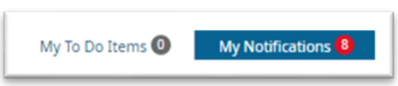
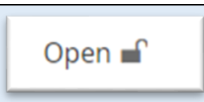
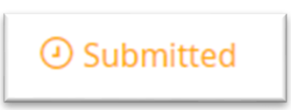
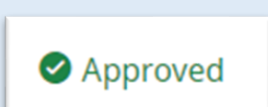
MyTime

Quick Guide: Timesheet Header Icons & Action Buttons

Timesheet Header Icon	Description	Additional Considerations
	When navigating MyTime, clicking on the UMW logo in the upper left- hand corner will take you back to the *Home* dashboard.	
	At the top right of your Dashboard and on all timesheets are your initials. Click on initials to view your profile, close account (log out) or open a new window.	You can also log out by closing the MyTime tab, displayed as University of Mary Washington 
 	To the left of your initials is the *Bell* icon. Click the icon to view *My Notifications and My To Do Items* tab.	*My Notifications* are: • system generated payroll reminders • supervisor comments from *Rejected* timesheets *My To Do Items* are supervisor tasks for approving: • timesheets by pay period • timesheet Change Requests • requests for Time Off
	Timesheet is in *Open* status for the pay period.	Time entries, editing, and *Change Requests* can occur.
	Timesheet has been submitted by you or the system (if after 8am on day submission is due) for supervisor approval.	The *Clock* widget will disable the *Clock In* and *Out* buttons and manual entries will not be permitted until the beginning of the next pay period. • Change Requests can be submitted until the timesheet is fully approved
	The *Approved* Icon without a numerical value indicates a fully approved timesheet.	Timesheet editing is no longer allowed. Requests for edits must be initiated through the payroll office.

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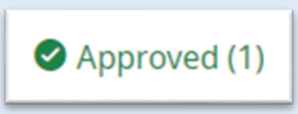
	The timesheet is rejected. View *My Notifications* or Outlook email for supervisor's editing requirements.	• For those who can edit, make the necessary adjustments and resubmit. • For those who cannot edit, contact your supervisor directly or issue a *Change Request*.
	Share a page link or hashtag for copy and paste into an email.	The link will prompt the recipient to log into MyTime and will then be directed the exact point of reference.
	Icon displays timesheet status and Cost Center for primary job.	The *Cost Center* field on the *Timesheet Edit* tab will list all employee jobs.
	For employees with multiple jobs, the timesheet *Approved* indicator will show sequence of supervisor(s) approval within the workflow.	The timesheet may be reopened for corrections or *Change Requests.* • Timesheet re-submissions will re-fire the full supervisor workflow. • *Change Requests* will route to the supervisor next in line for approval.
	Allows file upload. **!!Do not upload sensitive, personal or confidential information!!**	**Do not upload any personal identifying information such as social security numbers, driver's license number, account numbers or health information.**
	*Timesheet Notes* are located on the Time Entry tab for daily notes by employee, supervisor and payroll. The daily notes are compiled at the header icon and sorted by date order.	The report *UMW Timesheet Notes* allows employees and supervisors to view all notes with date range filtering.
	After editing your timesheet for hours or *Cost Centers*, **press *Save* twice** to ensure system updates.	

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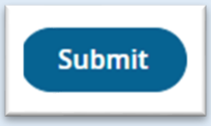
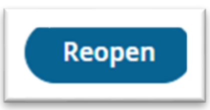
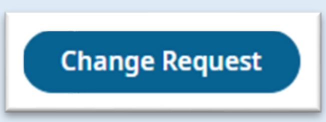
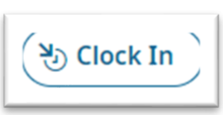
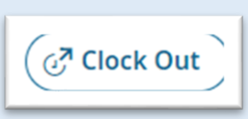
	Select *Submit* to forward your timesheet for supervisor approval. Timesheets not submitted by deadline will be automatically submitted after the 8am deadline. MyTime will submit timesheets with missing punches and inaccurate data.	Incomplete or inaccurate timesheets will require corrective action by you and your supervisor. • For those who can edit, the supervisor may choose to *Reject* the timesheet for correction and resubmission. • For those who cannot edit, contact your supervisor directly or issue a *Change Request*.
	When timesheets are in *Submitted* status, employees can use this button to withdraw the timesheet from the supervisor workflow for timesheet corrections. Reopened timesheets will re-fire the full supervisor approval workflow.	• Those who can edit can make any timesheet edits. • Those who cannot edit can change *Cost Centers* only.
	If you do not have edit ability, use this button to request changes to your timesheet for incorrect or missed *In* and *Out* punches. If you do have edit ability, you can use this button to request changes when timesheet is in Submitted status or you can Reopen the timesheet for self-corrections.	• *Change Requests* can be requested until the timesheet is fully approved. • You do not have to Reopen the timesheet to use the *Change Request* • The *Request* will route to the next supervisor in the workflow
	All timesheet tabs provide the *Clock In* functionality for those who do not have timesheet edit permissions.	For those with multiple jobs, use the *Transfer* button to select the appropriate job from the *Cost Center* dropdown.
	All timesheet tabs provide the *Clock Out* functionality for those who do not have timesheet edit permissions.	The *Clock out* function is to be used for those who use the *Transfer* button and do not have edit abilities.

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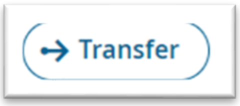	All timesheet tabs provide the *Transfer* feature and auto clock in. Selecting the job to transfer into is the same function as the *Clock In* button	The *Cost Center* drop down is the optimal method for job selection changes if already clocked in. Never *Transfer* to *Clock Out*.