University of
Mary Washington
MyTime

Exempt Employee Training Agenda

My Time Ready website includes: important 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 to assist.

- This is Hand 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 later response from the payroll team.
- Questions before we get started?

Focus Topics for Exempt positions

- ✓ Pre-populated schedule & editing permissions
- ✓ 80 hours /schedule period
- ✓ Leave Requests and timesheet editing requirements
- ✓ Change Requests and when to use
- ✓ Timesheet submissions, auto submissions and deadlines
- ✓ Reporting

Login: Dashboard Overview

Login to MyTime Ready: https://secure6.saashr.com/ta/6114539.login
My Information>My Profile
Bell Icon and My Notifications/My To Do (for supervisors) Action buttons & filtering for Notifications
Dashboard Icons
UMW logo navigation back to Dashboard

Q&A

Clock Widget & My Timesheet Overview

Home tab>Clock widget>view my timesheet

Summary By Day default view- columns added based on time entries
Timesheet Header Icons and Action buttons
Calendar view and scroll
Timesheet status
Worked, Time Off and Unapproved Hour calculations
Raw Total, Calc Total and Counter definitions
Weekly totals

Navigation to Time Entry via tab or date click

Q&A

DEMO: Timesheet Time Entry tab and column definitions

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:

Creating Exceptions:
Remove an In or Out punch
Increase an In or Out punch

delete a few time entries
Add a time entry

Use the Cancel Lunch option
Insert Notes
Save (twice)

Viewing impact of timesheet changes on timesheet tabs

Q&A

My Accrual Balances and Request Time Off

UMW logo>Dashboard>Home tab>
My accrual balances widget
Accrual period and balances
Colors and time off
The Request for Time Off pop up and use of Comment box demo

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 approvals

View the My schedule My time off widget calendar

My schedule My time off widget

Click on *My time off*
The Time Off Type drop down
Calendar view of requested and approved leave

UMW logo back to Dashboard

Q&A

Time Entry tab and impact of Approved Leave

UMW logo>Dashboard>View my timesheet>Time Entry tab
Removing the scheduled period hours on Approved leave day- demonstration
Use the back arrow to navigate back to the Dashboard

Q&A

Scheduled Period Review

Home tab>Dashboard>my saved reports>UMW scheduled Period Report
Report defaults to previous scheduled period. Supervisor view will default to all employees
Review of Hours
Review of timesheets
New Window option to view payroll calendars
Filtering
UMW logo back to Dashboard

Q&A

Submitting the Timesheet

Dashboard>Clock widget>View my timesheet- Demo

Allowances for missed punches on submission but not approval
Timesheet status changes
Clock widget messaging
Timesheet approval workflows
New timesheet deadlines and Auto Submissions on the payroll calendar

Activity shared with supervisor:
Review timesheet and ensure there are a few missed punches
Submit timesheet

Q&A

Reopening the Timesheet

Dashboard>View my timesheet>Time Entry-demo
Activity shared with your supervisor:
Select the Reopen Action button
Correcting the timesheet (leave a few missing In or Out punches)

Use the Timesheet back arrow to navigate back to the Dashboard

Q&A

Change Requests

Home tab>Clock widget>View my timesheet-demo
May be used when timesheet editing is not possible
Can be used after the timesheet is submitted
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 appropriate Change Type based on the previous resubmission
Submit the Change
Use the timesheet back arrow to navigate back to the Dashboard

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.
UMW Scheduled Period Report- defaults to Previous Scheduled Period

Q&A