Loyola Marymount University

myTime

Manager Training Guide
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Introduction

Welcome to the *myTime Time and Attendance Manager Training Guide*. This guide supplements instructor-led classroom training and helps you learn the most commonly used functions in the myTime Time and Attendance application. This guide is organized by employee and manager functions.

myTime automates and standardizes the time collection and approval processes. myTime delivers the functionality and flexibility to enforce your HR and payroll policies across the organization. With myTime, your organization can align its workforce to meet its business goals, control labor costs, and improve workforce productivity and satisfaction.

Access to the system is browser-based. myTime supports the Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari web browsers.

Documentation Conventions

This guide uses the following notational conventions:

- **Bold text** represents exact text that appears in the program's user interface. This includes items such as button text, menu selections, and dialog box elements.
  
  Example: Click **OK** to begin the operation.

- **A right arrow** represents successive menu selections.
  
  For example: Choose **File ➔ Print** to print the document.

- **Monospaced text** represents code, command names, file paths, variable text, or other text that you would type exactly as described.

  Example: `installation-dir\custom\scripts\`

- **Italicized** text represents a reference to other published material.

  Example: If you are new to the product, refer to the *myTime Time and Attendance End User Guide* for detailed procedures.
Logging into the Dashboard

The functions available on the myTime dashboard depend on the type of role. Logging in as a manager presents the manager view of the dashboard.
myTime Manager Functions

Time Entry
- **Enter My Hours**: View, enter or update your time sheet data. (Refer to the Employee Training Guide.)
- **Edit Employee Time**: Edit time entries for individual employees.
- **Edit Time for Groups**: Add and edit time entries for a group of assignments at once.
- **Approve Time Sheets**: Approve time sheets for groups of employee assignments.
- **View Past Assignments**: View your assignments from past pay periods.

LMU
- **LMU Resources**: Takes you to the LMU page at: [http://www.lmu.edu/mytime](http://www.lmu.edu/mytime)

Reports
- **View General Reports**: myTime can generate reports targeted to employees and managers. Employees can access general reports to view time sheet information for a certain period, roles delegated to them, or comments on time sheets.
- **View Group Reports**: A suite of reports available to managers and payroll administrators. Reports are available based upon system configuration and depend on the Group Rights granted by your system administrator.

Schedules/Time Off
- **My Time Off**: Submit time off requests, tracks the status of your requests, and views the history of past requests.
- **Review Time off Requests**: Approve or reject employee time off requests.
- **Assign Schedules**: This link offers several choices for assigning schedules or schedule cycles to employees.
- **Manage Group Schedules**: Enables the adding and editing of schedules for an entire group of assignments at once. Managers should use this screen for one-time schedule modifications. Applicable to Law School Payroll Only.

Settings
- **Manage Delegations**: The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner’s role for the group. The owner delegating the roles can indicate if the recipient of the delegation is allowed to re-delegate the role to another user. Once an owner has delegated a role, that owner can also cancel the delegation. However, re-delegated roles are not visible to the original owner. Re-delegation is not recommended.
Reviewing Time Sheets

Editing Employee Time

The Manager Time Entry screen allows you to:

- Edit employee time sheets
- View an employee’s time off balances.

1. Select **Time Entry ➤ Edit Employee Time** in the dashboard.

   The **Manager Time Entry** screen appears.

2. Select an assignment group (if you have been delegated more than one group of employees).

3. Select an employee from that assignment group.

4. The respective employee’s time sheet appears. *(Your view may vary.)*
Editing the time sheet for an assignment in the Manager Time Entry screen is the same as working in the Personal Time Entry screen.

(1) To select a pay period for viewing or editing, click the Work Period button to access the pop-up calendar, and then select a pay period.

(2) Use the Arrow button to expand/collapse the left panel.

5. Use Tab or Shift + Tab to move between fields on the time sheet.

6. Click the Schedule tab to display the employee’s work schedule.

7. Click the Exceptions tab on the bottom panel to display system-generated messages related to the time sheet.

8. Click the Time Off Balance tab to view the employee’s bank balances.

9. Click the Results tab to view a pay summary of the time sheet.

10. If wanted, select and click the Print item from the More button to print the time sheet.

11. Click the Save icon to save any changes you make.

   • If desired, select and click the Save and Find option from the Save button to save the timesheet and automatically open the Find Employees screen.

   • Select the Save and Next option to save the timesheet and automatically open the timesheet of the next employee in the group.
Editing Time for Groups

Group time sheets enable managers to manually create or edit time sheets for an entire group of employees. For example, if you want to create a time sheet for all maintenance employees, the group time sheet option saves you time; or, if multiple employees on the time sheet had exactly the same scheduling information, you could perform this task very quickly.

The Edit Time for Groups window enables you to edit an entire or partial group of employees. For example, you can add a week of training to a group of employees in a division or add a holiday for an entire unit.

1. To display the Group Time Entry window, select Edit Time for Groups from the Time Entry area of the Dashboard.

   The Group Time Entry Window appears:

2. To select group entries, select an assignment group from the Assignment Group drop-down list. (The following is a sample list.)

   Once the relevant information loads, a grid displays employee names, days, and dates. (Your view may vary.)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Sun 01/09</th>
<th>Mon 01/10</th>
<th>Tue 01/11</th>
<th>Wed 01/12</th>
<th>Thu 01/13</th>
<th>Fri 01/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Note: For large groups, only the first 50 members display. Use the filter button to refine your results.

   Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions.

3. Select entries to modify by clicking the appropriate cells in the grid.
myTime Manager Functions

- To select all dates in the time period, click the cell containing the employee (assignment) name.
- To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
- To select specific dates for specific members, click the cells you would like to edit.
- To select a range of cells, click the first cell in the range, and then press Shift while clicking the last cell in the range.
- To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
- You can click the Clear Selection button to start over.

4. Select the Daily Entry Add/Edit option to apply different changes to individual employees.

Edit the time sheet as you would in the Manager Time Entry screen.

5. You can use the drop down menu to switch between the Daily Entry and the Group Entry.

6. Select the Group Entry Add/Edit option to apply a single change to all employees.
7. After you’ve made the desired edits, select **Save and Return** to save the changes and return to the main Group Time Entry Screen.

   - Select **Save** to save changes and remain on the same page.
   - Select **Back** to return to the main screen without saving the changes.

8. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu in the main Group Time Entry Screen.
Pay Codes

A pay code is an entry-type identifier required for every transaction recorded on a time sheet or schedule. Each pay code has an entry type such as elapsed time, or in/out time, and has role security to provide granular control over which users may edit or view the associated transactions and/or specific fields on the screen associated with those transactions.

Managers have access to certain pay codes in addition to those accessible by employees. Managers can correct or modify employee time sheets by selecting from additional pay codes.

1. Open an employee’s timesheet.
   (Time Entry → Edit Employee Time. Select an assignment group. Select an employee.)
2. Select the needed pay code.

Special Notes:

- Unpaid leave is a pay code that should be used for non-benefited days off. For example, if an employee has exhausted their vacation time, but still need to take a day off.
- Early Dismissal pay code is used when LMU allows all employees to leave early before a holiday. This code is only available on these scheduled days.
- Worked pay code is used when adding time to the employees’ timesheet. Managers can correct all hours displayed on the timesheet.
Exceptions

An exception is a conflict noted between your time and attendance information and the rules under which your time sheet is processed. Exceptions generate messages, which appear in the Exceptions tab on the Time Entry screen. Some messages are informational and require no action; others require a satisfactory resolution before the time sheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

The Exceptions tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action that may be required

Exception messages are color-coded to identify the level of severity:

- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present

By default, exception messages are displayed in decreasing order of severity.

The rank of severity codes, from lowest to highest, is as follows:

<table>
<thead>
<tr>
<th>SEVERITY LEVEL</th>
<th>FIELD OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Least Severe</td>
<td>No Exceptions</td>
</tr>
<tr>
<td></td>
<td>Informational message - no action required</td>
</tr>
<tr>
<td></td>
<td>Informational message - action may be required</td>
</tr>
<tr>
<td></td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>Warning - paid differently than entered</td>
</tr>
<tr>
<td>Most Severe</td>
<td>Error - record not paid</td>
</tr>
<tr>
<td></td>
<td>Error - entire time sheet not paid/held</td>
</tr>
</tbody>
</table>

- Select any column header (Date, Exception Message, or Action Required) to reorder the list.
- Click the arrow that appears next to the column name to select a different sort order.
Time entries associated with exceptions appear on the timesheet marked with a colored pin.

- Click on the pin to display the exception message.
Approving Time Sheets

Managers can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee’s time sheet contains any exception messages.

Time sheets with errors need attention before approval. You can choose to open and edit time sheets to correct any condition causing an exception, to reject time sheets and direct employees to correct them, or approve them despite exceptions.

A primary focus of approving or rejecting hours should be to correct time sheets, as necessary, so that any exceptions no longer exist.

Approving Employee Hours

1. To approve or reject employee hours, select Time Entry ➔ Approve Time Sheets.

   The Approve Time Sheets window appears. Your list of assignments will vary.

2. From the assignment tree, select the group for which you want to approve or reject hours.

   The Approve Current Time Sheets window appears. The names of the employees in the group populate the main window.
You can view an employee’s time sheet by clicking on the row of the respective employee.

3. If you would like to view time sheets ending on a different date than the default (the current date), do the following:
   a. Select the checkbox in the **Employees Active On** field.

   ![Employees Active On](image)

   A pop-up calendar appears.

   ![Pop-up Calendar](image)

   b. Select a different date.

   The window updates with time sheet information for the period containing the date you selected.

   c. If you would like to return to the current date, unselect the checkbox in the **Employees Active On** field.

4. To approve employee time sheets, do the following:
   a. Approve the employee hours.

   To approve an individual employee’s hours, select the **Approve** checkbox in the **Manager's Approval** field. The **Approve** button for an accepted time sheet includes a green check mark.

   ![Manager's Approval](image)

   **Note:** This is a toggle; you can click it again to undo the approval.

   b. Click **Save Approvals**.

   The hours for the applicable employees are saved for the specified work period. When employees access their time sheet for that work period, a note appears informing them
that the hours have been approved. They will not be able to enter changes to their time sheet for that work period.

## Rejecting Employee Hours

To reject an employee time sheet, do the following:

1. Click the **Reject time sheet** button in the Manager Approval field.

   The **Reject Time Sheet** window appears.

   Each employee will have an email address on file you can send an email notification to the employee about their rejected time sheet.

2. Complete the fields in the Reject Time Sheet dialog, using the following table as a guideline.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify</td>
<td>The employee to be notified about the rejected time sheet.</td>
</tr>
<tr>
<td>Email subject</td>
<td>The subject title of the email to be sent to the employee. (The email subject can be changed.)</td>
</tr>
<tr>
<td>Email message</td>
<td>A message to convey to the employee about the rejected time sheet.</td>
</tr>
<tr>
<td>Comments</td>
<td>Additional information about the rejected time sheet.</td>
</tr>
</tbody>
</table>

3. Do one of the following:
• Click **Reject** to reject the time sheet and send the e-mail message.

• Click **Close Window** to quit the **Reject Time Sheet** window without rejecting the time sheet.

• Click **Undo** to rescind the previous rejection of a time sheet. (This option is enabled only if you previously rejected the time sheet.)

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**Note:**

*Clicking Undo moves the time sheet to a neutral status. You can also undo a rejected time sheet by selecting the checkbox on the **Approve** button and clicking **Save Approval**. This method will save the time sheet as “approved.”*

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If you have rejected the time sheet, the **Approve** button is “grayed out.”

4. **Click Save Approvals.**

Once saved, the **Approve** button for a rejected time sheet is no longer “grayed out”.

5. **The approval (or rejection) history for the employee is viewable by clicking the “Scroll” button.**

6. **Clicking the “Scroll” button causes the Approval History for Employee window to appear.**
7. Review and click **Close Window**.

## Amending Prior Periods Time Sheets

**Note:**

*Data from amended timesheets are not included in reports unless the amended timesheet has been approved or approved and locked (depending on the configuration).*

Managers can amend time sheets for prior pay periods for employees in assignment groups delegated to them.

Amended time sheets require approval by the Payroll Administrator before it will be included in end of period processing. Employees are required to approve all amended timesheets.

1. To amend a timesheet, click the Amend button for the timesheet in the pay period that needs to be modified.

   ![Amend button](image1)

   The timesheet opens for edits.

2. After editing and saving the timesheet, the Other Versions button appears.

   ![Other Versions button](image2)
3. Click the Other Versions button. The Time Sheet Versions window appears.

4. Click View This Version to display the original version of the timesheet.

5. Click Compare To Open version to list the differences between the two versions. A pop-up window displays the results of the comparison.

6. After viewing the comparison, you can print the results, or close the window to return to the timesheet.
Approving Time off Requests

When an employee submits a time off request, the request is forwarded to the employee’s manager for review. The manager can then approve or reject the request.

1. To view a listing of the time off requests that have been submitted by employees, click **Review Time Off Requests** from the **Schedules** area on the Dashboard. The **Time Off Approval Summary** screen appears, listing pending requests (if any) and a history of past requests.

2. Select an employee.
   The request for that employee appears, including the hours requested, remaining bank balances, and history of the request. *(Your view may vary.)*
Notice that the Time Off Approval Summary window includes a link to the Group Schedule window (Open the Group Schedule), which enables you to ensure that staffing needs will be met during the time period affected by the request. The Group Schedule window also displays any other time off requests already approved.

3. Use the Manager Comments field to forward comments about the request to the employee.

4. Select Approve this Time Off Request.

5. The Time Off Approval Summary window appears again.

The previous request now appears in the Request History area. (Your view may vary.)

Cancelling an Approved Time-Off Request

1. To cancel an approved Time Off Request, select a request from the Request History area. The Time off Approval Summary window will appear. From this window, click Cancel this Time Off Request.

2. The Cancel Time off Request window appears.

The manager can enter a reason for cancellation.
3. The cancellation is in effect after you select **Cancel this Time Off Request**. A confirmation message displays in the **Time Off Approval Summary** window.

Your time off request was successfully cancelled.

The status of the request in the Request History area is changed from “Approved” to “Cancelled”.

4. Click the **View/Cancel** icon  in the **Action** column to see a detailed history of the request.
**Messaging**

### End-of-Period Reminders & One Time Messages

Reminder e-mails are sent at appropriate times to remind employees and managers to submit or approve time sheets. The following reminder e-mails will be sent.

<table>
<thead>
<tr>
<th>Reminder</th>
<th>When</th>
<th>Recipient</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Reminder</td>
<td>Friday before PP End - 3:00 pm</td>
<td>Employee</td>
<td>Please submit your timesheet before the pay period end date.</td>
</tr>
<tr>
<td>Submit 2nd Reminder</td>
<td>Monday after PP End - 10:00 am</td>
<td>Employee</td>
<td>Please submit your timesheet before the pay period end date.</td>
</tr>
<tr>
<td>Manager Approval Reminder</td>
<td>Monday after PP End - 11:00 am</td>
<td>Manager</td>
<td>The following employee timesheets have not yet been approved: List of Employee names, IDs</td>
</tr>
<tr>
<td>Manager Approval 2nd Reminder</td>
<td>Monday after PP End - 12:00 pm</td>
<td>Manager, Timekeeper</td>
<td>The following employee timesheets have not yet been approved: List of Employee names, IDs</td>
</tr>
<tr>
<td>Manager Approval 1st Escalation</td>
<td>Monday after PP End - 1:00 pm</td>
<td>Manager, Escalation Manager 1</td>
<td>The following employee timesheets have not yet been approved: List of Employee names, IDs</td>
</tr>
<tr>
<td>Manager Approval 2nd Escalation</td>
<td>Monday after PP End - 2:00 pm</td>
<td>Manager, Escalation Manager 2</td>
<td>The following employee timesheets have not yet been approved: List of Employee names, IDs</td>
</tr>
<tr>
<td>Manager Approval 3rd Escalation</td>
<td>Monday after PP End - 3:00 pm</td>
<td>Manager, Escalation Manager 3</td>
<td>The following employee timesheets have not yet been approved: List of Employee names, IDs</td>
</tr>
<tr>
<td>Employee has no time on timecards</td>
<td>One Time, the Friday of week 1.</td>
<td>Employee</td>
<td>There are cumulative zero hours recorded for the week for all timecards.</td>
</tr>
<tr>
<td>Award Balance is $700 or less</td>
<td>One Time at timesheet save</td>
<td>Manager</td>
<td>The Award Balance for student &lt;name&gt; is $700 or less. If the balance goes below $0, your department may be charged.</td>
</tr>
<tr>
<td>Student with more than 20 hours worked</td>
<td>One Time, when Reached</td>
<td>Manager</td>
<td>Student has worked more than 20 hours in a week</td>
</tr>
</tbody>
</table>
Delegation

Delegation is granting another member of the organization the right to perform certain actions when the typically assigned person is not available. For example, a manager going on vacation for a week may need to delegate the time sheet approval process to another manager for the respective week.

A user with a particular role can delegate an assignment group and grant the delegation recipient the same or another role to define the delegation recipient’s access to the group. When delegating group roles, the owner can delegate only those roles that are at or below the owner’s role for the group; i.e., someone with manager role for a group cannot delegate the Administrator role to others.

Once an owner has delegated a role, that owner can also cancel the delegation.

1. To delegate roles, select **Settings → Manage Delegations**

A new window appears in which you can choose a delegation action.

2. Click **Delegate Authority**. The **Enter Search Criteria** screen appears which lets you search for one or more assignment groups.

3. Enter your search criteria. You can enter a character string and/or the wildcard character (*) to retrieve a list of groups matching the characters you enter.

4. Click **Search**.

A screen lists the assignment groups matching your search, along with the roles you are granted for each group.
5. For each assignment group being delegated, choose your delegation options.
   - In the **Assignment Group** column, select the checkbox next to the assignment group name.
   - In the **Your Role** column, use the drop-down menu to select the roles to be delegated for the assignment group.
   - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
   - The **Allow Re-delegation** column, allows the delegation recipient to re-delegate your assignment groups with out your knowledge. We highly recommend that you do not allow re-delegation.

6. Click **Next** to display a search window for selecting the user who will be delegated that assignment group.

7. In the search window, enter your search criteria. You can also use a character string and/or the wildcard character (*) to retrieve a list of users matching the characters you enter.

8. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.

9. Click **Search**.

A screen appears with the results of the search.
10. Select a user.

11. Click **Select**.

   A confirmation message appears that indicates a successful delegation.

   ![Status Message](image)

   If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is currently delegated to the selected user.

12. Click **Continue** to return to the **Manage Delegations** window.

---

### Cancelling or Revoking a Delegated Role

1. Click **Manage Delegations** in the **Settings** area on the Dashboard.

   A pop-up appears in which you can choose the delegation action.

2. Click **View/Revoke Delegations**.

   A screen appears that lists the roles currently delegated within your assignment groups, along with your role for each group.

   ![Delegations](image)

3. If an assignment group contains more than one delegated role, click the **Expand** button displayed next to the **Assignment Group** name.
4. In the **Actions** column, select the delegation to be cancelled.
   - Selecting **Revoke** cancels only the delegation appearing in that row.
   - Selecting **Revoke All**, if available, cancels all delegations for that assignment group.

A new screen appears that lists the delegated right to be cancelled.

![Revoke Delegated Roles](image)

1. Choose the date on which the revocation is to be in effect or select the **Revoke Immediate** checkbox.
2. Click **Confirm** to proceed with the cancellation. A message appears verifying the cancelled delegation.
3. Click **Continue** to return to the **Delegations** screen.
myTime Manager Functions

Group Reports

myTime offers various reports to managers. Group reports provide specific information about select groups of employees.

To view a group report:

1. From the Dashboard, click Reports ➔ View Group Reports.

A list of report categories appears.

2. Do one of the following:
   - Scroll to the name of the report you want to generate.
   - View reports in a report category.
     a. Select the category; for example, Manager Reports. The right field populates with the various reports or subcategories in that category.
     b. Select a subcategory if necessary.
     c. In the right field, select the name of the report to generate.
   - Search for the report.
     a. Enter the name or part of the name of the report in the Search field.
     b. Press the Enter key.
Reports with the search criteria in their name appear in a Search Results pane.

3. Click the name of the report you want to generate.

A second pane appears, allowing you to specify report criteria.

4. Fill in the various fields.

5. Select your preferred output format:
   - **Excel** to view/print the output in an Excel spreadsheet.
   - **HTML** to view the report in the browser window as a web page.
   - **PDF** to view/print the output in Adobe PDF format.

6. Click **Submit** to process the report. myTime displays the report in a separate window.
Fair Labor Standards Act

Fair Labor Standards Act (FLSA) applies to all nonexempt employee groups: Staff, Clock Hourly, Westchester Students and Law Students.

FLSA provides certain guarantees to employees about the minimum rate of pay for overtime. myTime calculates FLSA pay adjustments for nonexempt employees, requiring overtime to be paid at a rate of 1.5 times the employee’s regular rate of pay for each hour worked in a work week in excess of 40 hours. This FLSA regular rate includes all payments made to the employee for worked time and non-discretionary bonuses. myTime calculates an average hourly rate for the week to determine the FLSA regular rate used for FLSA overtime calculations. All overtime and double time is paid at the FLSA Regular Rate.

**Regular Rate of Pay**

Pay codes which are subject to the Regular Rate of Pay are Overtime, Double Time, Controlled Standby OT, and Controlled Standby Double Time.

**FLSA Adjustment Pay**

FLSA is calculated by paying out all overtime and double time at the calculated average rate of pay for the employee.