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Subject: Reminder: MyTime Ready Goes Live Oct. 7, Training Open Now
Date: Thursday, September 5, 2024 8:33:33 AM

The following message is from Finance:

REMINDER:

The new timekeeping system, MyTime Ready, goes live October 7th. Training has begun to make sure YOU are Ready.

TRAINING:

There are a number of training opportunities, both in person and virtual via Zoom. Be sure to choose the training that matches your employee classification. If you're not sure of your classification, check with your supervisor or [Payroll](#).

Go to [Get READY! MyTime Training](#) to review the Zoom schedule or register for in-person training. Please note that there are steps you need to take prior to coming to training.

You'll also find the training agenda and links to quick guides and videos at the [Get READY! MyTime Training](#) link.

IMPORTANT:

Please do not enter any leave requests in the current MyTime system if the leave starts on or includes dates after October 7th. You will enter those in the new system after go-live. Communicate your planned time off with your supervisor, but, to avoid duplicating work, please don't enter the request in the current timekeeping system.

- Leave requests in the current system in an approved or submitted status with a begin date of October 7th or later will be cancelled by Payroll and will require re-entry by the employee in MyTime Ready. You will be contacted by email if you are impacted by these cancellations.
- You will not see your leave balances on October 7th. Leave balances will be loaded into MyTime Ready the week following go-live, but you will be able to enter leave requests in the new system on the 7th.
- If your department uses a timeclock, be aware that they will be offline October 5th and 6th. You or your supervisor will use a computer to log your time on those days.
- Continue to record your time and leave prior to October 7th in the current MyTime system. October 6th at 11:59pm is the last time you can login to the current MyTime or the current MyTime mobile app.

Additional information about timecard approvals for the first pay period in MyTime Ready can be found at the link below and will be provided via email as deadlines approach.

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

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