# **MyTime**

# **Supervisor Training Agenda**

Ready site for 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.

Focus Topics:

* Bell Icon & My Mailbox tabs
* Approving Leave, Change Requests and Timesheets
* Timesheet review- Exceptions, Approving Comp Time
* Home Tab/Team Tab
* Team Tab Widgets
* Missed Punches
* Reporting

Login: Dashboard Overview

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

### Team Tab Header Icons

#### The Bell icon

Filtering Notifications and To Do Items

My To Do Items

Approve/Reject Timesheets- timesheet review

Open Timesheet
View Workflow

Approve/Reject Change and Leave Requests
 Comments

Approve and Reject Comments send notifications to employees. Rejections require comments to direct the employee to take the needed action.

\*\* Issue with Leave on CE timesheets. Leave Adds hours to the timesheet.

### Dashboard Icons

My Employees icon
Filtering by Employee Type

Scroll to viewing all supervisors and associated Grands
Quick Links and Profile icons

#### My Team Timekeeping

Timesheets pending approval- same functionality as Timesheets awaiting my approval widget

All current timesheets – shows pending permissions and timesheet approval status

All timesheets by pay period- filter to add pay period

Time Off Requests Pending Approval- same functionality as Time off awaiting my approval widget
All Time Off Requests-allows sort by employee and calendar view of leave

All Timesheet Change Requests- allows query by employee name, date filtering and Change Request comments.

#### Reports

My Saved Reports-Same as the My Saved Reports widget
Detailed Hours-how do we use this?
Detailed Hours Overview?
Calculated Time Summary- Our UMW Scheduled Period Report under the My saved reports widget or change the System default to the UMW Scheduled period report.
Time Off Calendar by month- Calendar view for all employee leave
Exceptions- List of all timesheet exceptions. Filtering for date, employee and exception types.
Report Hub- MyTime overview of links and views

### Widget Review

#### Attendance Board

Daily schedule of employees on the clock

#### Timesheets awaiting my approval

Widget view of the My To Do

#### Time off awaiting my approval

Widget view of the My To Do

Missing punches
Employee listing of missed In or Out punches. Allows filtering by employee and date ranges.

### My saved reports

UMW Time Off Awaiting my Approval: use of filtering
UMW Schedule Period Report-can use for all employees. Quick Guide on website
UMW Time Off Request Audit Trail Report- Review all leave requests, approvals and rejections.
UMW Timesheet Notes – view the notes as entered on the timesheet
UMW Pay Period End Approval Report- view multiple supervisor’s approval and dates