
**MyTime**

# Wage, Student and PD Adjunct Training Agenda

MyTime Ready site: 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.

**Focus Topics:**

* Using the Clock Widget for Clocking In and Out
* Timesheet review and verifying hours worked
* Change Requests for timesheet editing needs
* Hour editing permissions
* Timesheet submission on or before pay period end
* Approvals/Auto Submissions
* Multiple Jobs/ Supervisors
* My Accrual Balances for hours worked/report
* Scheduled Period Report- filtering allows for date ranges and cost center details

### **Login: Dashboard Overview**

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

My Information > My Profile

Bell Icon and My Notifications/Action buttons & filtering

UMW navigation back to Dashboard

### **Clock widget**

#### *Clock In, Clock Out and Transfer Buttons-Demo*

Clock In/Out/Transfer

Transfer is a Clock In
Timesheet errors

### **Timesheet tabs**

####  *Time Entry tab and column definitions*

Timesheet Header Icons and Action buttons
 Calendar view and scroll

Timesheet status

From (Clock In) and To columns (Clock Out)
Cost Center- Dept Name/Supervisor/Payroll Expense- all can edit
Timesheet notes

### **Change Requests**

Must be issued before the timesheet is in Approved status

Does not require timesheet to be re-opened

###  **Submitting the Timesheet**

Timesheet review and missing punches
 Submit Action button
 Timesheet status changes
 Disabled button and reopening the timesheet
 Timesheet approval workflows
 New timesheet deadlines and Auto Submissions on the payroll calendar

**My saved reports**

My Profile
UMW Timesheet Notes – view the notes as entered on the timesheet
UMW Accrual Detail- record of hours worked
UMW Scheduled Period report- Use the filter for a date range of total hours and cost center.