

Quick Guide: Bell Icon - My Mailbox

Overview: The MyTime Mailbox contains the My To Do Items tab and the My Notifications tab. These tabs contain information based on your role within the system. The My To Do Items tab lists task for supervisors and the My Notifications tab contains system generated payroll messaging for all employees.

Access My Mailbox via the bell icon



My Notifications Tab				
Role in System ----> Notification Push is for ** includes Outlook email	Employee is notified in APP when:	First Supervisor is notified in App when:	Supervisor 2 or more is notified in App when:	Grands are notified in App when:
Timesheet Change Request (TCR)	Timesheet TCR is Approved or Disapproved by Supervisor or Grand **	Employee submits**	Employee submits **	Not Notified
Time Off Requests (TOR)	Time Off is Approved or Disapproved by Supervisor 1 or Grand ** Time Off is cancelled by employee**	Employee submits **	Not Notified	Not Notified
Timesheet Submission	Timesheet is Rejected**	Employee submits	Notification of previous supervisor's approval **	Not Notified
Automated message: Pay Period End messages and reminders	When generated**	When generated**	When generated**	When generated
Automated message: Immediate Actions- Timesheet Not Approved by Pay Period	When generated **	When generated**	Not Notified	When generated

Automated Workflow Timesheets submitted to Supervisor	When generated	When generated	Not Notified	When generated
Leave Notifications	When generated **			

My Mailbox: My To Do Items				
To Do is populated for:	Employee has To Do Items when:	Supervisors have To Do Items when:	Supervisor 2 or more have To Do Items when:	Grand Supervisors have To Do Items when:
Timesheet Change Requests (TCR)		Employee submits TCR	Employee submits TCR	Direct Report's respective employee submit TCR
Time Off Requests (TOR)		Employee submits TOR	No To Do Item	Direct Report's respective employee submit TOR
Timesheet Submission		After submitted by employee	After prior supervisor approval	Direct Report's respective employee submits Timesheet or sequential order for multiple Grands
Automated Workflow Timesheets submitted to Supervisor		Submitted by Workflow	After prior supervisor approval	When Timesheet is submitted