve Overtime box.



3. Supervisors may choose to approve All, None, or Some overtime.



!Note: There are other options within the Approve Overtime box, but **UMW only uses the All, None, or Some options**.

4. You may also add a Comment.
5. Select ***Ok*** when complete.

When Overtime hours are approved, the red icon turns green.

Using Pay Codes

Pay codes track categories of Leave type taken, earned or granted outside the standard regular or Overtime hours earned. Pay Codes are viewed within the Pay Code column of the Timecard.

The Timecard is populated with Pay Codes by:

- Approved RTO (Request for Time Off)
- Payroll – for automated posting for designate holidays and university closures. Payroll can also manually adjust Timecards for specific Leave tracking and corrections.
- Supervisor – when the employee Timecard does not accurately reflect Leave earned, taken, or hours worked, or when specific working situations require the defined Pay Code.
- Employees with Edit capabilities may enter the *Training* Pay Code.

Sample Pay Code entered by Payroll

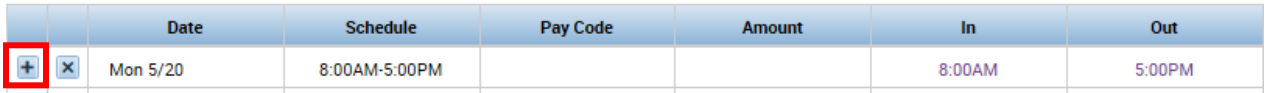
Date	Schedule	Pay Code	Amount
Mon 5/13		Employee Apprec...	8.0

Entering Pay Codes onto the Timecard

Pay Codes cannot be added to Timecards within the same row as the *Schedule*.

To add a Pay Code to a Timecard with a Schedule:

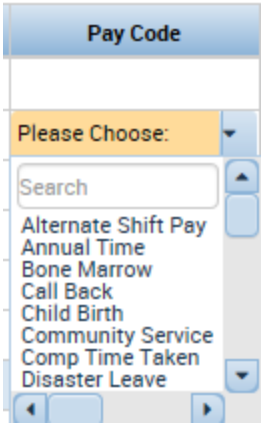
1. Use the + button to insert a new row



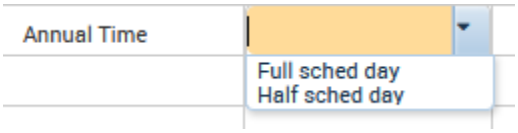
Sample Timecard with new row added to allow for Pay Code

		Date	Schedule	Pay Code	Amount	In	Out
+	×	Mon 5/20	8:00AM-5:00PM			8:00AM	5:00PM
+	×	Mon 5/20					

2. Within the new row, choose the appropriate Pay Code from the Pay Code drop down



3. Within the new row, choose the appropriate length of time from the *Amount* dropdown or enter the amount of hours directly into the field



4. Within the scheduled row, make necessary adjustments to the *Schedule In* or *Out* time columns, as appropriate. This is to ensure the working hours represent the actual hours worked for both the Pay Code and the regular Shift hours.

Date	Schedule	Pay Code	Amount	In	Out
Mon 5/20	8:00AM-5:00PM			8:00AM	12:00PM

(If the Pay Code represents the full Shift hours, the Schedule/Shift Hour row can be removed).

5. Verify Shift and Daily columns represent the correct amounts. If the Pay Code represents the full Shift hours, the Shift hours will be blank, the Daily will be 8 (assuming an 8 hour work day).

Shift	Daily
4.0	
	8.0

Sample Timecard with addition of Pay Code and adjusted Schedule/Shift

Date	Schedule	Pay Code	Amount	In	Out
Mon 5/20	8:00AM-5:00PM			8:00AM	12:00PM
Mon 5/20		Training	8.0	1:00PM	

Sample Timecard with Schedule/Shift removal

Date	Schedule	Pay Code	Amount	In	Out
Mon 5/20	8:00AM-5:00PM				
Mon 5/20		Training	8.0	8:00AM	

6. Save the edits when complete. Saved fields within the Timecard can continue to be edited, or the entire row can be deleted (or re added) if dissatisfied with the results.

Adjustments for University Closures

Payroll has automated Pay Code posting for university personnel for holidays. The automated Pay Codes cannot be removed from the Timecard, instead the supervisor will be required to add the working hours to the Timecard for employees who work when the university is closed.

Sample of hours worked added to Timecard for employee who worked during university closing.

Date	Schedule	Pay Code	Amount	In	Out
Sun 9/05					
Mon 9/06		Labor Day	8.0		
Mon 9/06	7:00AM-4:00PM			10:00AM	12:00PM

Pay Codes for Specific Employee Groups

Specific departments require employees to work extended hours for events, during university emergencies or closures; be assigned restricted on-call shifts, and/or receive differing pay based on schedule adjustment requirements. The Pay Codes outlined below are intended for these situations. These Pay Codes are manually added to the timecard.

Event Hours – Police Use Only

If, within the same 2-Week Work Period, conditions 1 and 2 are met

1. Leave is taken and posted on the Timecard
   and
2. An event requires police personnel to work additional hours in the 2-Week Work Period, causing the officer to earn compensatory time. The amount of compensatory time that is equal to or less than the leave taken may be compensated with event pay (straight time) in lieu of compensatory time, assuming the time worked for the event is not already being compensated with overtime or straight time pay. Then the Comp Time earned can be converted to Event Hours (straight time) if the time worked for the event is not already being compensated with overtime or straight time pay.

1. Review the Timecard for the 2-Week Work Period. Confirm Leave and Comp Time Earned. Comp Time Earned can be converted to Event Hours by Payroll.

2. Each 2-Week Work Period the department emails their request to payroll@umw.edu with the following information:
   a. Employee Name
   b. Event Name
   c. Exact Start Time and End Time

Note! The Employee must continue to clock in and out to show hours worked.

Restricted On Call

Restricted On Call cannot occur during an employee's normal schedule. Please see HR policy for further details.

Restricted On Call Pay Codes are defined for Exempt and Non-exempt employee classes.

Restricted On Call Exempt - $3.51 per hour, does not count toward overtime rules.
Restricted On Call Regular (used for Non- Exempt) are paid using normal pay rules.

1. Enter a *Row* on the Timecard for the date the employee was *Restricted On Call*.
2. Insert the *Pay Code* of *Restricted On Call Exempt* or *Restricted On Call* Regular for Non- Exempt.
3. Enter the appropriate hours in the *Amount* field.

Sat 3/05		Restricted On Call Exempt	7.0
Sun 3/06		Restricted On Call Reg	7.0

Call Back

Used when an employee is called back into work by their supervisor due to an emergency or essential job function – see HR policies for further information. *Call Back* includes a guaranteed minimum of 3 hours of pay.

Non- Exempt employees:

1. Will punch *In* and *Out* to record time worked or supervisor will key *In* and *Out* times. Add *Comment* of *Call Back* to *In* or *Out* punch.
2. If the actual hours worked are less than the three hour minimum, insert a row and use the *Call Back* pay code to add the difference between the 3 hour minimum and the time worked.

Non-Exempt Example:

Original Punches

2:00PM	6:00PM		4.0

Adjusted Punches

Call Back	3.0					
		5:00PM	6:00PM		1.0	4.0

Exempt employees:

1. Will not punch *In* and *Out* to record time worked.
2. Insert a row within the Timesheet and add the Call Back pay code. The Call Back pay code amount should reflect the guaranteed minimum 3 hours or the actual amount of time worked if greater than 3 hours to ensure employee is compensated with pay instead of leave.

Exempt Example:

Supervisor adds exempt employee's total hours worked for call back, 4 hours (2pm to 6pm), with Call Back code.

Fri 9/13	8:00AM-4:30PM			
Sat 9/14		Call Back	4.0	

Alternate Shift Pay- Essential Employees

Alternate Shift pay is used for designated Essential personal for inclement weather and emergency related university needs.

Alternate Shift pay can only be added for hours worked outside the normal shift

Non-exempt and Exempt employees:

1. Will punch in and out to record time worked.
2. Supervisors will add a line with the Pay Code "Alternate Shift Pay" and enter the amount of hours worked ***outside*** the employers ***regularly*** scheduled shift.

   Sample Alternate Shift Pay (5:00am-8:00am) added before an employee worked a full 8 hour shift.

Fri 5/17		Alternate Shift Pay	3.0			
	8:00AM-5:00PM			5:00AM	5:00PM	

Section VIII: Schedules and Patterns

Permanent schedules are used by MyTime to calculate Request for Time Off, holidays and emergency closings. Exempt, Non- Exempt and Administrative Faculty employees must have a *Schedule* in MyTime. *Schedules* may be changed by supervisors for a permanent or temporary change in work hours. This may be done by Shifts (per day), *Patterns (*multiple days*)*, or manual entry on the *Schedule Pattern* form explained below.

!Note - If the *Schedule* change includes a change to the employees allotted lunch break (i.e. 30 to 60 minutes), payroll must be notified in advance to adjust the employee's *Pay Code*.

For example:

- If you changed John Smith's hour lunch period to begin at 1:00 p.m. instead of 12:00 p.m., his lunch break length would be within the same 60 minute schedule. Payroll would not require notification.
- If you changed John Smith's lunch break length from 60 to 30 minutes, payroll **would** require the notification. Payroll notification is via the MyTime Supervisor Request Form.

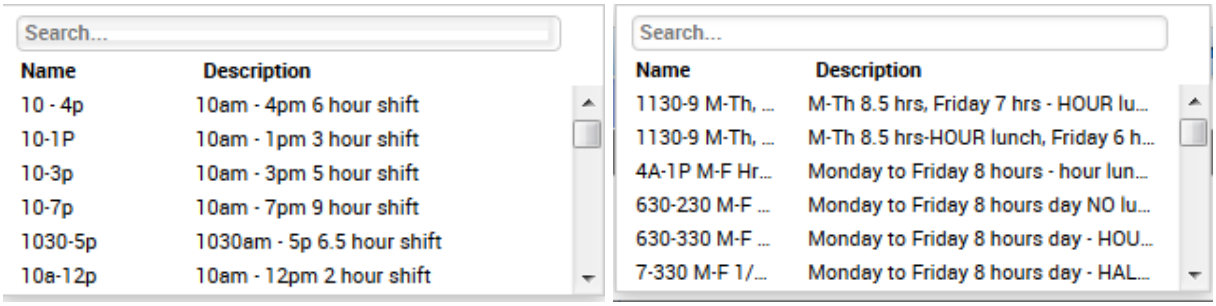
For ease of data entry, supervisors may choose to use the custom templates within MyTime. Templates allow the supervisor to populate the schedule by preformatted working days (Shift Template) or work weeks (Pattern Template).

The difference between a Shift Template and a Pattern Template is shown below. Shift Templates populate a working day within a scheduled week. Pattern Templates populate a working week. Hover over the truncated description for lunch information.

Shift templates include a zero, 30 or 60 minutes lunch break. Nine hour shifts include an hour lunch break.

Sample Shift Template

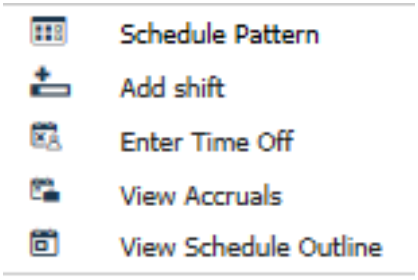
Sample Pattern Template



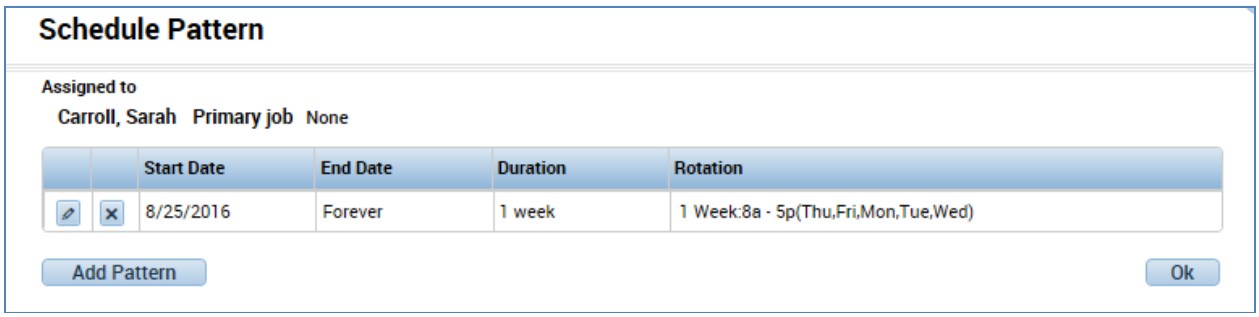
Add a Template:

1. Select ***Schedules*** from the *Related Items* P*ane.*
2. The Schedules tab view will default to *All Home*. To change your view of ***All Home*** employees:
   Open the dropdown and select MORE
   More shows the filters created by you (see section XVII). Choose the view of choice.

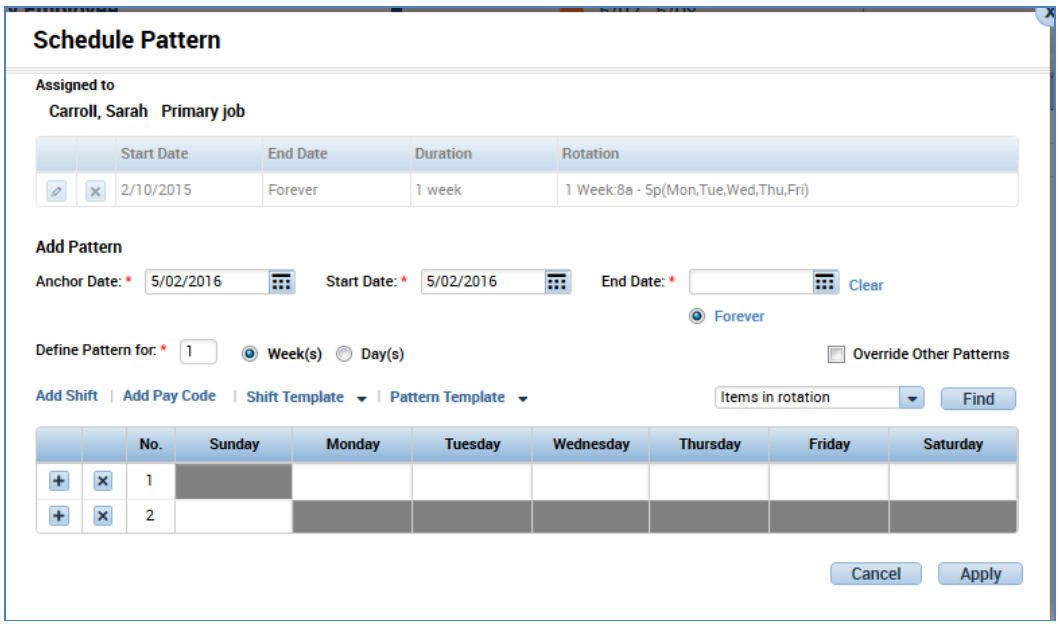
3. Hover over an employee's name to view profile information about the employee you would like to change
4. Right click on the employee's name.
5. Select ***Schedule Pattern***



6. Choose ***Add Pattern***



The *Schedule Pattern* form will open

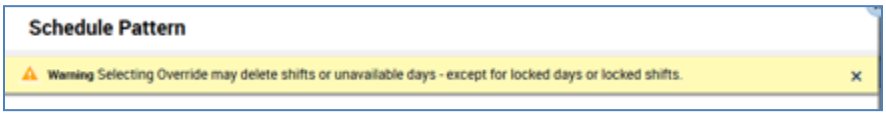


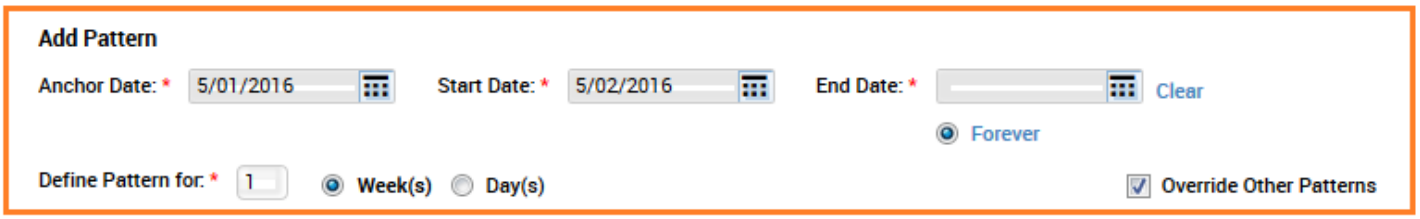
7. Within the Add Pattern section:
   Open the ***Anchor Date*** calendar. Choose the ***Monday*** of the week for which the pattern will start. The date selected must be in the current or future Pay Period.

   Open the ***Start Date*** **c**alendar. Enter the date the employee will begin work. This can be any day of the week.

   If the pattern is a temporary change, enter a date in the ***End Date*** field. Otherwise, click on the ***Forever*** radio button, then check the ***Override Other Patterns*** box.

   Selecting ***Override Other Patterns*** will generate a pop up box regarding the change, this is to be expected.





8. Select the ***Pattern Template*** dropdown to view current working patterns. The selection will populate the Sunday-Saturday schedule or select the Shift Template to populate the schedule per day.

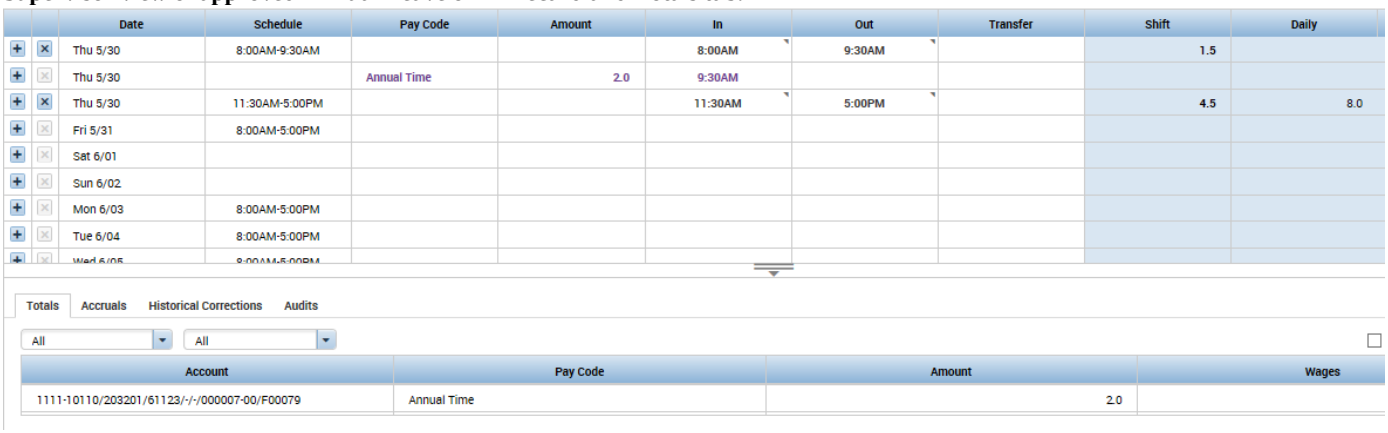
9. If a template you need is not available, you may enter directly into the schedule fields. Remember to use "a" for morning or "p" for afternoon hours. 730-430p or 12a-8a are examples.

10. Select ***Apply*** when finished.
11. A confirmation box will appear, click Yes to confirm this schedule pattern.

Section IX: Leave

When possible, employees request Leave in advance by completing the Request for Time Off (RTO). Once approved by the supervisor, the employee's Timecard should be populated with the Leave dates Leave balances. The supervisor should validate that the employee's Timecard, *Totals* tab and *Schedule* show the Leave.

Supervisor view of approved Annual Leave on Timecard and Totals tab.



Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Thu 5/30	8:00AM-9:30AM			8:00AM	9:30AM		1.5	
Thu 5/30		Annual Time	2.0	9:30AM				
Thu 5/30	11:30AM-5:00PM			11:30AM	5:00PM		4.5	8.0
Fri 5/31	8:00AM-5:00PM							
Sat 6/01								
Sun 6/02								
Mon 6/03	8:00AM-5:00PM							
Tue 6/04	8:00AM-5:00PM							

Totals | Accruals | Historical Corrections | Audits

All | All

Account	Pay Code	Amount	Wages
1111-10110/203201/61123/-/-/000007-00/F00079	Annual Time	2.0	

Leave Categories

The University follows state policy regarding the granting of Leave for specific use. Employees earn Leave based on their employee classification, benefits selected and length of service. Information regarding specific Leave categories is available on the Human Resources website. Leave is requested by the employee via a Request for Time Off (RTO).

Automatically Granted Leave Categories

Automatically granted Leave is granted in lump sum at the beginning of the accrual period. The full grant is visible in the *Accrual Earned to Date* column. View the *Accrual Available Balance* for total. Back up documentation for Leave is required only for Community Service.

Community Service

Employees are granted 16 hours of Community Service Leave at the beginning of the accrual period. Supporting documentation is required and retained by the supervisor.

Automatically Accrued Per Pay Period

Automatically accrued Leave is accumulated, or earned per pay period. The accrued balance carried forward from the previous year is visible in the ***Accrual Opening Balance*** column. The ***Accrual Pending Grants*** column reflects anticipated Leave earnings for the remainder of the accrual reporting period.

Manually Granted Leave

The category of manual Leave requires that the Leave be requested, approved, and posted to the Timecard prior to the RTO request. Posted Leave is visible in the *Accrual Available Balance* column.

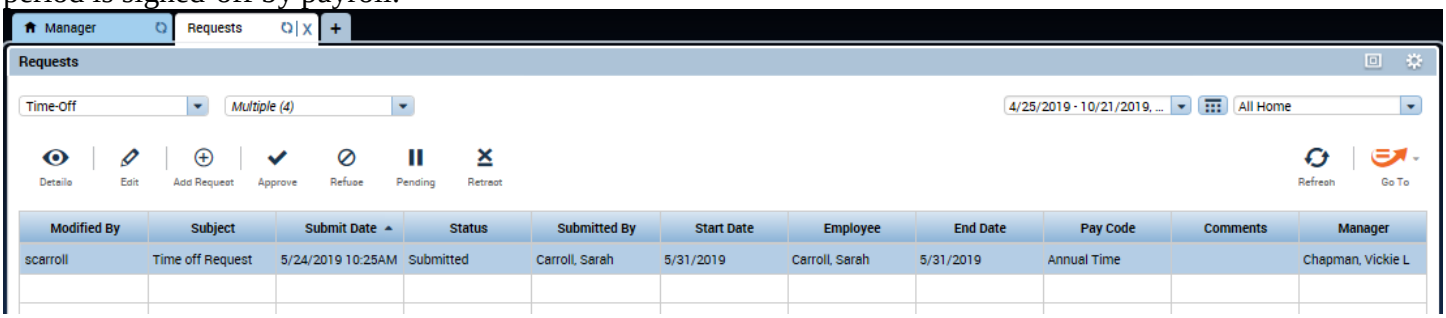
Manually granted Leave categories require the submission of the MyTime Supervisor Request Form and supporting documentation. The table below identifies when an accrual balance is necessary prior to RTO submission.

Manually Granted Leave Table	
Accrual Balance Required prior to RTO	Accrual Balance **Not** Required prior to RTO
Bone Marrow	Fire/EMS Community Service
Disaster Leave	Jury/Civil Work Related
Military Leave	Public Health Emergency
Education Leave	

Additional documentation for Leave Categories is listed in Supporting Policy Documentation.

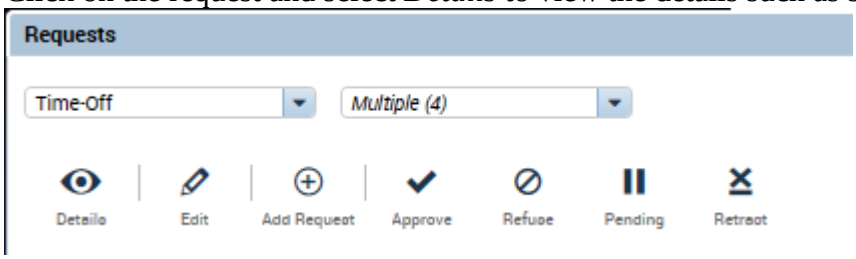
Section X: Approving the Request for Time Off

Leave is requested by the employee and approved or refused by the supervisor. The Time off Request will appear as an Alert on the Managers Workspace and will also be visible within the *Reques*t widget located on the *Related Items* pane. Leave must be approved within the Pay Period taken and requested and before the pay period is signed-off by payroll.



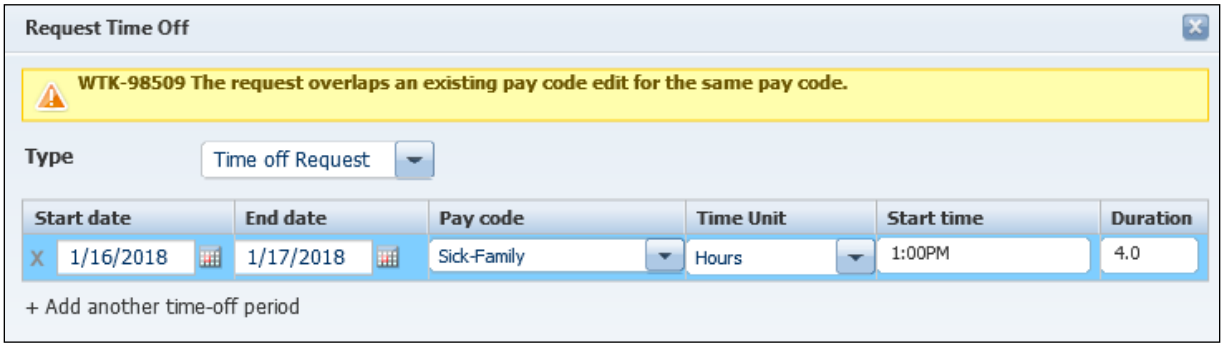
To Approve a Request for Time Off:

1. Select the *Requests* widget from the *Related Items Pane*.
2. Choose the date range to view outstanding requests.
3. Click on the request and select *Details* to view the details such as start date and end date.



4. Choose the appropriate action (Approve/Refuse) to be applied to the request.
5. You may choose to add a note to the request.
6. Once a *Time off Request* has been approved, the request should be reflected on the supervisor view of employee's Timecard and Schedule.

If a duplicate request is submitted by the employee for the same day as an existing ***approved*** leave request ***for the same Paycode***, the Request for Time Off will alert the Supervisor to an overlapping request.



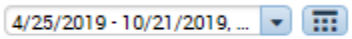
However, If an employee submits a duplicate request for an existing *approved* leave request with a ***different paycode,*** MyTime will not consider this to be in error and will not add a notifiation to the Request for Time Off to alert to an overlapping request.

Approving a Canceled Request

Requests that have been previously approved by the supervisor can be canceled by the employee. The Request to Cancel an RTO must also be approved by the supervisor.

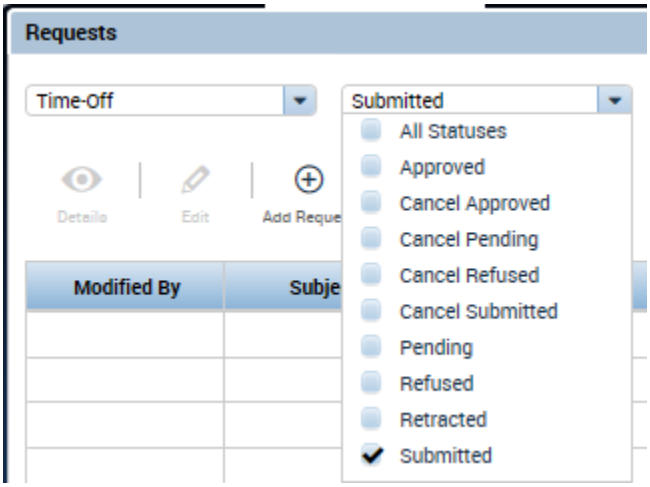
1. Select ***Requests*** from the *Related Items Pane*.
2. Choose the date range to view outstanding requests.

!Note: If necessary, expand the date range by selecting the calendar icon.



To View Submitted Cancel Requests:

1. Select *Cancel Submitted* from the Submitted dropdown menu.

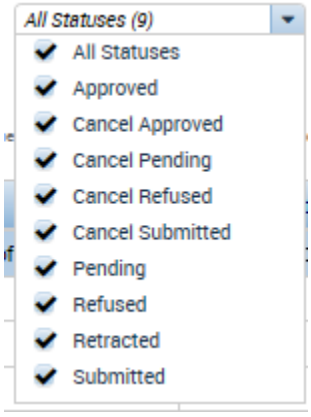


2. Select the *Submitted* dropdown menu.

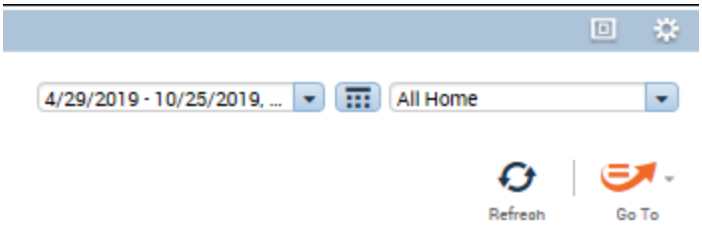
!Note: Cancel Requests do not show in the *Submitted* filter.

To view all Request Statuses:

1. Select *All Status* from the Submitted dropdown.



2. Click the Refresh button to the right of All Status.

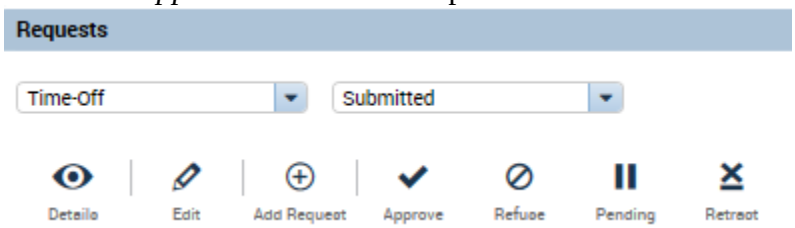


3. Follow the instructions for approving an RTO to approve the Canceled Request.

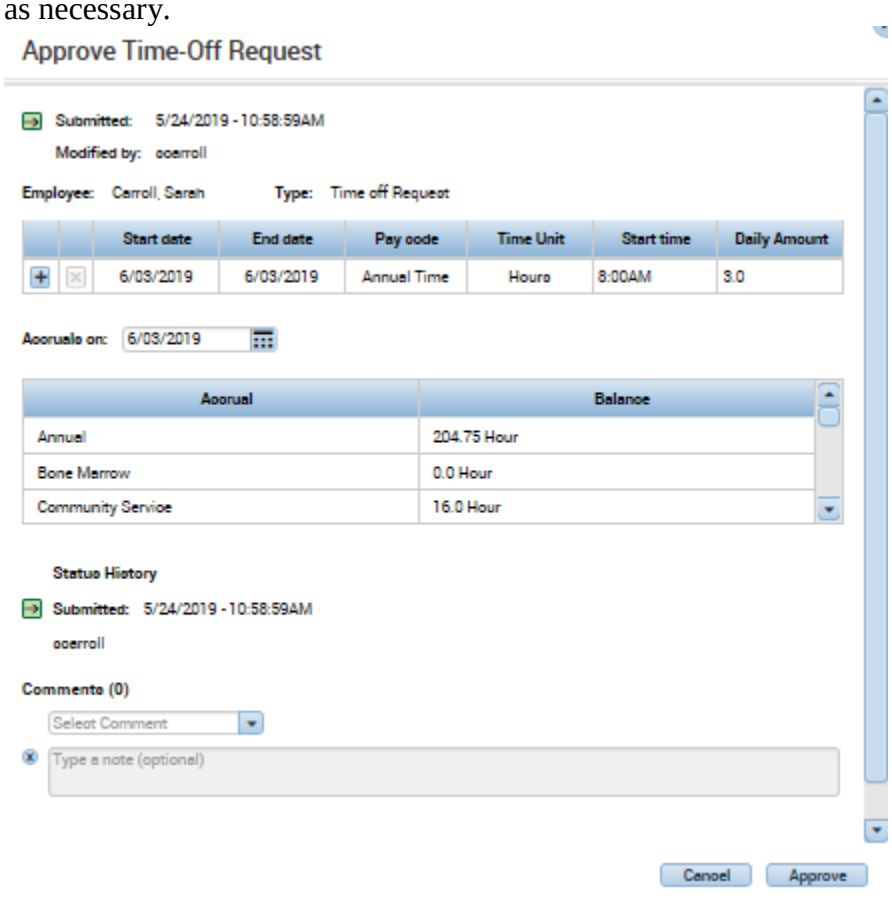
Edit a Time Off Request in Submitted Status

Requests in *Submitted* status can be edited by the supervisor. For instance, supervisors can change Leave hours, *Pay Codes* (Leave type) and *Start* and *End* dates.

1. Select the Request.
2. Select the *Approve* button in the top menu bar.



3. Supervisors may Edit the request from the Approve Time Off pop up and add comments and notes as necessary.



4. Select *Approve* at the bottom of the request.

!Note: Leave requests must be fully approved on the Timecard prior to Canceling a Meal Deduction.

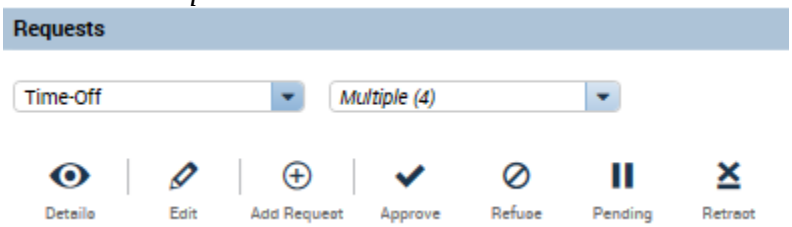
Submit Leave on an Employee's Behalf

If an employee is not able to submit an RTO, the supervisor and the Payroll office have permissions to submit the request on the employee's behalf. RTO's validates employee's Leave and balance. When an RTO is submitted by the supervisor, it must also be approved by the supervisor.

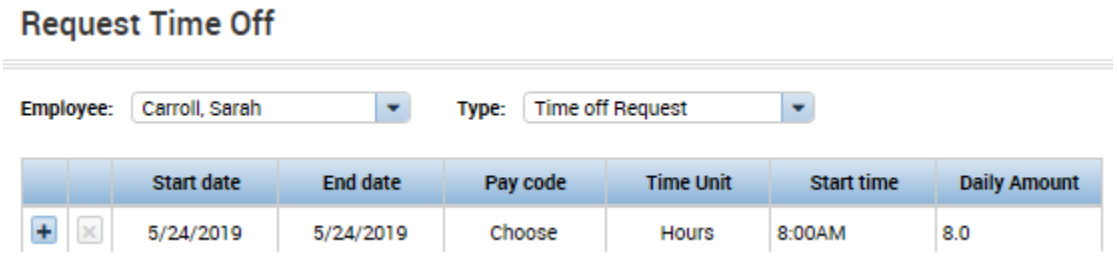
- The supervisor may submit an RTO for an employee before or after the Leave is taken but prior to Payroll *Sign Off*.
- The Payroll office may submit an RTO for an employee in specific situations, such as Short or Long Term Disability.

To Submit Leave OBO an Employee:

1. Select *Requests* from the Related Items Pane.
2. Select *Add Request.*



3. Select the Employee's name from the Employee dropdown.
4. Select the *Start* and *End Dates* for the Request.

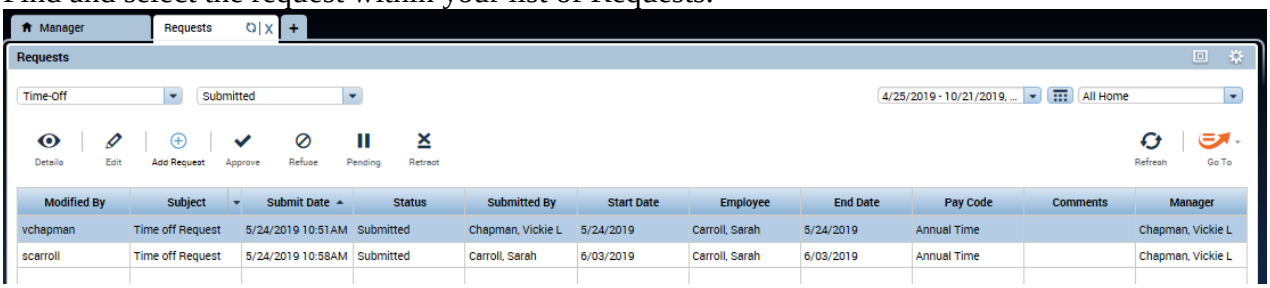


5. Select the appropriate *Pay Code*.
6. Select the *Time Unit* of the Request.
   If *Hours* is selected, select the *Start time* and *Daily Amount* of the Request.
7. Select *Submit*.

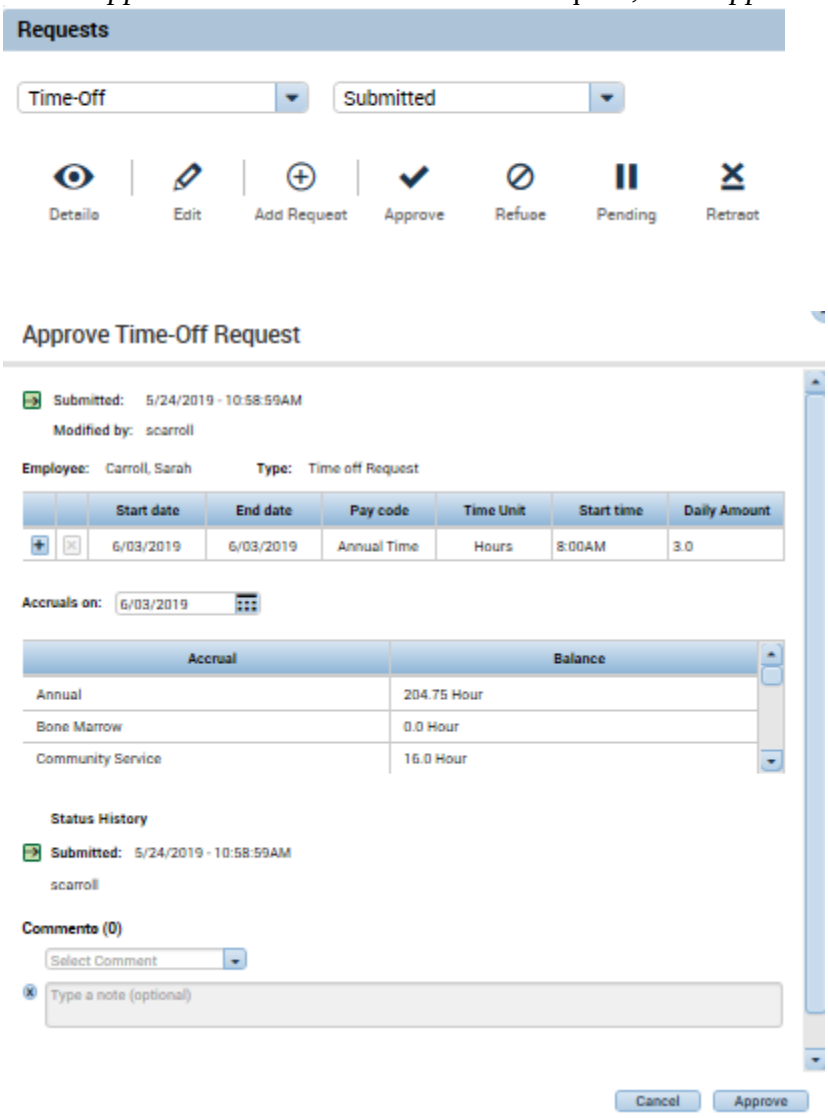
!Note: Once the Leave Request has been submitted the Supervisor must approve.

To Approve the Request:

1. Find and select the request within your list of Requests.



2. Select *Approve* to view the details of the Request, then *Approve*.



Correcting RTO Timecard Errors

Common errors associated with the Request for Time Off (RTO) form and the Timecard updates are due to Timecard editing prior to the RTO approval. Timecard errors associated with the RTO must be corrected by the Supervisor.

Timecard Edits prior to RTO Timecard Posting

When submitting a RTO, do not edit the In or Out time for that day until the RTO has been approved. Any edit to the day, prior to RTO approval, will cause the RTO to not populate the Timecard.
Note: Holiday pay codes are also considered an edit to the Timecard and will prevent the RTO from populating the Timecard for that day.

In the sample below, the employee arrived to work at 10:00 AM and edited the *In* time to reflect the late arrival. The employee completed a RTO for the hours missed in the morning, and the supervisor approved. Because the RTO was completed and approved AFTER the Timecard was edited, the RTO did not populate the Timecard.

How to Find and Correct Errors

Supervisors should notice RTO errors by several methods:

1. The Daily hour column on the Timecard shows a total value of 6.

2. View the *Schedule* column. If the *Schedule* differs from the In and Out times, the RTO is either waiting supervisor approval, or has not been completed by the employee.

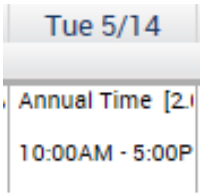
Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
Tue 5/14	8:00AM-5:00P...			10:00AM	5:00PM		6.0

Supervisiors should check their Requests. If the RTO has not been submitted, remind the employee to complete and submit. The RTO will NOT populate the Timecard, but the employee's Leave balances and schedule will be updated as needed. This will also allow the supervisor to choose the correct Leave type when entering the adjusment.

3. If the RTO has been approved, the Schedule time will match the *In* and *Out* times and the Shift and Daily will still recored the 6.0 hour total.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
Tue 5/14	10:00AM-5:00...			10:00AM	5:00PM		6.0

Approved RTO's are visible on the employee's Schedule.



4. The supervisor must correct RTO not visible on the Timecard. Enter a row and choose the appropriate Pay Code and hours. See section IX, Using Pay Codes.

Move Widgets for Timecard and Schedule Comparison

As approved RTO's populate the employee schedule, it may be convenient for supervisors to view the Timecard and the Schedule in a side-by-side manner. This can be accomplished by the *Schedules* and *Timecards* widget on the *Related Items* pane.

1. Starting from the Manager tab, click and drag the *Schedules* widget to the primary workspace.
2. You may close the *Exceptions* widget by the gear icon and minimize the Related Items Pane.
3. Click and drag the *Timecards* widget above or below the *Schedules* widget.
4. Ensure the schedule and employee views are the same for both widgets.

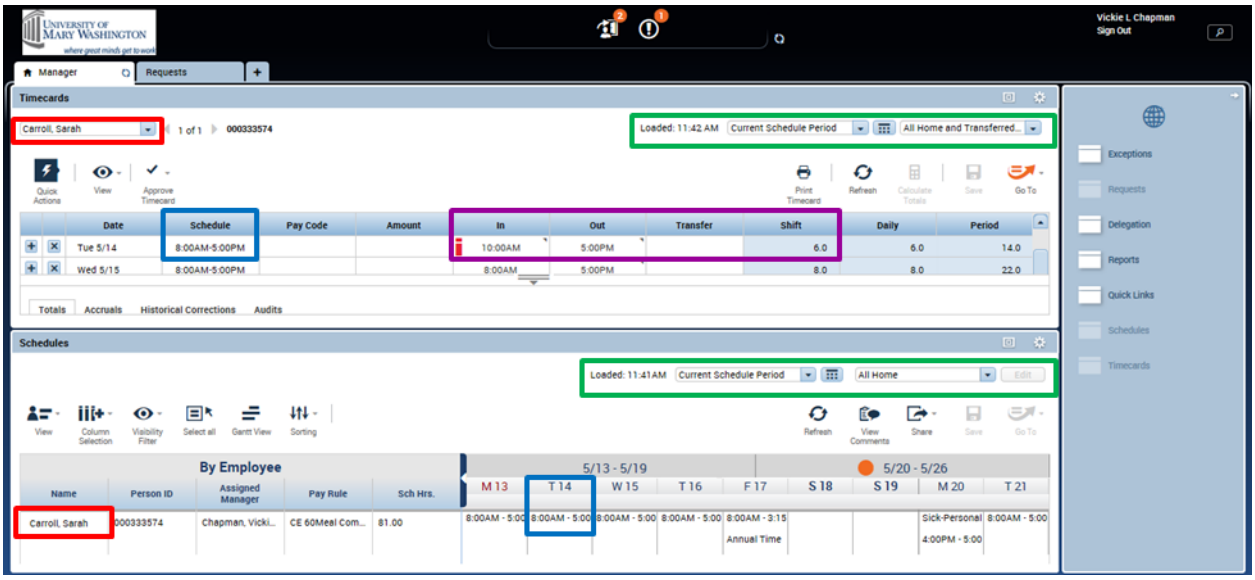
Notice that:

- The *Schedules* widget does not show pay period views
- The widgets do not align. Use the Timecard scroll feature to ensure you are comparing the correct schedule to the correct employee.

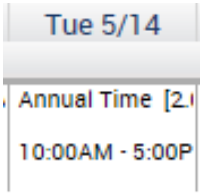
Below is a comparison between the *Schedules* widget and the *Timecards* widget. The sample indicates the need for a RTO on the Timecard to supplement hours worked.

- Outlined in **green** are the views for the selected period and filtered employee view
- Outlined in **red** is the employee name. Ensure the Timecard shows the correct employee.
- Outlined in **blue** are the calendar date and schedule comparisons.
- Outlined in **purple** is the actual punched *In* and *Out* time and the *Shift* and *Daily* totals.

Sample side-by-side comparison of Schedules and Timecard widget, no RTO. Schedules and Punch times should equal per Pay Period.



Sample employee Schedule after RTO for 2.0 hours is approved by supervisor. Timecard would require update if RTO was approved after the Timecard was edited.



RTO and the Five Hour Lunch Rule

If the employee's work schedule includes a lunch break, MyTime will automatically apply the lunch break after 5 or more consecutive hours.

Sample 1

When requesting Leave that occurs before the 5 hour mark, the lunch break will be automatically applied if 5 consecutive hours are worked upon return. In the example below, the lunch period is applied to the 10:00am-5:00pm shift.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Tue 5/14		Annual Time	2.0					
Tue 5/14	8:00AM-5:00PM			10:00AM	5:00PM		6.0	8.0

Sample 2

When requesting Leave that occurs after the 5 hour mark, the lunch break will be automatically applied to the 5 consecutive hours before Leave is taken. In the example below, the lunch period is applied to the 8:00am-3:00pm shift.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Wed 5/15		Annual Time	2.0					
Wed 5/15	8:00AM-5:00PM			8:00AM	3:00PM		6.0	8.0

Sample 3`

When 5 hours is not consecutively worked at any point during the day, the lunch period will not be applied. To correct, adjust the existent punches to reflect the lunch duration.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Thu 5/16	8:00AM-5:00PM			8:00AM	12:00PM		4.0	
Thu 5/16				1:00PM	3:00PM		2.0	
Thu 5/16				4:00PM	8:00PM		4.0	10.0

Section XI: Supplementing Hours Worked with Leave

MyTime rounds minutes to the quarter of an hour. Using the Rounding Calculation Minute Table will be helpful when calculating partial day Leave requests or time entries.

Rounding Calculation Minute Table

Minute Range	Rounded Minute	Rounding Increment
:53-:07	:00	.00
:08-:22	:15	.25
:23-:37	:30	.50
:38-:52	:45	.75

Late In:

A late arrival may require a Request for Time Off (RTO) to supplement hours actually worked with paid Leave. Example: If an employee is scheduled to arrive at work at 8:00am they arrive at work at 10:42am. The employee would submit an RTO for this time. The supervisor may submit an RTO on the employee's behalf if the employee is not available.

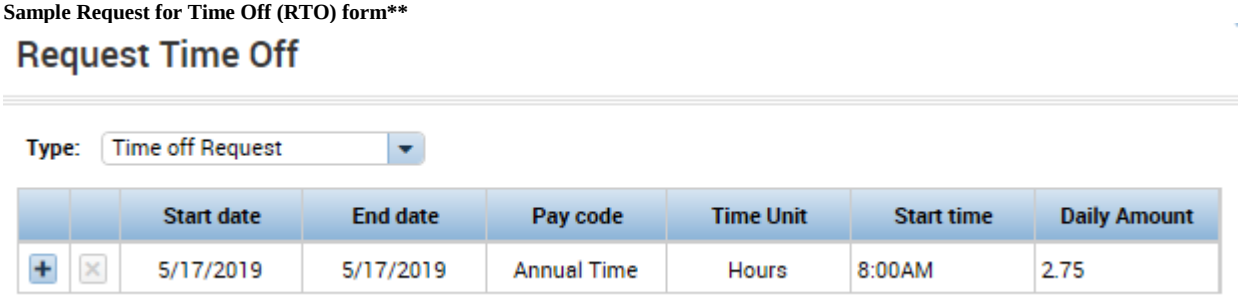
How to calculate Late In:

1. Subtract the arrival time from the scheduled work time. Using the above example: 10:42 – 8:00 = 2.42, or 2 hours and 42 minute late arrival.

2. MyTime rounds in minutes. Find the 42 minutes within the *Minute Range* Column (:38-:52) and follow across the chart to the calculated quarter of an hour Rounding Increment column.

3. Use 2.**75** on the RFO or for the Timecard edit.
   !Note: MyTime will round the *In* time to show 10:45am

Sample Request for Time Off (RTO) form**



Request Time Off

Type: Time off Request

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	✕	5/17/2019	5/17/2019	Annual Time	Hours	8:00AM	2.75

Sample Timecard showing 2.75 Annual Leave addition to supplement late arrival.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Fri 5/17		Annual Time	2.75	8:00AM				
Fri 5/17	10:45AM-5:00PM			10:45AM	5:00PM		5.25	8.0

Early Out:

When submitting a RTO to supplement working hours at the end of a day, it is necessary to view the MyTime Timecard to note the *Out* time and the *Daily* columns. These values will be necessary to determine the *Start time* and the *Length* values for the RTO form.

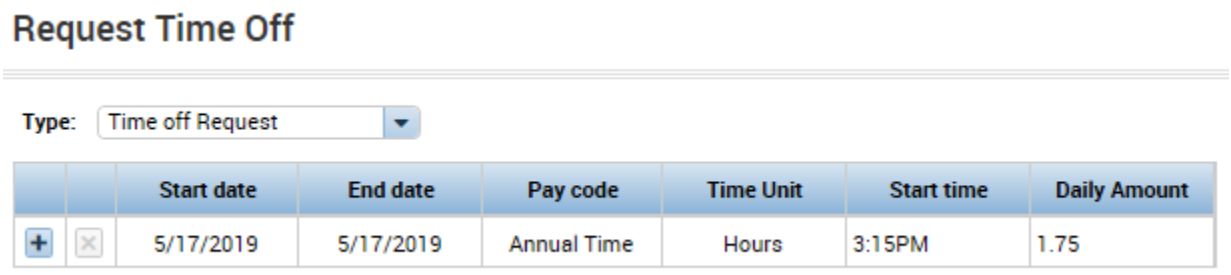
The sample below is an employee with a normal work shift from 8:00AM-5:00PM. The early out for this employee was 3:12 pm.

1. View the Timecard to note actual *Out* time (3:12) and Daily total hours (6.25) as rounded within MyTime.

Schedule	Pay Code	Amount	In	Out	Transfer	Shift
8:00AM-5:00PM			8:00AM	3:12PM		6.25

2. To determine Leave amount needed for a full 8 hour shift - subtract the *Daily* total (6.25) from the normal shift. For example, for an 8 hour shift: 8.0-6.25 = 1.75.
   1.75 is the Leave needed to supplement the day's working hours.

3. On the RTO form, the employee will:**
   Enter the Timecards *Out* time as the *Start* time.
   Enter the Leave balance needed in the *Length* field.



Request Time Off

Type: Time off Request

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	✕	5/17/2019	5/17/2019	Annual Time	Hours	3:15PM	1.75

Sample Timecard showing 1.75 added to supplement early out.

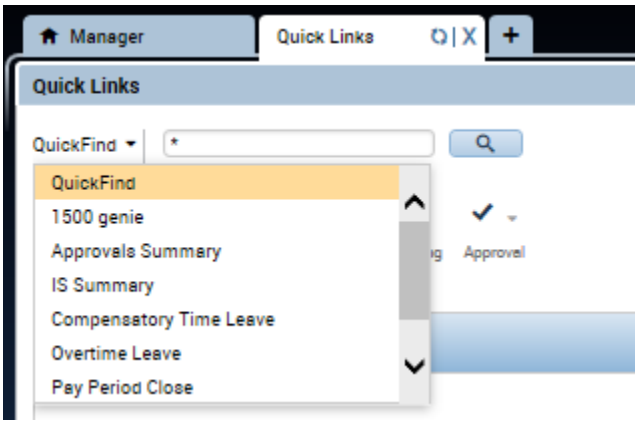
Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Fri 5/17	8:00AM-3:15PM			8:00AM	3:15PM		6.25	
Fri 5/17		Annual Time	1.75	3:15PM				8.0

** Supervisors may edit the Timecard directly.

Section XII: Quick Links

Quick Links are additional supervisor widgets supporting Timecard functions, employee payroll details, and reporting. Quick Links provides supervisors the flexibility to manage employee and Timecard content in a variety of navigational and view features. Select Quick links from the Related Items pane.

Summary of Quick Link Widget Options



QuickFind – Use to search by employee name. Use the drop down feature to allow for the following:

1500 Genie – A UMW custom view to accommodate the Affordable Care Act. The Act mandates that wage employees cannot work more than 1500 hours between May1st to April 30th in any given year. Report shows total hours in the Accrual period and total hours remaining.

Approvals Summary – Displays employee information to include Timecard Approvals, Excused and Unexcused absences, and Total Hours Worked. Includes a column for Dual Job Mgr Approvals (Transfer employees). See Confirmation of Timecard Approvals for additional details.

IS Summary – Displays employee information such as Name, Primary Labor Account, Assigned Managers, and Pay Rules

Compensatory Time Leave – Displays compensatory time accruals for employees who are eligible to earn compensatory time.

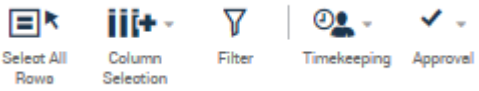
Overtime Leave – For employees eligible to earn Overtime Leave, this view will display their accrual of overtime leave, as well as overtime leave that has been paid out.

Pay Period Close – A view of Timecard Approvals and Sign-Off along with Missed In-Punches and Unexcused Absences. Also includes a Total Hours Worked column representing hours worked per Pay Period. This view does not include those working dual employment (Transfers).

Reconcile Timecard – Shows employee Timecard exceptions such as Unexcused Absences, Missed punches, Total Hours Worked, and Primary Labor Account.

Unapproved Hours – A list of Exempt and Administrative employees with cumulative totals of unapproved hours by selected time periods.

Quick Link Header Options

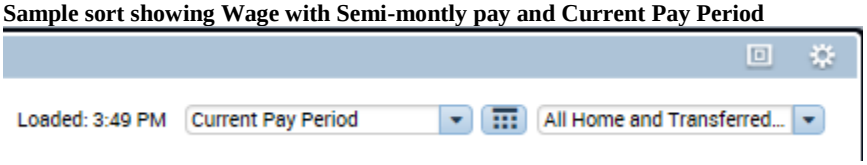


- **Select All Rows**: Click to select all employees witin the given view
- **Column Selection**: Allows removal of specific column headers and information
- **Filter**: Provides a pop up search box for selected columns
- **Timekeeping**: opens the Add Punch box to manipulate Timecard deductions, punches, comments for individual employees or en mass.
- **Approval**: allows Timecard approval for individual employees or en mass.

Filtering

Supervisors may filter their view to include a specific group of employees for a specific Pay Period. This is particularly helpful when sorting for student/wage employees for the Bi-weekly Pay Period.

Sample sort showing Wage with Semi-montly pay and Current Pay Period



Use *Show* to sort the employee listing by employee classification (Wage, Admin faculty, Non-Exempt) or to view the filters custom created by you (see Section XV: Creating Custom Views).

Use *Time Period* to view the sorted employee classification selection by Pay Period. Select *Current Pay Period* before the end of the Pay Period and *Previous Pay Period* when the Pay Period has ended. View the Payroll Calendars to determine which Pay Period is appropriate for your need.

Pay Period Close Dates and Frequencies of Pay

Pay period close dates differ based on the Bi-weekly or Semi-monthly pay schedule. Frequencies of Pay (noted from the Show dropdown as *Freq*) can be viewed beside the employee classification as seen in the *Show* and within the *Pay Rule* column on the IS Summary. Frequencies that begin with a 7 are paid according to the Semi-monthly Calendar; those that begin with a 4 are paid on the Bi-weekly.

Section XIII: Pay Period Closure Review

Prior to approval of an employee's Timecard, it is essential to review the time and leave recorded for the Pay Period and Overtime for the Schedule Period. Ensure:

- All Requests for Time Off (RTO) have been processed for the Pay Period.
- Employee's Timecard and Schedule match with RTO and lunch edits.
- Employees with 'short' work hours have the required Leave forms with appropriate hours. (On the Timecard, use the appropriate *Schedule Period* view.)
- All Timecard *Exceptions* have been marked as *Reviewed.*

- Unapproved hours are reviewed and approved, if necessary.
- All Overtime hours are approved by the Schedule Period
- Punch errors have been corrected for time, Leave, or Pay Code needs.

Quick Links and Timecard Review and Reconciliation

The following Quick Link options provide specific information related to the Timecard reconciliation process and should be reviewed prior to Timecard approval.

Reconcile Timecard - Use to view or confirm Timecard exceptions such as early *In* or *Out*, have been marked as *Reviewed* and Unexcused absences have appropriate Pay Code edits. Most Reviewed *Exceptions* display in green.

Unapproved Hours - Use to confirm or review *Unapproved* hour balances for Exempt or Administrative employees. Administrative and Professional Faculty Unapproved hours remain *Unapproved*.

Pay Period Close - Use to confirm missed punches are corrected, the employee has approved the Timecard and the Timecard is approved in the correct Pay Period. If the employee has approved incorrectly, request they remove their approval then re-approve in the correct period.

Schedules and Timecards widgets- Use both for side by side comparison of working hours and RTO postings. Approve all RTO prior to Timecard editing.

Section XIV: Timecard Approval

Timecard approvals are required at the end of each Pay Period by the employee and the supervisor. Payroll will officially close the Pay Period by *Sign Off* to disallow further editing.

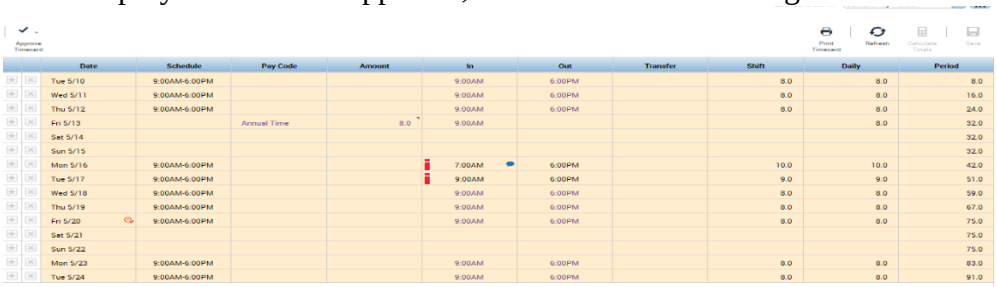
Ideally, the employee would approve working hours on the Timecard prior to supervisor approval. If the supervisor approves the Timecard first, employees can approve the Timecard but cannot edit. Supervisor approval must be removed if employee Timecard editing is required.

Supervisors can edit employee Timecards up until payroll closes the Pay Period and Signs Off.

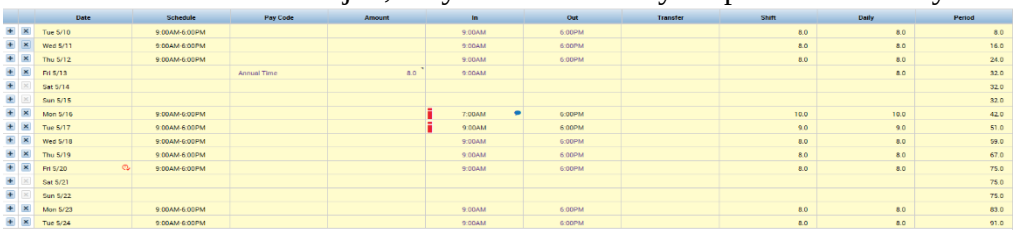
Timecard Colors for Visual Definition

Timecard colors help visually define who approved the Timecard. Approval information can also be found on the Approval Summary widget.

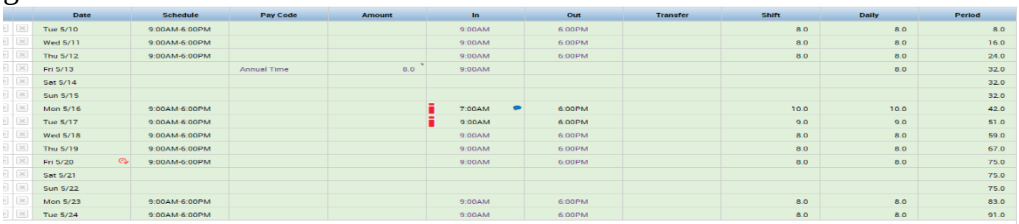
If the employee is the first approver, the Timecard turns orange.



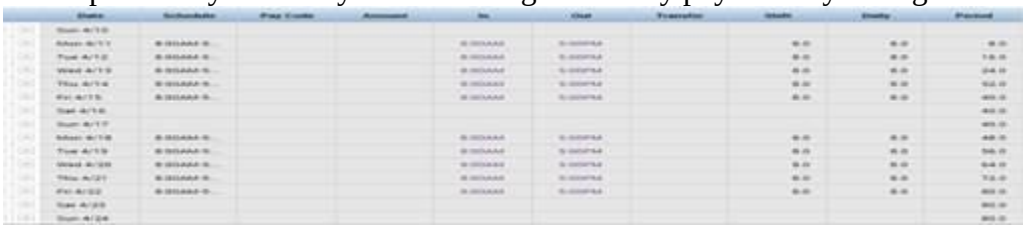
If the supervisor is the first approver, the Timecard turns yellow. If you are a supervisor of an Exempt employee who works more than one job, only time related to your position will be yellow.



When the Timecard is approved for the second time by either the employee or supervisor, the Timecard turns green.



A completed Pay Period cycle will be Signed Off by payroll. Payroll sign off turns the Timecard gray.



Caution - MyTime will allow supervisors to approve Timecards with unresolved missed punches, which will result in the supervisor's approval being rejected by payroll. Supervisors may be required to make the appropriate adjustments

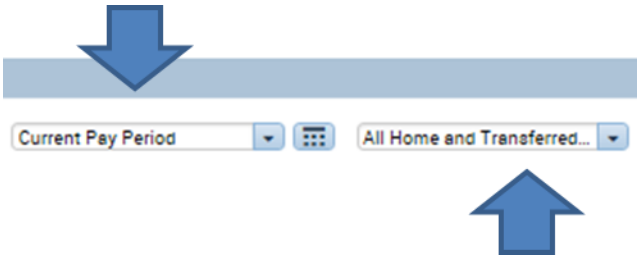
Approving Timecards using the Timecards Widget

1. Select *Timecards* from the Related Item Pane.

2. Ensure the appropriate views are displayed:

Pay Period is selected from the *Time Period* dropdown

- Current Pay Period should be selected when approving before the end of the Pay Period.
- Previous Pay Period should be selected when approving after the Pay Period has ended.

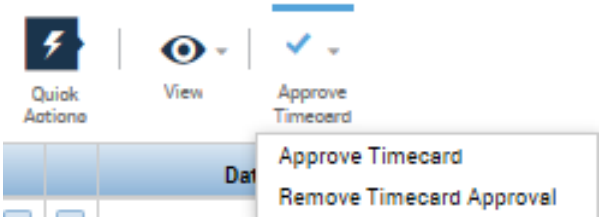


Employee view is selected from the Query dropdown

3. Starting with the first Timecard

Approve all hours for Non-exempt employees. Overtime hours will be approved in this approval process. Approve (all, some or none options) Overtime hours for Exempt employees

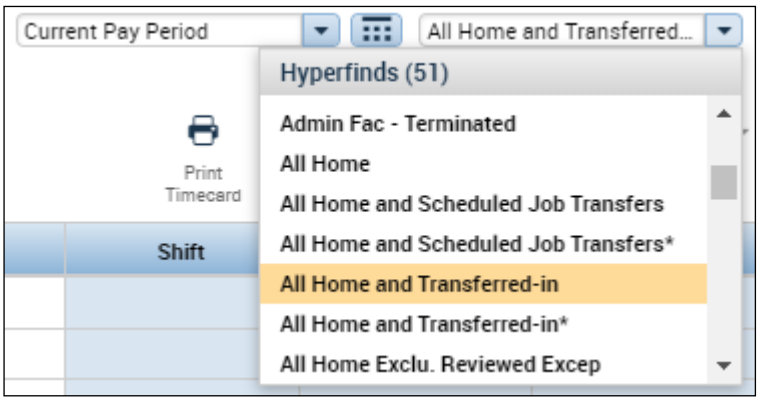
4. To approve, open the Approve Timecard drop down and choose Approve Timecard. If you see further edit needs after approval, remove the Timecard approval, edit, then reapprove.



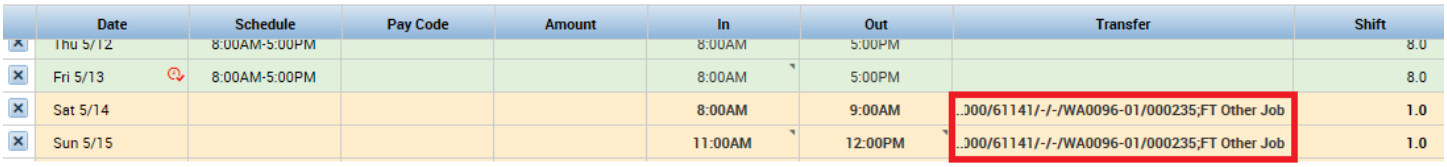
4. Use the Timecard scroll arrows to view, edit and approve the next Timecard.

Approving Timecards for Employees who Work more than One Job

On the Timecard widget, ensure the Query View is *All Home and Transferred In*. This view picks up employees who 'transfer' into your department on an "as needed" or scheduled basis. If the employee has not transferred in and logged hours into the second job, that supervisor will **not** see the employee in their list.



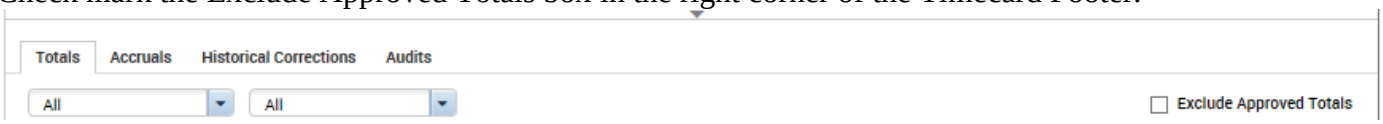
1. For employees working more than one job on campus, the bolded In and Out times (non-scheduled) will require your approval.



Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
Thu 5/12	8:00AM-5:00PM			8:00AM	5:00PM		8.0
Fri 5/13	8:00AM-5:00PM			8:00AM	5:00PM		8.0
Sat 5/14				**8:00AM**	**9:00AM**	**..300/61141/-/-/WA0096-01/000235;FT Other Job**	**1.0**
Sun 5/15				**11:00AM**	**12:00PM**	**..300/61141/-/-/WA0096-01/000235;FT Other Job**	**1.0**

It may be easier on the eye to remove approvals that are not your own. To remove other supervisor approvals from your view, check the *Exclude Approved Totals* box found within the Timecard footer.

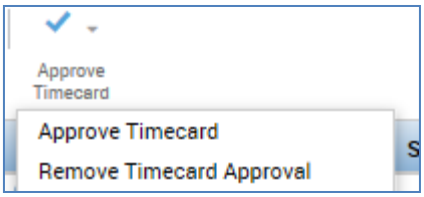
2. Check mark the Exclude Approved Totals box in the right corner of the Timecard Footer.



3. On the Totals tab, the hours remaining will belong to you (or perhaps a 3rd supervisor) and should match those hours bolded within the Timecard.

4. Approve the Timecard.

To approve, open the Approve Timecard drop down and choose Approve Timecard. If you see further edit needs after approval, remove the Timecard approval, edit, then reapprove. The Timecard rows with your approval will turn green.



Supervisor Timecard Approval of Employee's Second Job

An employee must have Transferred In to a job for the supervisor to see that employee in their list for approval. If the employee didn't work their secondary job, the supervisor must still approve their timecard. To do this the supervisor must locate the employee through the following steps:

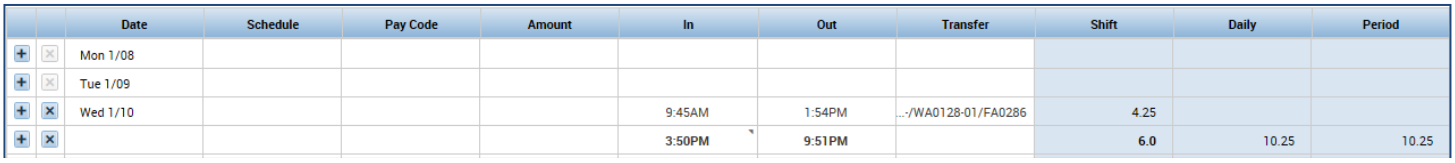
1. Locate hours previously worked in the second job by entering a specific range of dates.
2. Once the employee is located, from the time period drop down select the pay period that requires approval.
3. Select Approve Timecard

! Note: All Timecards must be approved, even those with zero hours.
! Note: Supervisors of employees working two positions will receive email notifications of outstanding Timecard approvals even when the Timecard has been fully approved. Please review the Timecard Approval Summary or Timecard Sign-Offs, Requests & Approvals tab for verification.

If an employee incorrectly recorded time for their primary or secondary position, the supervisor must correct the punch to accurately display hours worked.

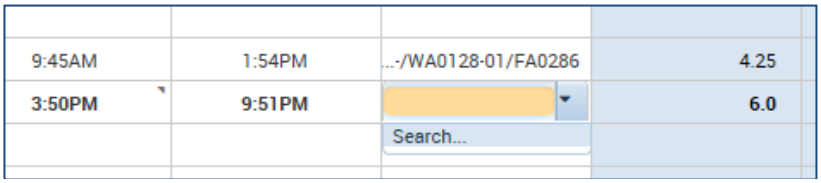
Scenario 1:
If the employee recorded hours for his/her primary job, which should have been recorded for their secondary job, the secondary supervisor will need to:

1. Navigate to the incorrectly recorded punch on the Timecard
2. Select the *Transfer* cell beside the hours worked.



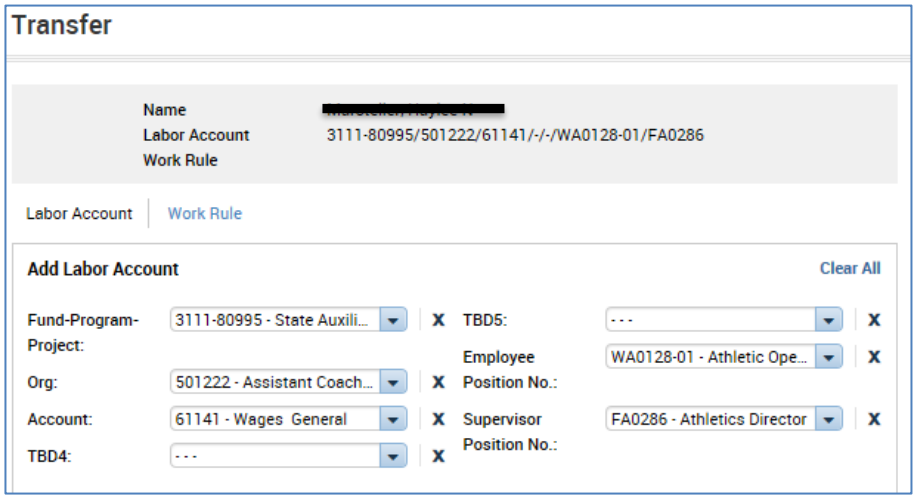
Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 1/08									
Tue 1/09									
Wed 1/10				9:45AM	1:54PM	.../WA0128-01/FA0286	4.25		
				3:50PM	9:51PM		6.0	10.25	10.25

3. Select ***Search***

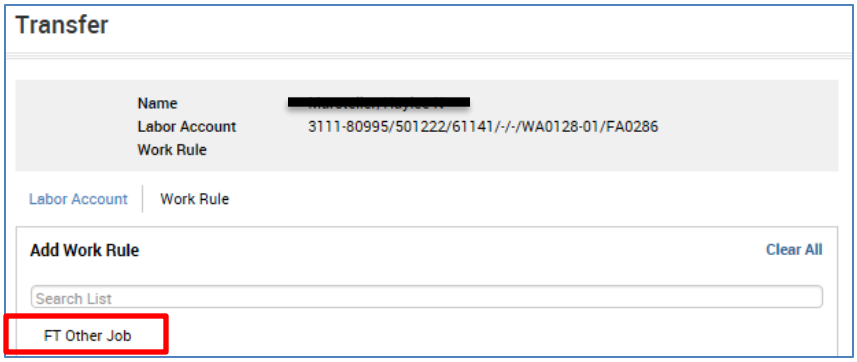


4. Choose the appropriate *Fund-Program-Project*, *Organization*, *Account*, *Employee Position Number* and *Supervisor Position Number*.

5. Select "- - - " for *TBD 4* and *TBD 5*



For Full-Time Classified Employees Only: Supervisors must select the ***Work Rule*** tab and select ***FT Other Job***



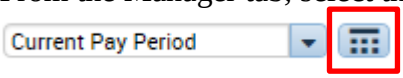
6. Choose ***Save***.

Scenario 2:
If the employee recorded hours for his/her secondary job, which should have been recorded for their primary job.

1. Navigate to the incorrectly recorded punch on the Timecard
2. Delete the Transfer
3. Choose ***Save***.

Scenario 3:
The employee did not record hours for his/her second job and the employee's name does not appear on the secondary supervisor's Manager tab.

1. From the Manager tab, select the *Calendar* icon to change the pay period view.



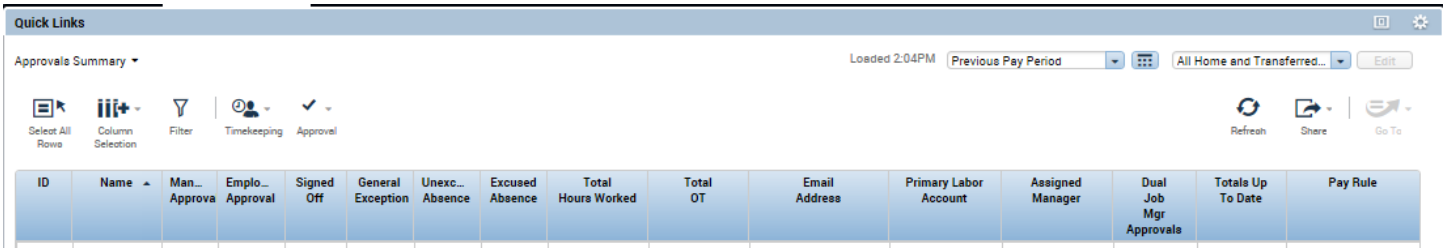
2. Be sure the View dropdown is set to display *All Home and Transferred In**.
3. Change the ***Start Date*** and ***End Date*** to select a range of dates which includes a date when the employee recorded hours for his/her second job.
4. The employee's name will then appear on the secondary supervisor's Manager tab.
5. Double click on the employee's name to navigate to the employee's Timecard.
6. Correct the Timecard as necessary.

Note: If the employee has never recorded time for his/her secondary job, the supervisor should contact the Help Desk.

Confirmation of Timecard Approvals-Approvals Summary Widget

The Approval Summary will display all Timecard Approvals, including those of *Transfer* employees (those working more than one job). View the *Summary* to verify approvals are appropriate to the time period and all Timecards have been approved.

On the Approval Summary header, ensure the *Show* field displays the appropriate employee view and the appropriate *Time Period* is selected.



Timecard Approvals are viewed under the column headers titled Manager Approval, Dual Job Mgr Approvals, and Signed Off (reserved for Payroll). Timecard approval flow should begin with the employee and end with the the supervisor. Approvals are allowed until the *Signed Off* column is checked by Payroll indicating the Pay Period is fully closed for editing.

Definitions of Approval Summary Column Headers:

Manager Approval: This column is for supervisors of employees with one job. Supervisors can approve a Timecard as many times as they wish within the pay period -MyTime will show up to 2 approvals. The *Manager Approval* column will show a 1 or 2 once the Timecard is approved. The word *Partial* will show when the Timecard is not fully approved for the pay period or the employee was hired after the beginning of the pay period.

Employee Approval: A check mark is shown in this column when the employee approves their Timecard for the full Pay period. The word *Partial* is shown for employees if an employee was hired after the Pay-Period began or if an employee did not approve the Timecard for the entire Pay Period.
The Employee Approval column may be blank for zero time cards – Supervisor approval of a zero Timecard (employee did not work during the payroll period) is still required.

Signed Off*:* A checkmark is shown in this column when the Timecard has been Signed Off by Payroll. No further edits may be made by the employee or the supervisor once a Timecard has been Signed Off.

Dual Job Mgr Approvals: Employees who work more than one position must use the MyTime *Transfer* feature when recording hours worked. Supervisors will be unable to view the employees working hours until the the employee *transfers* into the postion. When supervisors approve an employee's Timecard, they approve only the hours transferred into their department. The *Dual Job Mgr Approvals* column will contain a check mark once both managers approve the Timecard. An *n/a* in this column indicates that this employee is not a transfer employee.

Section XV: Email Features and Notifications - viewed in Outlook

Automatic MyTime Email Notifications

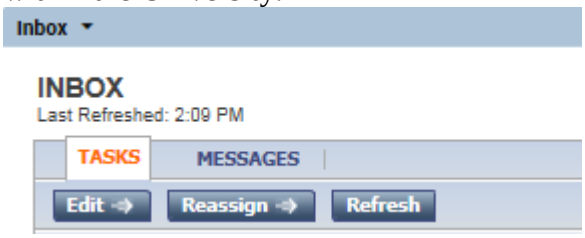
Automatic email notifications will be sent by MyTime in the following situations:

- Reminder of Pay Period close and Timecard approval.
- Second notice of missed approval deadline by employee/supervisor.
- Employee notification when the supervisor adjusts the Timecard.
- A Time Off (RTO) is submitted for approval.
- A RTO actin has been taken.
- When selected as a Delegate (Approver).

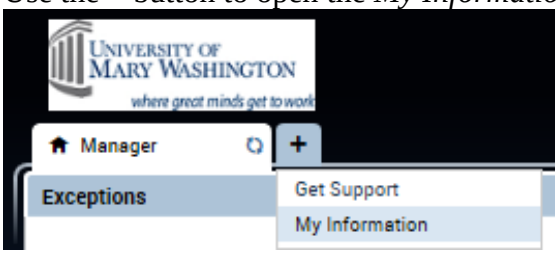
! Note: Supervisors of employees working two positions will receive email notifications of outstanding Timecard approvals even when the Timecard has been fully approved. Please review the Timecard Approval Summary or Timecard Sign-Offs, Requests & Approvals tab for verification.

MyTime Inbox

The MyTime Inbox may be used to communicate between an employee and a supervisor or other employees within the University.



1. Use the + button to open the *My Information* tab.



2. Select *Inbox* from the *Related Items* pane.
3. Select *New*.
4. A new window will open to allow you to compose a new message.
5. Select *Address Book* to find employees.
6. In the *Name* field, type the last name of the employee followed by an asterisk.
   Ex: Smith*
7. Select *Search.*
8. Select the employee name.
9. Select the single right-facing arrow to populate the *To* field in the new message.
10. Select *Ok.*
11. Enter the *Subject* and *Contents* of the message.
12. Click *Send.*

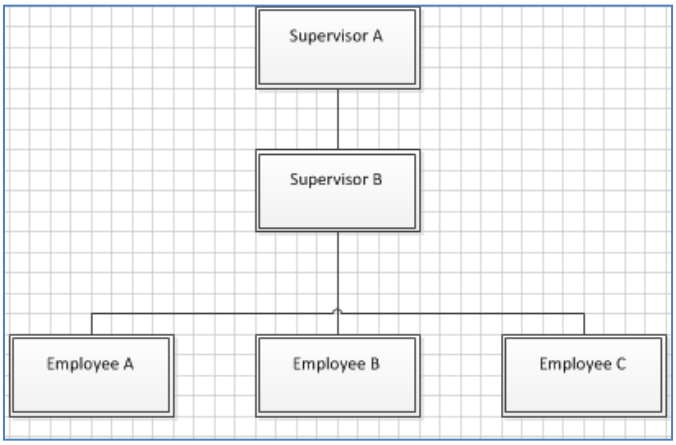
Checking Messages

1. Select the **Messages** tab from within the Inbox.
2. Double click the message to view the details. The message will appear in a new window.

Section XVI: Grand Supervisors

Grand Supervisor

The MyTime reporting structure is designed as a hierarchy and is organized to display multiple levels of Supervisors. For example: If supervisor A manages supervisor B, supervisor A will see his/her direct reports in addition to supervisor B's direct reports within various workspaces, reports, views and Request for Time Off forms. **!Note:** Each Grand Supervisor will need to create an internal policy on how to manage approvals when direct reports are unavailable.



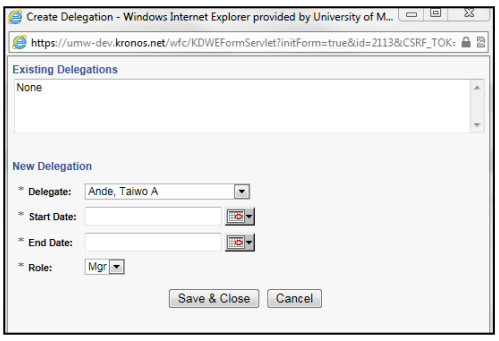
Supervisors are responsible for time and Leave management for their direct reports. In the case that a MyTime manager is unavailable, the Grand Supervisor (Supervisor A) is responsible for ensuring tasks are met in accordance to Pay Period deadlines.

Section XVII: Delegation

The delegation feature is designed to allow a supervisor to delegate approval of their employee's Timecard and Leave requests to another supervisor within MyTime. The supervisor may choose to delegate approval to more than one supervisor within MyTime. This function is to be used for short-term situations and not as permanent change to supervisor duties.

Submitting a Delegation Request

1. Select *Delegation* from the Related Items pane.
2. Under Actions, click *Mgr Delegation*.
3. The *Create Delegation* pop-up will appear.

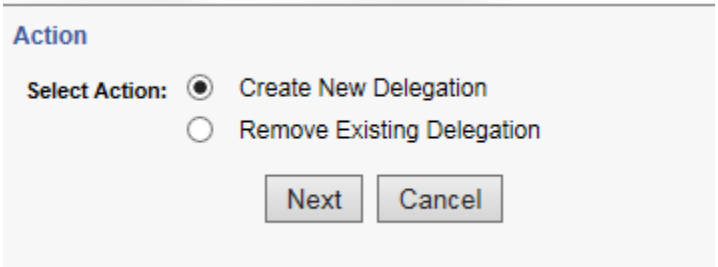


4. Open the *Delegate* dropdown to view the MyTime supervisors.
5. Select the appropriate Delegate.
6. Select the *Start* and *End Date*.
7. Select *Save* and *Close*.

8. The Delegate will be sent a Delegation Task Notification to Outlook and their MyTime Inbox.
9. Accepted Delegation messages are received within Outlook and available within the Inbox Messages tab. Double click on the message to view any comments submitted by the Delegate.

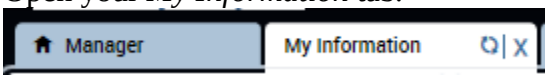
Remove or Change the Existing Delegation

1. Select Delegation from the Related Items pane.
2. Under Actions, click *Mgr Delegation.*
3. Select the appropriate radio button.

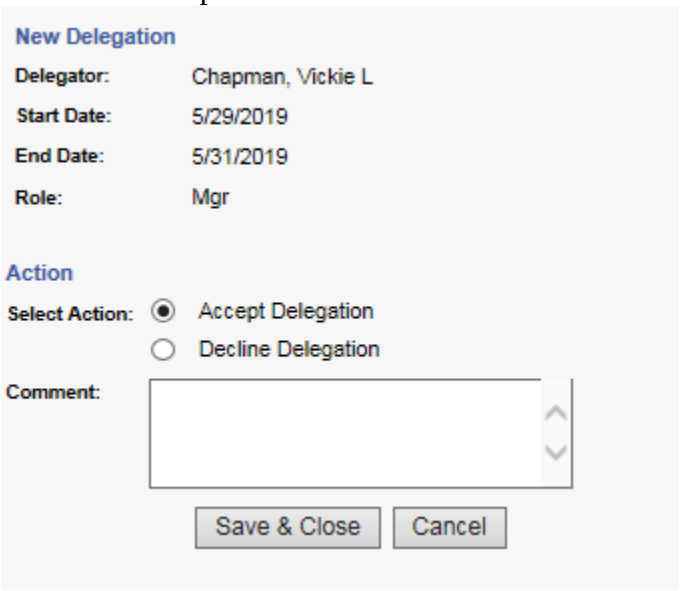


View and Accept a Delegated Task

1. Open your *My Information* tab.



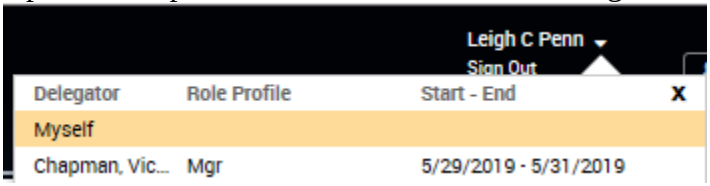
2. Select *Inbox* from the Related Items pane
3. The Request is listed under the Inbox Tasks. Double click on the task.
4. Select the Accept or Decline radio button.



5. Click *Save and Close* - the Delegation Request will be removed from your Task List.

Delegate Access to Timecards

1. Log into MyTime. A drop down arrow will be visible beside your name.
2. Open the drop down arrow and select the manager for which you are approving on behalf of.

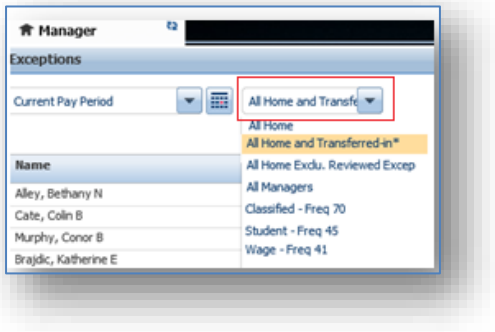


3. You have access to the supervisor's employee Timecards only. Other MyTime features remain your own, such as filtered views or your personal Timecard.

Section XVIII: Creating Custom Views

The Manager Tab Exceptions view will default the list of employees based on your position classification. Those responsible for multiple University divisions will have the largest numbers of employees defaulted on the Exceptions view.

MyTime has an inherent filter feature to categorize employees by classification. To filter your view, open the dropdown to select an alternative.

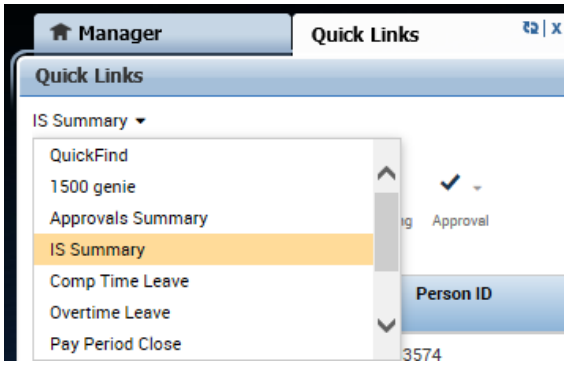


Creating Filtered Views

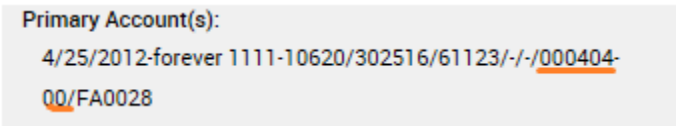
MyTime allows for view customization. This can be particularly useful for those managing multiple University divisions. The information provided below will demonstrate one method of creating a custom view to show your direct reports.

Direct Report Filtered View

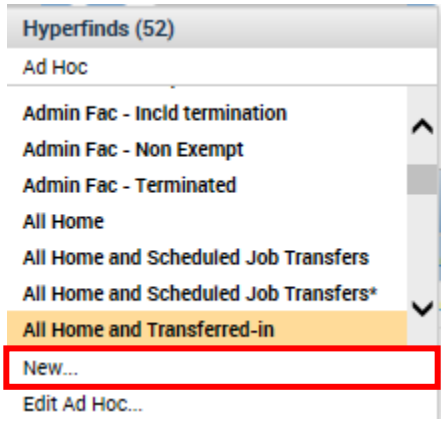
1. Select ***Quick Links*** from the *Related Items Pane (*blue pane to the right on Mgr tab).
2. From the *Quick Find* dropdown, select ***IS Summary*** to extract a listing of employees within your supervisor control.



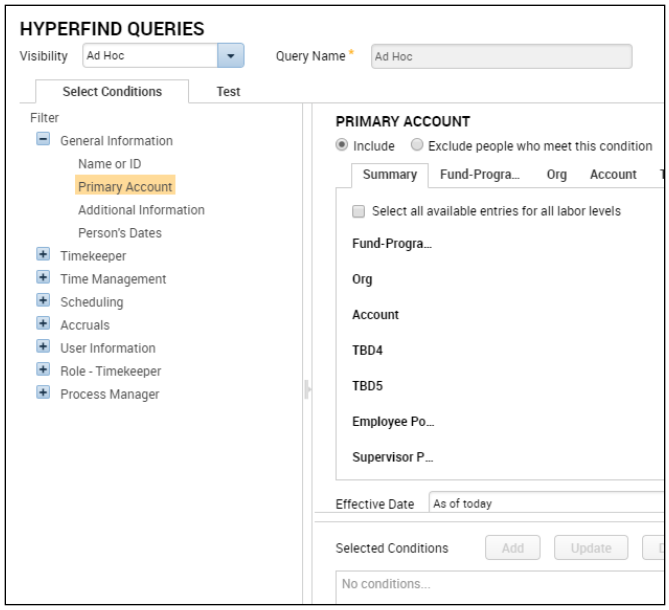
3. Within the list, find your name and Right click to retrieve your positon number. Write this number down, as you will need to add this to the query you are building.



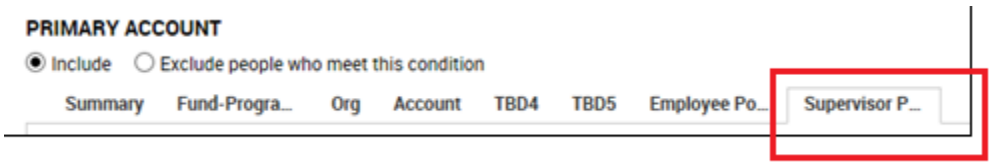
4. On the top right of the page, open the Query and change the view from *All Home and Transferred In* to *New*. This open the *Hyperfind Queries* page.



5. Under the Hyperfind Queries tab and within the *Select Conditions* tab, click on *Primary Account*.

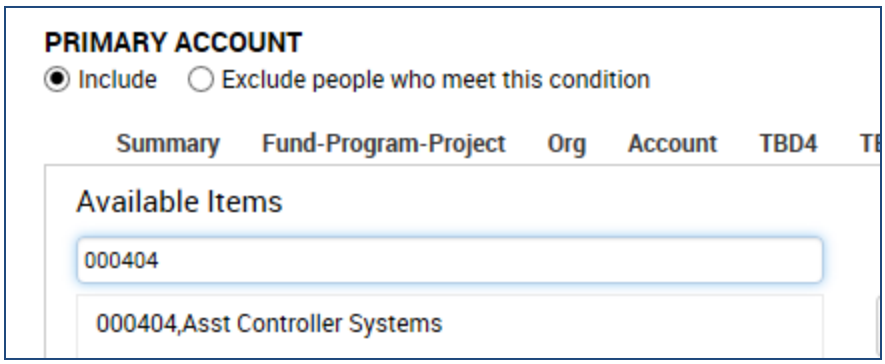


6. Select the *Supervisor Position No.* tab located to the right of the Summary tab currently open.



(If positons are listed within the Selected Items box (to the right of the form), remove using with the left arrow keys)

7. Enter your position number in the *Available Items* field. Your title will show itself within the boxed area, as seen below.



8. Select your position number and click the right arrow keys to populate your position number in the *Selected Items* box

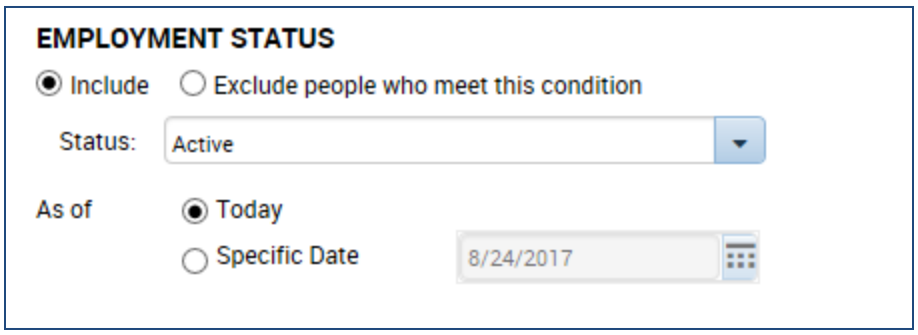
9. In the middle of the form, ensure the *Effective Date* field remains *As of Today*.

10. At the bottom of the page, select ***Add*** to add the condition to the Selected Conditions. Verbiage will populate the blanked boxed are.

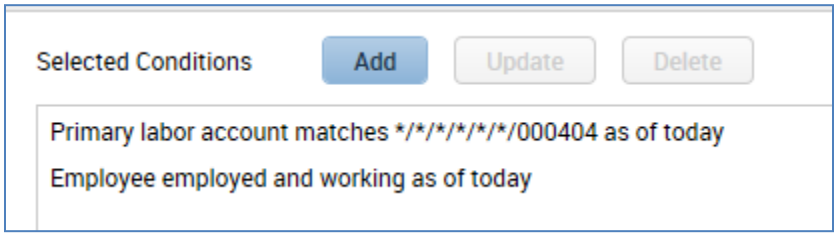
11. Navigate back to the *Select Conditions* tab to the left of the page.

12. Open the ***Timekeeper*** category

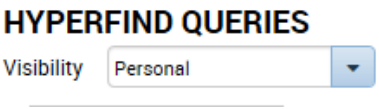
13. Select ***Employment Status***
14. Ensure the Status shows ***Active*** as of ***Today***



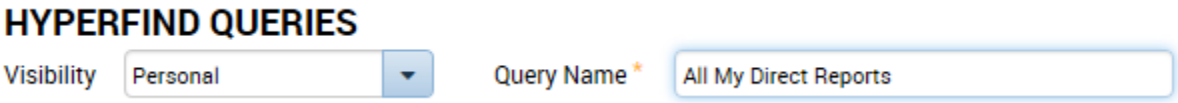
15. Select ***Add*** to add the condition to the Selected Conditions. This verbiage will populate within the boxed area below the earlier *as of today* condition.



16. At the top left of the page, under *Hyperfind Queries*, change the *Visibility* drop down to ***Personal***.



17. Within the *Query Name* field, insert the name of the query (All My Direct Reports). Queries show in alphabetical order.

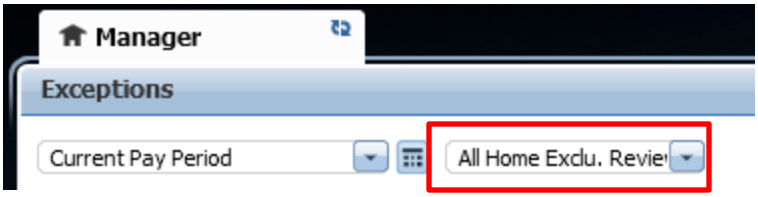


18. On the bottom right of the page, select *Save As*.

! Note: Query views cannot be deleted by you once created. Contact the Help Desk if a mistake is made. The Help Desk will create a help ticket and the MyTime Administrator will assist.

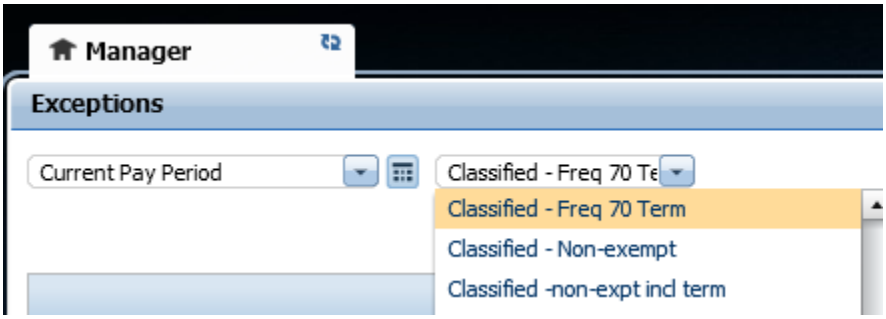
! Note: To view an employee who is currently terminated:

From the Manager tab, open the *All Home Exclu. Reviewed Exceptions* dropdown.



This dropdown includes a filter to view terminated employees by employment classification (ex: Administrative Faculty; Classified).

For example, to view a terminated Classified Exempt employee's timecard, select ***Classified – Freq 70 Term***



Department Filtered View

Grand Supervisors may wish to create views by departments.

Follow steps 1-5 for the Direct Report Filtered View.
In Step 5, replace your supervisor number with the supervisor(s) number for the particular department view.

Section XIX: Reporting

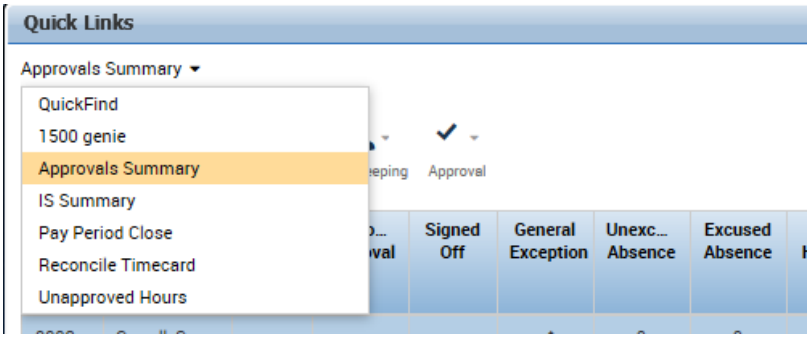
MyTime allows a variety of Ad Hoc reporting options. Those mentioned below will assist with viewing employee hours, Leave, and pay in summary or detail view. Details of each report are shown within the Report window. Navigate to the Related Items Pane and then to Report to view the full report listing.

Accrual Detail Report

The Accrual Detail Report is available to supervisors to view employee accrual balance earnings, accrual transaction carryover, and potential "use or lose". Supervisors may run this report to determine their own accrual balances.

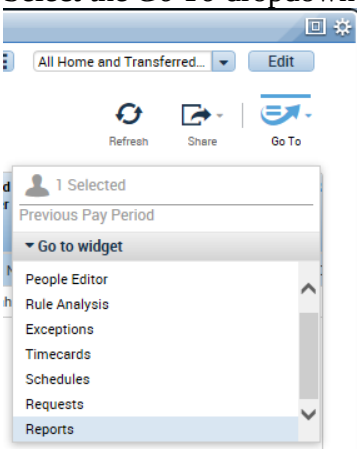
To Run the Accrual Detail Report by Individual:

1. Navigate to the Related Items pane.
2. Select *Quick Links*.
3. Select *Approvals Summary* from the *QuickFind* dropdown.



4. Select an employee from the list of employees.
   !Note: You may select multiple employees from this list.
   a) To select multiple employees, hold the Ctrl key down as you select multiple employees with your mouse.

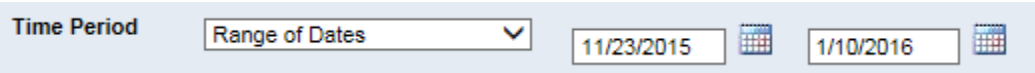
5. Select the *Go To* dropdown and select *Reports*.



6. Open *Accruals*.

7. Select *Accrual Detail*
8. People: "Previously Selected Employees" will populate in the People dropdown.

Use or Lose:
To view the amount of Leave that employees will lose on the renewal date:
   a) Select Range of Dates from the Time Period Dropdown.
   b) Choose today as the start date and select the Renewal Date as the end date.

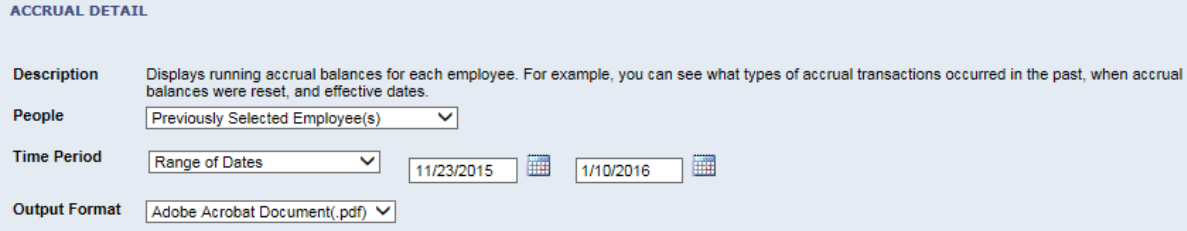


Annual Renewal Dates by Classification

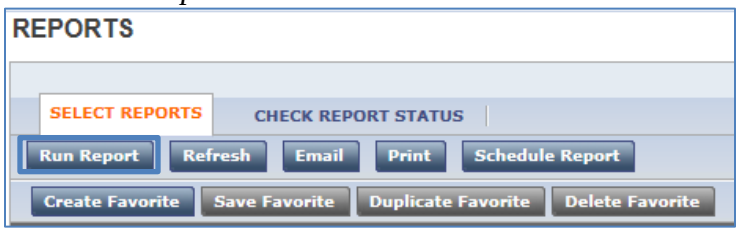
Administrative Faculty	June 25th
Classified Employees	January 10th

The sample below is formatted to report:

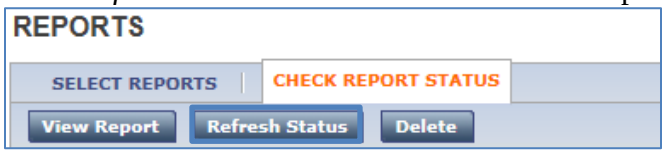
- Previously Selected Employee(s)
- Range of Dates: from: Today to: 1/10/2016
- Adobe Acrobat Document (.pdf)



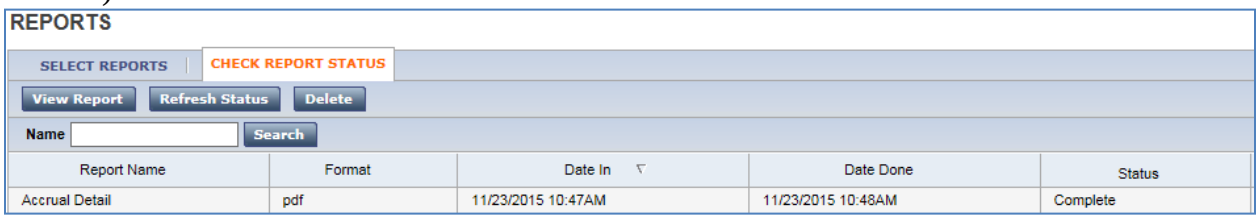
1. Select *Run Report*.



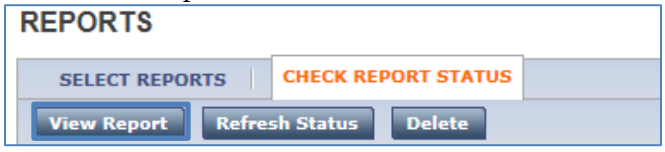
2. Click *Refresh Status* to check the status of the report.



3. Once the Status of the report is Complete, select the report. (Report will not show as selected when clicked.)



4. Click *View Report*.



The Accrual Detail Report will appear as a PDF in your browser. This report may be saved and emailed to employees.

Viewing the Report:
The Accrual Detail report shows the current balance, and the amount that will be lost and earned on the Renewal Date.

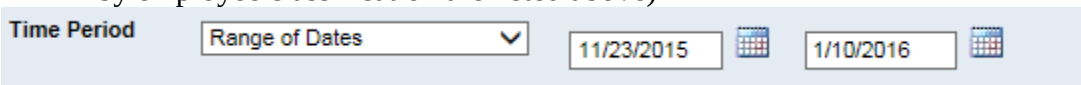
Balance Forward indicates the Current Balance.
Adjust Carryover Limit indicates the Accrual Balance that will be lost on the Renewal Date.
Earned indicates the Accrual Balance that will be granted on the Renewal Date.

Family Personal-VSDP (Hours)				
Sun 11/22/2015			Balance Forward	16.00
Sun 1/10/2016	Adjust Carryover Limit	-16.00		0.00
Sun 1/10/2016	Earned	32.00		32.00
	Total Debits:	0.00	Total Credits:	32.00

To Run the Accrual Detail Report for all Employees:
As a courtesy to your employees, if you will be distributing Accrual Detail Reports to your employees, please run individual reports for each employee that display only their balances.

1. Select *All Home and Transferred-in** from the People dropdown.

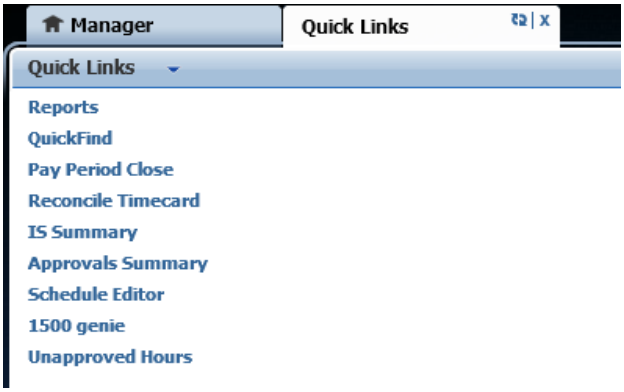
2. To view the amount of Leave that employees will lose on the renewal date:
    a. Select *Range of Dates* from the Time Period dropdown.
    b. Choose today as the start date and select the Renewal Date as the end date. (Renewal Dates by employee classification are listed above)



3. Follow steps 10-13 listed above to run the report.

Employee Transaction and Totals Summary View

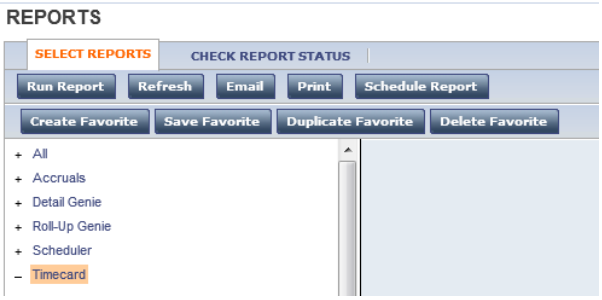
1. Navigate to the Related Items pane.
2. Select Quick Links.
3. Select Reports.



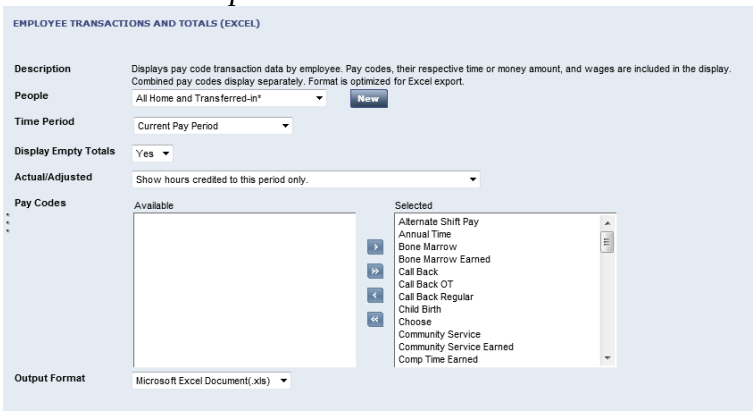
4. Open Timecard.
5. Select Employee Transaction and Totals (Excel)

The sample below is formatted to report:

- All Home and Transferred-in*
- Current Pay Period
- Timecards with zero hours (cards with zero activity require manager approval)
- Adjustment in current pay period.



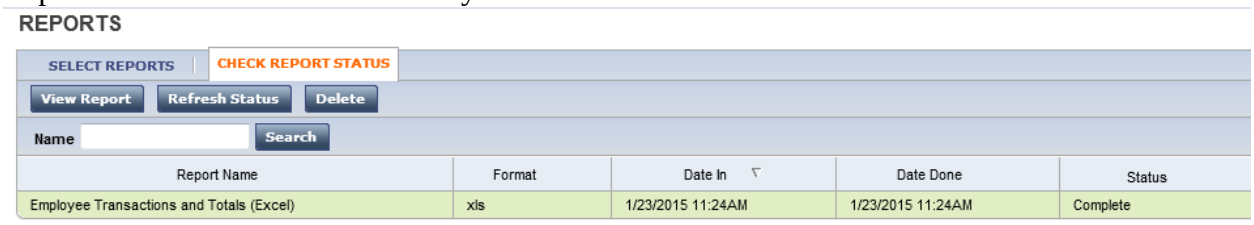
6. Select *Run Report*.



Reports will show on the *Check Reports Status* tab.

7. When the *Status* column shows *Complete*, click on the report name, then select *View Report.*

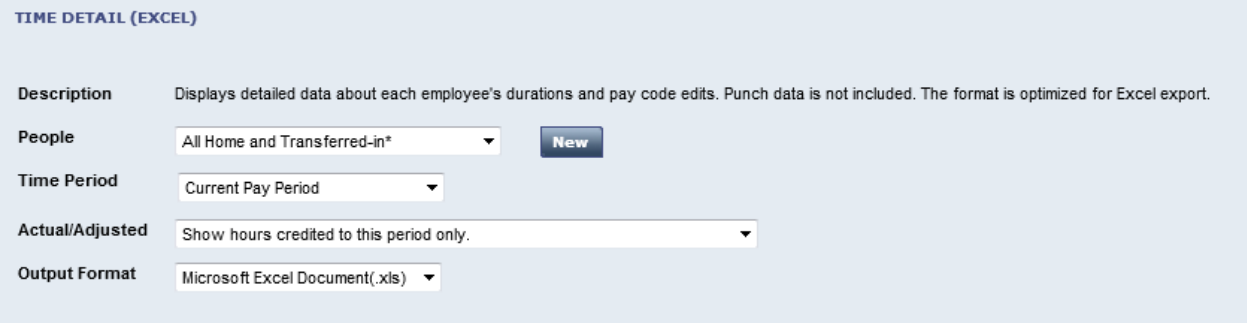
Reports can remain on the list until you choose to delete.



Time Detail – Detail View

A detailed report of employee durations, Leave taken and pay code edits during a time period.

1. Navigate to the Related Items pane.
2. Select *Reports.*
3. Open the *Timecard* category.
4. Select the *Time Detail* report.
5. Select and view within the Report screen when complete.

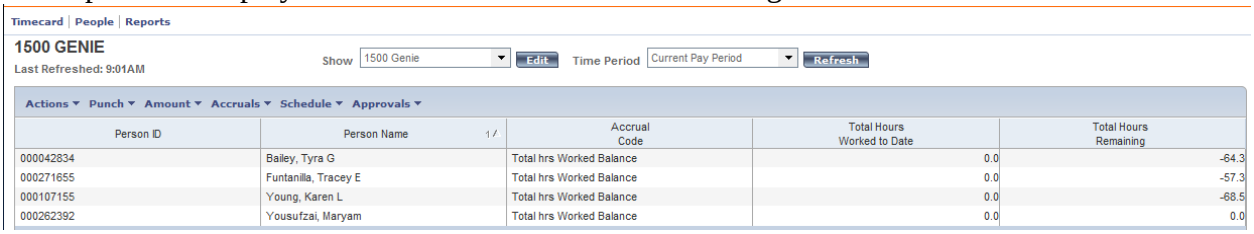


1500 Genie

The 1500 Genie is designed to display the total number of hours a wage employee has worked and how many hours remaining the employee has until he/she reaches the 1500 hour maximum.

To access the 1500 Genie:

1. Select *Quick Links* from the *Related Items* pane.
2. Select the *1500 Genie* from the *QuickFind* dropdown.
3. The report will display the total hours worked and remaining balance.

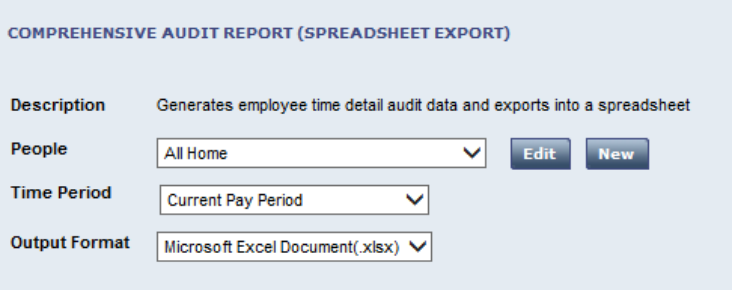


Accrual Balances and Projections

To access all employees balances:

1. Select *Reports* from the *Related Items* pane.
2. Select the Accruals Report and click on *Accruals Balances and Projections.*
3. Select your People filter, if desired.
4. Select Run Report (if Status of Report is in Waiting, click the *Refresh Status* button).
5. Click on the Report and select *View Report.*

Comprehensive Audit Report

For a complete Audit review to include Comments.

1. Select *Reports* from the *Related Items* pane.
2. Open *All* and click on *Comprehensive Audit Report.*
3. Select your People filter and Time Period.
4. Select Run Report (if Status of Report is in Waiting, click the *Refresh Status* button).
5. Click on the Report and select *View Report.*