MyTime

Quick Guide: Student & Wage Time Entry

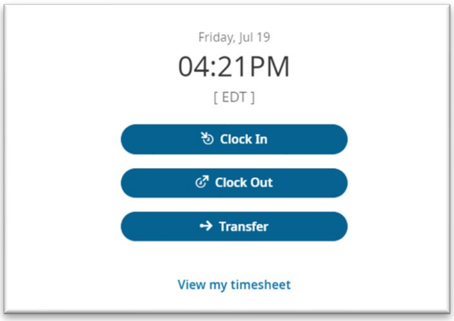
Overview: Wage and Student employees are required to record their working hours, request or issue timesheet change corrections, and submit timesheets for supervisor approval according to the Biweekly Pay Period Schedule.

- Review the Dashboard Overview video for Wage and Student Employees
- Ensure you are aware of the payroll deadlines for timesheet submission
- Use the *Clock* widget for all time management functions
- Use the *My accrual balances* widget and the *UMW Schedule Period Report* to track hours.

For each pay period:

- ✓ Enter hours worked each day according to timesheet permissions
- ✓ Review timesheet for accuracy and edit or request changes as necessary
- ✓ Submit timesheet by deadline

The Clock Widget

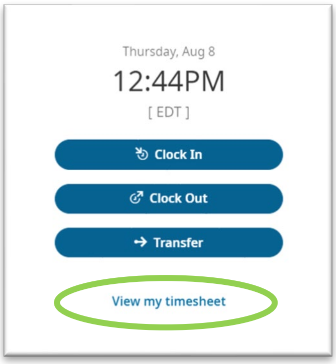


Wage and Student employees will enter working hours based on timesheet permissions (edit or no edit abilities), jobs held, and student stipend requirements. The chart below highlights the differences.

Timesheet Permissions	Use this Clock widget function
No edit ability and working primary job	Select the ***Clock In*** button when beginning work and the **Clock Out** at the end of the working day. If a lunch break is taken during the shift, you need to ***Clock Out*** for lunch and ***Clock In*** when returning from lunch.
No edit ability and working 2nd or 3rd job	Select the **Transfer** button. Choose the appropriate job from *the Cost Center* dropdown for auto clock in. Use the ***Clock Out*** button at the end of the working day. **Do Not select the** Transfer button on the *Clock Out. If* a lunch break is taken during the shift, you need to ***Clock Out*** for lunch and ***Clock In*** when returning from lunch.
Edit ability	Select **View my timesheet** and manually enter hours in the ***To*** and ***From*** columns for each working day. If working more than one job, make sure to correctly update the Cost Center for the job you recorded hours.
Edit ability for Student Stipend (Resident Assistants and Peer Mentors)	Select ***View my timesheet*** and manually enter total working hours in the ***Raw Total*** column. Insert *Student Stipend Hours in the designated column.*

Clock Widget - View my timesheet

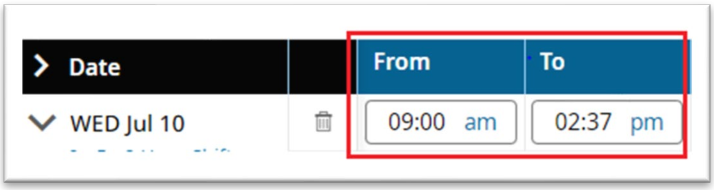
Select *View my timesheet* to complete a variety of timesheet management tasks



- Manually add hours to the timesheet- requires timesheet editing capability
- Review or edit your timesheet
- Verify hours and Cost Center (job)
- Submit a *Change Request* for timesheet correction
- *Submit* your timesheet for supervisor approval

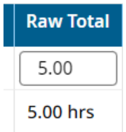
Manually Add Hours to the Timesheet:

1. Select *View my timesheet*
2. On your working day, click on the *From* field and enter the time you start work.
3. Click on the *To* field when you are taking a lunch break or have completed work for the day.
4. Ensure the Cost Center (job you hold on campus) is correct for the time entry.
5. Be mindful of the am and pm indicators. Click on the am or pm to toggle between the two options.



If you are a Peer Mentor or Resident Assistant

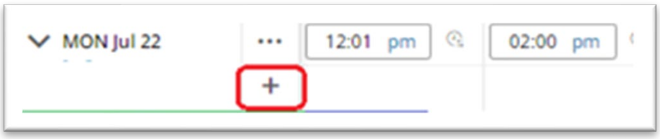
1. Manually enter your working hours for the day in the *Raw Total* field
2. Open the search icon on the *Student Stipend Hours* field and select *Student Stipend Hours* from the dropdown.



Add a row to the timesheet

When returning from a lunch break or when working more than one job on a given day, you will need to add a new row to the timesheet.

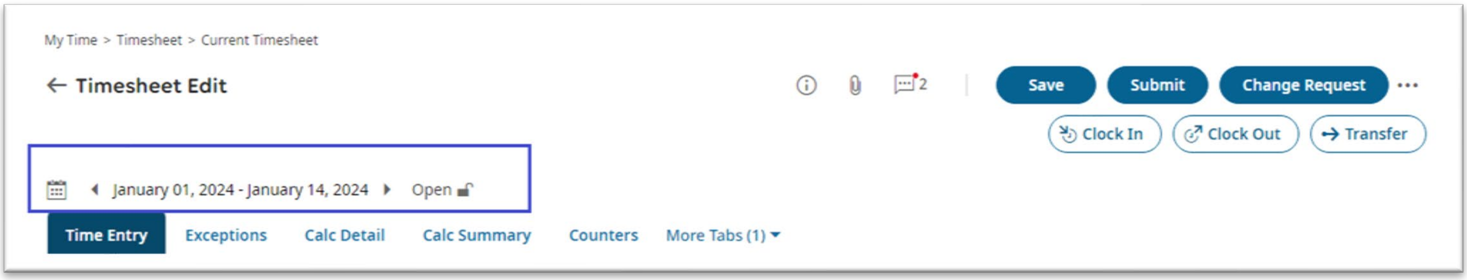
1. Select the + indicator to add a new row.
2. Manually enter the hours in the *To* and *From* or *Raw Total* column.
3. Ensure the Cost Center is updated for the correct hours/ job.



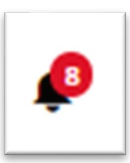
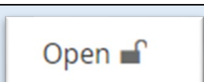
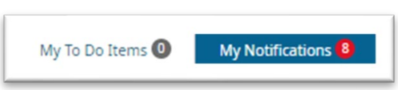
Review or Edit Your Timesheet with the *View my timesheet* widget.

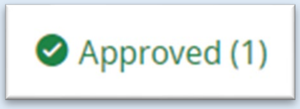
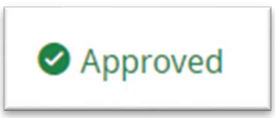
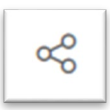
Review your timesheet throughout the pay period to ensure that time is recorded correctly and for the appropriate *Cost Center*. The Cost Center identifies the job(s) you hold on campus and ensures the correct pay.

The timesheet will open on the *Time Entry* Tab for the current pay period. Use the arrows to the right and left of the date range to toggle between past and future pay periods.



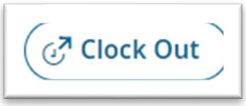
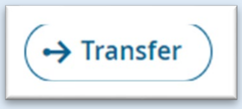
The Timesheet Edit tab provides information regarding your timesheet status, allows comments and attachments; and provides Icons and *Action* buttons that allow you to perform various timesheet functions.

Timesheet Header Icons & Action Buttons		
Timesheet Header Icon	**Description**	**Additional Considerations**
	When navigating MyTime, clicking on the UMW logo in the upper left hand corner will take you back to the *Home* dashboard.	
	At the top right of your Dashboard and on all timesheets are your initials. Click on initials to view your profile, close account (log out) or open a new window.	You can also log out by closing the MyTime tab, displayed as University of Mary Washington 
	To the left of your initials is the *Bell* icon. Click the icon to view *My Notifications and My To Do Items* tab.	*My Notifications* are: • system generated payroll reminders • supervisor comments from *Rejected* timesheets
	Timesheet is in *Open* status for the pay period.	Time entries, editing, and *Change Requests* can occur.
	My Notifications are messages from payroll regarding pay period deadlines or from your supervisor if your timesheet is rejected.	Clicking on the Bell icon will open the My To Do Items tab as well. Only Supervisors will have items in My To Do Items.

Timesheet Header Icons & Action Buttons		
Timesheet Header Icon	**Description**	**Additional Considerations**
	Timesheet has been submitted by you or the system (if after 9am on day submission is due) for supervisor approval.	The *Clock* widget will disable the *Clock In* and *Out* buttons and manual entries will not be permitted until the beginning of the next pay period. • Timesheet may be reopened for corrections.
	For employees with multiple jobs, the timesheet *Approved* indicator will show sequence of supervisor(s) approval within the workflow.	The timesheet may be reopened for corrections or *Change Requests.* • Timesheet re-submissions will re-fire the full supervisor workflow. *Change Requests* will route to the supervisor next in line for approval.
	The Approved Icon without a numerical value indicates a fully approved timesheet.	Timesheet editing is no longer allowed. Requests for edits must be initiated through the payroll office.
	The timesheet is rejected. View *My Notifications* or Outlook email for supervisor's editing requirements.	• For those who can edit, make the necessary adjustments and resubmit. • For those who cannot edit, contact your supervisor directly or issue a *Change Request*.
	Share a page link or hashtag for copy and paste into an email.	The link will prompt the recipient to log into MyTime and will then be directed the exact point of reference.
	Icon displays timesheet status and Cost Center for primary job.	The *Cost Center* field on the *Timesheet Edit* tab will list all employee jobs.
	Allows file upload. **!!Do not upload sensitive, personal or confidential information!!**	**Do not upload any personal identifying information such as social security numbers, driver's license number, account numbers or health information.**
	Timesheet Notes are located on the Time Entry tab for daily notes by employee, supervisor and payroll. The daily notes are compiled at the header icon and sorted by date order.	The report UMW Timesheet Notes allows employees and supervisors to view all notes with date range filtering.

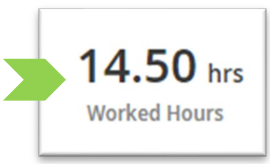
Timesheet Header Icons & Action Buttons

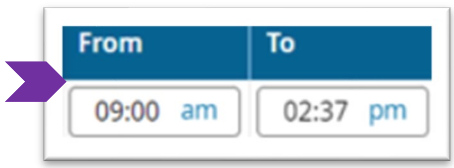
Timesheet Header Icon	Description	Additional Considerations
Save	After editing your timesheet for hours or *Cost Centers*, **press *Save* twice** to ensure system updates.	
Submit	Select *Submit* to forward your timesheet for supervisor approval. Timesheets not submitted by the deadline will be automatically submitted after the 9am deadline. Note: MyTime will submit timesheets with missing punches and inaccurate data.	Incomplete or inaccurate timesheets will require corrective action by you and your supervisor. • For those who can edit, the supervisor may choose to *Reject* the timesheet for correction and resubmission. • For those who cannot edit, contact your supervisor directly or issue a *Change Request*.
Reopen	When timesheets are in *Submitted* status, employees can use this button to withdraw the timesheet from the supervisor workflow for timesheet corrections. Reopened timesheets will require you to save and resubmit.	Make the necessary edits according to your timesheet permissions and resubmit.
Change Request	If you do not have edit ability, use this button to request changes to your timesheet for incorrect or missed *In* and *Out* punches. If you do have edit ability, you can use this button to request changes when timesheet is in Submitted status or you can Reopen the timesheet for self-corrections.	• *Change Requests* can be requested until the timesheet is fully approved. • The timesheet does not need to be opened in order to submit a Change Request. The *Request* will route to the next supervisor in the workflow
Clock In	*View My timesheet* allows the *Clock In* functionality for those who do not have timesheet edit permissions.	For those with multiple jobs, use the *Transfer* button to select the appropriate job from the *Cost Center* dropdown.

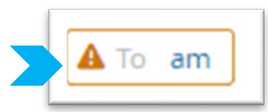
Timesheet Header Icons & Action Buttons		
Timesheet Header Icon	**Description**	**Additional Considerations**
	*View My timesheet* allows the *Clock Out* functionality for those who do not have timesheet edit permissions.	The *Clock out* function is to be used for those who use the *Transfer* button and do not have edit abilities. Do Not Transfer to Clock Out.
	All timesheet tabs provide the *Transfer* feature and auto clock in. Selecting the job to transfer into is the same function as the *Clock In* button	The *Cost Center* drop down is the optimal method for job selection changes if already clocked in. Never *Transfer* to *Clock Out*.

Verify Hours or Cost Center (jobs) using the *View my timesheet* widget

The Timesheet Edit tab will provide an accumulative balance of *Worked Hours* for the pay period

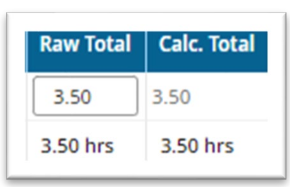






- Verify each working day has a *From* and *To* punch **
- Missing *In* or *Out* punches are indicated by an orange outline around the blank field
    - If you have edit capability, enter the missing time.
    - If you cannot edit your timesheet, submit a [Change Request]

RA's and Peer Mentors will not have *From* and *To* entries and will validate the hours in the *Raw Total* column.



Verify the Cost Center

The Cost Center field connects the hours worked to the appropriate hours and jobs. For each day worked, verify that the *Cost Center/*job selection is correct. If not correct, select the correct job using the *Cost Center* search icon.

Sample Cost Center showing **department name**, **supervisor**, and search icon.

- To assist with proper job identification, the *Cost Center* provides the **department name** for which you are working and the associated **supervisor name**.
- The *Cost Center* associates the *In* and *Out* and/or the *Raw Total* hours with the correct job.
- The *Cost Center* will default to the primary job.
- Use the search icon to select the job associated with the *In* and *Out* punches.
- The *Cost Center* can be changed at any time during the open pay period or if the timesheet is in *Rejected* status for correction.
- All wage and student employees can edit *Cost Centers* when needed.
- Those with one job will not need to take any action.

Submit a Change Request

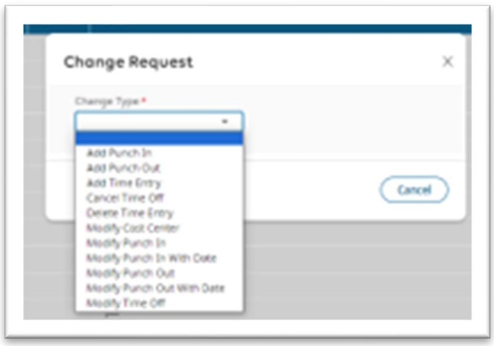
A Change Request is necessary when:

- Those who cannot edit their timesheet notice an error in the timesheet. Errors can be inaccurate or a missing punch.
- Those who can edit their timesheet notice an error once the timesheet has been submitted but not approved.

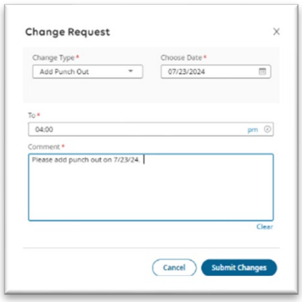
1. Select the *Change Request* button
2. In *Change Type*, select the appropriate action for the timesheet edit requirement. When reviewing request options for punch entries:

    Choose *Add* or *Delete punch entry options* when missing a single *In* or *Out* punch.

    Choose *Add* or *Delete Time entry* options when missing both In and Out or Raw Total entry entries, or when editing requires both In and Out or Raw Total corrections.



Note: Supervisor Comments are required prior to submitting changes.

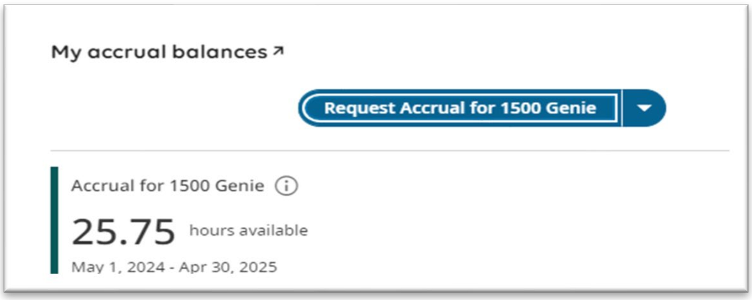


Submit Timesheet for Supervisor Approval using the *View my timesheet* widget.

Review your timesheet for accuracy and then *Submit* for supervisor approval according to the Biweekly Pay Period Schedule. The timesheet routes to the primary supervisor. For those with multiple positions, the workflow will fire supervisor approvals in numerical order. Review the [Timesheet Icons and Action Buttons](#) table for the icons and Action buttons impacted by the approval flow and the *Approved* or *Rejected* timesheet.

My accrual balances

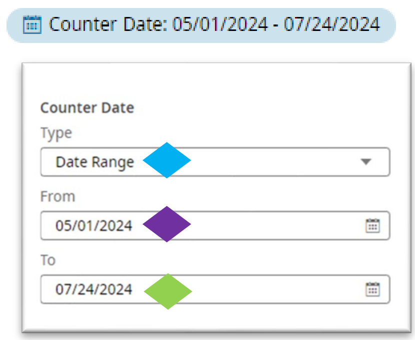
Wage employees may not exceed 1500 hours between May 1st and April 30th of any given year. The *My accrual balances widget* will track ***hours worked.*** Total hours worked is an accumulative total of all wage positions.



To view a breakdown of hours worked per wage position, run the *UMW Schedule Period Report* from the *My saved reports widget*.

Select *UMW Schedule Period Report*

1. Click on the blue Counter Date
2. Change the ***Type*** to Date Range
3. Change the ***From*** to 5/01/24
4. Change the ***To*** to current date
5. Select *Apply*



The *Page Total* displays total hours worked. Scroll to the right to *the Cost Centers Full Path* column to view the hour breakdown by job.