

Non-exempt Employee Training Agenda

MyTime Ready site: Dates, Quick Guides and Zoom Videos

<https://adminfinance.umw.edu/tess/my-time-training-and-information/>

If you need assistance during your testing or at Go Live, contact the Help Desk. A payroll support team member will contact you.

- HCC lab is Hands On training with specific activities that will create tasks for your supervisor.
- Login using your Net ID and password and be sure to Log Out when finished
- Use the index cards to hold your questions for the Q&A opportunities at the end of each section. You may also hand in the card for a later response from the payroll team.
- Questions before we get started?

Focus Topics:

- ✓ Using the Clock Widget for clocking In and Out
- ✓ Timesheet review and verifying hours worked
- ✓ Change Requests for timesheet editing needs
- ✓ Leave Request management

Login: Dashboard Overview

Login to <https://secure6.saashr.com/ta/6114539.login>

My Information > My Profile

Bell Icon and My Notifications/Action buttons & filtering

UMW navigation back to Dashboard

Clock widget

Clock In, Clock Out and Transfer Buttons-Demo

- ✓ Clock In
- ✓ Button color changes
- ✓ View my timesheet

Activity Shared with your supervisor:

Clock In

Q&A

Timesheet tabs

Time Entry tab and column definitions

Timesheet Header Icons and Action buttons

Calendar view and scroll

Timesheet status
Exceptions
From (Clock In) and To columns (Clock Out)
Raw Total- Pre-populated shift hours
Calc. Total- Lunch hour plus rounding calculations
Cost Center- Dept Name/Supervisor/Payroll Expense

Activity Shared with your supervisor:
Use the Cancel Lunch option
Insert Notes
Save (twice)

Demonstration of Exceptions

Q&A

Calc Detail/Summary, Counters and Summary By Day
Break down of pay types (Counters) in detail and summary view
Summary by Day - show weekly totals
Navigation to Time Entry via tab or date click
Navigate back to the Dashboard via the UMW logo

My Accrual Balances and Request Time Off

Dashboard>Home tab>
My accrual balances widget

Accrual period and balances
Colors and time off
The Request for Time Off pop up and uses of Comment box

Activity Shared with your supervisor:
Verify leave balances and submit Time Off for full day
Validate the projected balance and create a Comment

Verify leave balances and submit Time Off for partial day start/stop
Verify leave balances and submit Time Off for partial Bulk
Submit the Requests for supervisor approval

Q&A

View the My schedule My time off widget

My schedule My time off widget
Click on *My time off*
The Time Off Type drop down
Calendar view of requested and approved leave
Cancel or Modify the request

Activity shared with supervisor:
Cancel or Modify newly created Requests – Modify comments cannot be updated.

Cancel or Modify newly created Requests
Using the Accrued Balances dropdown to select accruals

Q&A

UMW logo back to Dashboard

Time Entry tab and impact of Approved Leave

UMW logo>Dashboard>View my timesheet>Time Entry tab-demonstration of leave posted if day contains working hours.

Q&A

Submitting the Timesheet

Dashboard>Clock widget>View my timesheet- Demo

- Timesheet review and missing punches
- Submit Action button
- Allowances for missed punches on submission but not approval
- Timesheet status changes
- Review of Clock widget messaging
- Timesheet approval workflows
- New timesheet deadlines and Auto Submissions on the payroll calendar

Activity shared with supervisor:

- Review timesheet and note missing out for today's punch in
- Review timesheet and ensure there are a few missed punches
- Submit timesheet

Navigate back to the Dashboard via the Time Entry back arrow

Q&A

Reopening the Timesheet

Dashboard>View my timesheet>Time Entry

Activity shared with your supervisor:

- Select the Reopen Action button
- Make changes to the timesheet
- Re-submit the timesheet

Q&A

Changes you cannot make require a Change Request

Change Requests

Must be issued before the timesheet is in Approved status
Does not require timesheet to be re-opened

Activity shared with your supervisor:

Select the Change Request Action Button and select the Change Type Add Punch Out
Submit the Change

Q&A

My saved reports

Dashboard>My saved reports

UMW Time Off Request Audit Trail Report- view the leave requests, approvals and rejections.
UMW Timesheet Notes – view the notes as entered on the timesheet
UMW Accrual Detail- Totals on the bottom of the page do not reflect Accrual totals. Report reflects

Q&A

Scheduled Period Review

Dashboard>my saved reports>UMW scheduled Period Report

Report defaults to previous scheduled period
Review of Hours
Review of timesheets
New Window option to view payroll calendars
Filtering

Q&A