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To: [Amy Jessee \(ajessee\)](#)
Subject: Reminder: Review and Approve Timecards Today to Complete MyTime Timecard Approvals by October 6
Date: Friday, October 4, 2024 8:04:03 AM

The following message is from Finance:

REMINDER: Employee and supervisor timecard approvals must be complete in the current MyTime Workforce Central no later than Sunday, October 6th at 11:59 pm.

Employees and Supervisors - review and approve your timecard at the end of your shift today. For those working over the weekend, review and approve your timecard immediately at the end of your shift. Supervisors must also review and approve before 11:59pm Sunday. **You are approving "Current Pay Period"**.

Leave requests for leave prior to October 7th must be entered in the current MyTime Workforce Central. Leave requests for leave on or after October 7th must be entered in the new MyTime Ready beginning Monday.

You will **not** be able to login to the current MyTime Workforce Central or MyTime Workforce Central mobile app after 11:59pm this Sunday, October 6th.

MONDAY: Login to the new MyTime Ready, MyTime Ready mobile app or use the new timeclocks to record your time. The MyTime link at <https://www.umw.edu/in/> will be updated to link to the new system after midnight on Sunday.

You can begin entering leave requests in MyTime Ready on Monday. Fulltime employees will not have leave balances in MyTime Ready on Monday, but this will not prevent you from entering leave. Leave balances will be loaded into MyTime Ready the week of October 14th.

MORE INFORMATION: More information, including the October 10th timesheet approval deadlines and information you need to download the MyTime Ready mobile app can be found on our website. <https://adminfinance.umw.edu/tess/my-time-training-and-information/>

If you have questions, email payroll@umw.edu. If you have issues logging into MyTime, please email helpdesk@umw.edu.

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