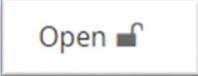
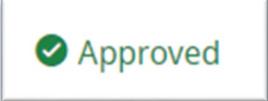
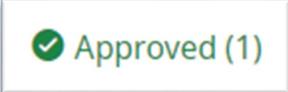
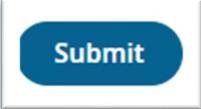
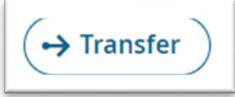


Quick Guide: Timesheet Header Icons & Action Buttons

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 <i>Home</i> 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 <i>Bell</i> icon. Click the icon to view <i>My Notifications and My To Do Items</i> tab.	<i>My Notifications</i> are: <ul style="list-style-type: none"> • system generated payroll reminders • supervisor comments from <i>Rejected</i> timesheets <i>My To Do Items</i> are supervisor tasks for approving: <ul style="list-style-type: none"> • timesheets by pay period • timesheet Change Requests • requests for Time Off
	Timesheet is in <i>Open</i> status for the pay period.	Time entries, editing, and <i>Change Requests</i> can occur.
	Timesheet has been submitted by you or the system (if after 9am on day submission is due) for supervisor approval.	The <i>Clock</i> widget will disable the <i>Clock In</i> and <i>Out</i> buttons and manual entries will not be permitted until the beginning of the next pay period. <ul style="list-style-type: none"> • Change Requests can be submitted until the timesheet is fully approved
	The <i>Approved</i> 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.

Timesheet Header Icon	Description	Additional Considerations
	<p>The timesheet is rejected. View <i>My Notifications</i> or Outlook email for supervisor’s editing requirements.</p>	<ul style="list-style-type: none"> • For those who can edit, make the necessary adjustments and resubmit. • For those who cannot edit, contact your supervisor directly or issue a <i>Change Request</i>.
	<p>Share a page link or hashtag for copy and paste into an email.</p>	<p>The link will prompt the recipient to log into MyTime and will then be directed the exact point of reference.</p>
	<p>Icon displays timesheet status and Cost Center for primary job.</p>	<p>The <i>Cost Center</i> field on the <i>Timesheet Edit</i> tab will list all employee jobs.</p>
	<p>For employees with multiple jobs, the timesheet <i>Approved</i> indicator will show sequence of supervisor(s) approval within the workflow.</p>	<p>The timesheet may be reopened for corrections or <i>Change Requests</i>.</p> <ul style="list-style-type: none"> • Timesheet re-submissions will re-fire the full supervisor workflow. • <i>Change Requests</i> will route to the supervisor next in line for approval.
	<p>Allows file upload. !!Do not upload sensitive, personal or confidential information!!</p>	<p>Do not upload any personal identifying information such as social security numbers, driver’s license number, account numbers or health information.</p>
	<p><i>Timesheet Notes</i> are located on the Time Entry tab for daily notes by employee, supervisor and payroll.</p> <p>The daily notes are compiled at the header icon and sorted by date order.</p>	<p>The report <i>UMW Timesheet Notes</i> allows employees and supervisors to view all notes with date range filtering.</p>
	<p>After editing your timesheet for hours or <i>Cost Centers</i>, press Save twice to ensure system updates.</p>	

Timesheet Header Icon	Description	Additional Considerations
	<p>Select <i>Submit</i> to forward your timesheet for supervisor approval.</p> <p>Timesheets not submitted by deadline will be automatically submitted after the 9am deadline.</p> <p>MyTime will submit timesheets with missing punches and inaccurate data.</p>	<p>Incomplete or inaccurate timesheets will require corrective action by you and your supervisor.</p> <ul style="list-style-type: none"> For those who can edit, the supervisor may choose to <i>Reject</i> the timesheet for correction and resubmission. For those who cannot edit, contact your supervisor directly or issue a <i>Change Request</i>.
	<p>When timesheets are in <i>Submitted</i> status, employees can use this button to withdraw the timesheet from the supervisor workflow for timesheet corrections.</p> <p>Reopened timesheets will re-fire the full supervisor approval workflow.</p>	<ul style="list-style-type: none"> Those who can edit can make any timesheet edits. Those who cannot edit can change <i>Cost Centers</i> only.
	<p>If you do not have edit ability, use this button to request changes to your timesheet for incorrect or missed <i>In</i> and <i>Out</i> punches.</p> <p>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.</p>	<ul style="list-style-type: none"> <i>Change Requests</i> can be requested until the timesheet is fully approved. You do not have to Reopen the timesheet to use the <i>Change Request</i> The <i>Request</i> will route to the next supervisor in the workflow
	<p>All timesheet tabs provide the <i>Clock In</i> functionality for those who do not have timesheet edit permissions.</p>	<p>For those with multiple jobs, use the <i>Transfer</i> button to select the appropriate job from the <i>Cost Center</i> dropdown.</p>
	<p>All timesheet tabs provide the <i>Clock Out</i> functionality for those who do not have timesheet edit permissions.</p>	<p>The <i>Clock out</i> function is to be used for those who use the <i>Transfer</i> button and do not have edit abilities.</p>

Timesheet Header Icon	Description	Additional Considerations
	<p>All timesheet tabs provide the <i>Transfer</i> feature and auto clock in.</p> <p>Selecting the job to transfer into is the same function as the <i>Clock In</i> button</p>	<p>The <i>Cost Center</i> drop down is the optimal method for job selection changes if already clocked in.</p> <p>Never <i>Transfer</i> to <i>Clock Out</i>.</p>