



Training Guide for Employees



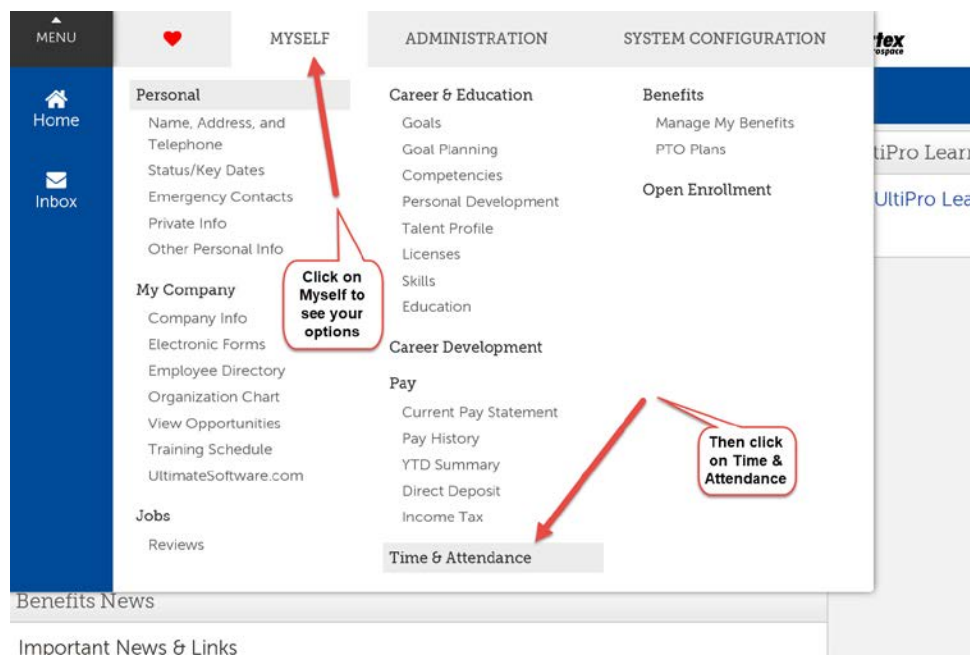
Updated on 04/19/2019

Accessing the Time & Attendance System (MyTime)

The MyTime system can be accessed only through the MyHR portal. Log into MyHR at MyHR.VTXAero.com, and click on the **Time & Attendance** link on the **Myself** menu. MyTime will open in a separate window.



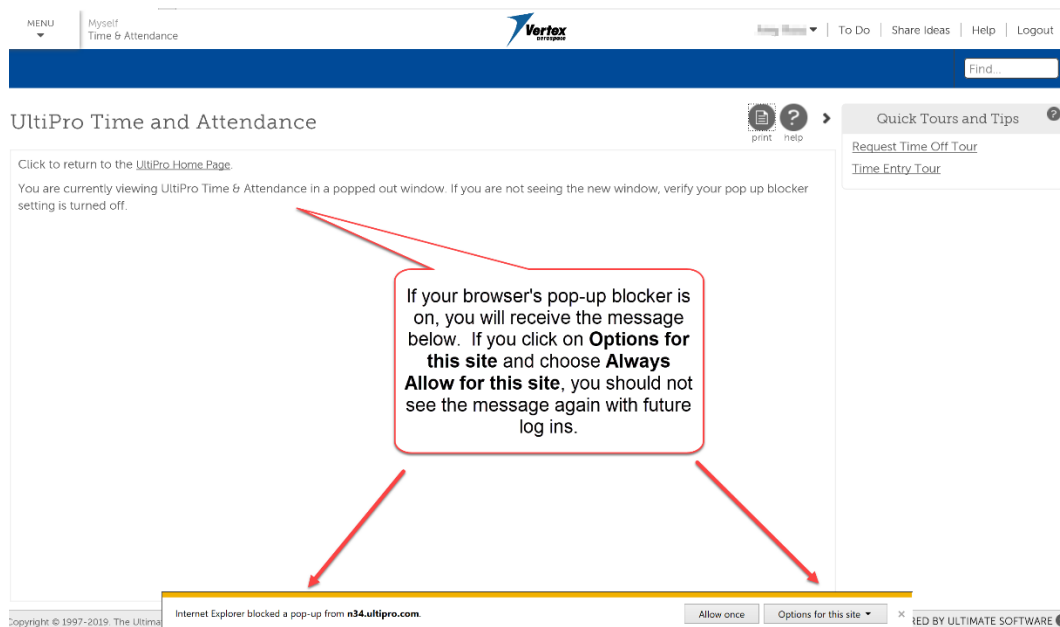
The image shows the Vertex aerospace login interface. At the top is the Vertex aerospace logo. Below it is a 'Log In' form with two input fields: 'EE ID + Up to First Five Letters of Last Name x' and 'Password'. A red text hint for the password says 'First time logins: DOB (MMDDYYYY)'. There is a 'Forgot your password?' link and a 'Log In' button. A red callout box points to the 'Forgot your password?' link with the text: 'Have you logged in to MyHR before, but forgot your password? Just click here and follow the instructions to Reset your Password!'. At the bottom, it says 'POWERED BY ULTIMATE SOFTWARE'.



The image shows the MyHR portal navigation menu. The 'MYSELF' tab is selected. Under 'MYSELF', there are three main sections: 'Personal', 'My Company', and 'Jobs'. The 'Personal' section includes 'Name, Address, and Telephone', 'Status/Key Dates', 'Emergency Contacts', 'Private Info', and 'Other Personal Info'. The 'My Company' section includes 'Company Info', 'Electronic Forms', 'Employee Directory', 'Organization Chart', 'View Opportunities', 'Training Schedule', and 'UltimateSoftware.com'. The 'Jobs' section includes 'Reviews'. A red arrow points from a callout box 'Click on Myself to see your options' to the 'MYSELF' tab. Another red arrow points from a callout box 'Then click on Time & Attendance' to the 'Time & Attendance' link under the 'Pay' section. The 'Pay' section includes 'Current Pay Statement', 'Pay History', 'YTD Summary', 'Direct Deposit', and 'Income Tax'. The 'Time & Attendance' link is highlighted. The 'ADMINISTRATION' and 'SYSTEM CONFIGURATION' tabs are also visible.

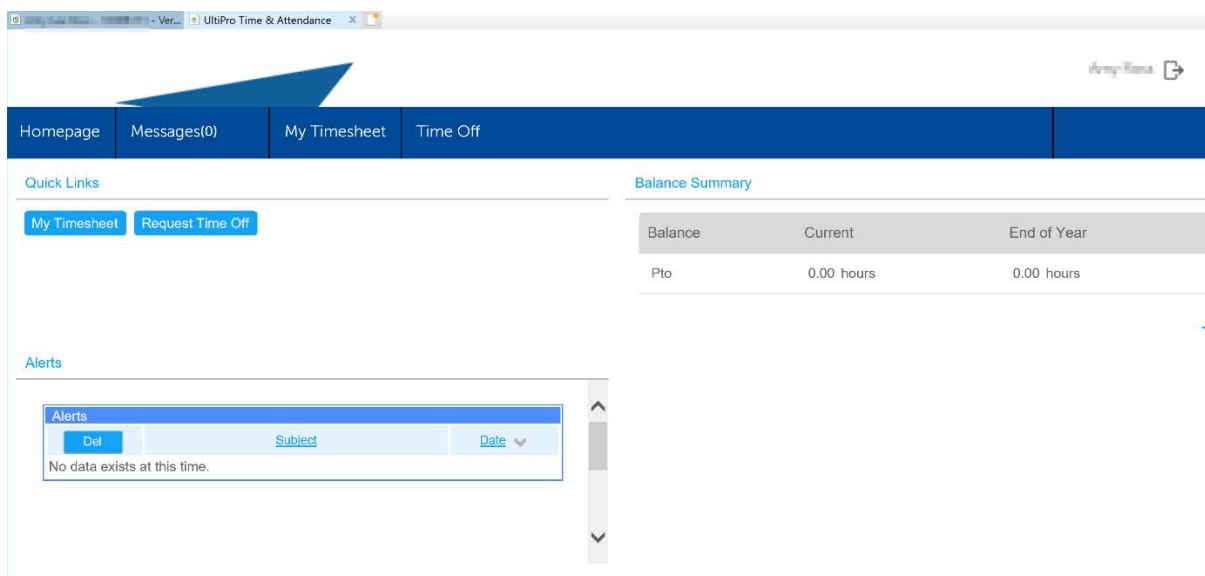
Accessing the Time & Attendance System (MyTime) Continued

After clicking **Time & Attendance**, you will most likely see the screen below due to your system's Pop-Up Blocker. We recommend clicking **Options for this Site** and then choosing **Always Allow for this Site**. This option should eliminate this message for future logins.



Homepage

The Homepage screen is the default home page for all users of MyTime when logging in. The Homepage gives you access to all the tools that you will use in the system, and also shows user-related information.



Here is a good reference guide to navigating your Timesheet in MyTime.

Timesheet Week of 1

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Select the appropriate time code from the drop list, then enter elapsed hours for the appropriate days. Click the "Save Changes" button when finished.

| | Code | Sat 03/16 | Sun 03/17 | Mon 03/18 | Tue 03/19 | Wed 03/20 | Thu 03/21 | Fri 03/22 | Total Hours | Project/ Work Order | Reporting Group | Cost Center | Operation Num |
|--------------------------|------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---|------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> | WORK | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="08.00"/> | <input type="text" value="09.00"/> | <input type="text" value="10.00"/> | <input type="text" value="10.00"/> | <input type="text" value="08.00"/> | 6 | 352001-2010 | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> |
| <input type="checkbox"/> | | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | 5 | | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> |
| <input type="checkbox"/> | | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | 7 | | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> |
| <input type="checkbox"/> | | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | 8 | | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> | <input type="text" value="00.00"/> |
| Total Hours | | | | | | | | | | | | | |
| Add Comments | | | | | | | | | | | | | |

Approval

All Approved 9

[Save Changes](#) [Return To Selection Screen](#)

[Go From Previous Week](#)

Code Summary 10

| Code | Hour Type | Sat 03/16 | Sun 03/17 | Mon 03/18 | Tue 03/19 | Wed 03/20 | Thu 03/21 | Fri 03/22 | Total Hours |
|-------|-----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|
| Total | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Here is a map or a reference guide to your MyTime Timesheet!

1. Work week selection
2. Link to print your timesheet
3. Delete one (or more) entire row of entries
4. Time code selection list
5. Grid for entering hours for each time code/date combination
6. Total hours by time code
7. Project selection list
8. Links for adding comments to each day
9. Button for saving changes made to timesheet
10. Summary of all the time for the entire week

Updating Timesheets

Adding, Changing or Deleting Time is easy with MyTime! Here are some step-by-step instructions.

The screenshot shows the MyTime interface for updating a timesheet. At the top, there are navigation tabs: Homepage, Messages (09), My Timesheet, and Time Off. Below the tabs, the user's name 'Ross, Amy (10088111)' is displayed. The main area is titled 'Timesheet' and shows a grid for entering hours for the week of 03/09/2019. The grid has columns for days of the week (Sat 03/09, Sun 03/10, Mon 03/11, Tue 03/12, Wed 03/13, Thu 03/14, Fri 03/15) and rows for time codes (WORK, VACATION). A dropdown menu is open on the right, showing a list of valid time codes. A 'Save Changes' button is visible at the bottom left. Red circles 1-4 highlight the steps: 1. Clicking the icon on the right of the time code box. 2. Entering hours in the grid. 3. Clicking the icon on the right of the project box. 4. Clicking the Save Changes button.

1. Click on the icon on the right side of the time code box to display a list of valid time codes. Click on the appropriate time code in the list to store it in the box.
2. Enter the number of hours to be charged to the selected time code in the appropriate day in the grid. Hours can be entered in whole numbers (8, 1, 4, etc.) or in decimals if needed (8.25, 1.36, 5.75, etc.)
3. Click on the icon on the right side of the project box to display a list of valid projects. Click on the appropriate project in the list to store it in the box.
4. Click the Save Changes button when you have finished entering the time in the grid. The Save Changes button will process all the entered time according to the rules set up for each employee, and will display the results in the Code Summary at the bottom.

The screenshot shows the 'Code Summary' section of the MyTime interface. It displays a table with columns for days of the week (Sat 03/30, Sun 03/31, Mon 04/01, Tue 04/02, Wed 04/03, Thu 04/04, Fri 04/05) and a 'Total Hours' column. The table shows zero hours for all days. Above the table, there is a 'Save Changes' button and a 'Return to Selection Screen' link. Red circles 5-6 highlight the steps: 5. The Code Summary displays the results of processing all the time entries. 6. Clicking the Save Changes button.

5. The Code Summary displays the results of processing all the time entries according to the rules for each employee.
6. Click **Save Changes** after making any changes or updating your timesheet **daily**.

Requesting Time Off

Click on the Time off Request item to display the calendar for requesting time off.

1. The calendar display defaults to the current month. Use the arrows to move to later or earlier months.

2. A display of the current balances (as of the day you are logged in).

3. The calendar for making requests

4. Submit button for submitting the time off request

1. The calendar display defaults to the current month. Use the arrows to move to later or earlier months.
2. A display of the current balances (as of the day you are logged in).
3. The calendar for making requests
4. Submit button for submitting the time off request

To request time off, click on the day that you would like to have off. The selection list with the time off types will display. Click on the right side of the Time Off box to display the list of valid time off.

New Time Off

Type.*

From.*

To.*

Comment:

VACATION

SICK NO QUOTA

SICK

PTO

PERSONAL TIME

JURY DUTY

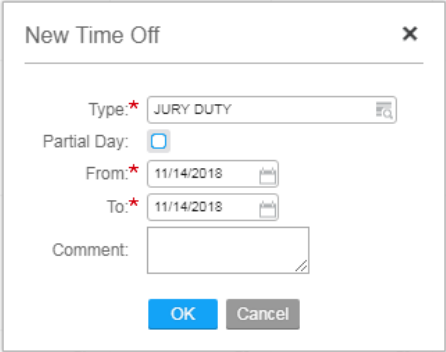
FLOATING HOLIDAY

BEREAVEMENT

< Prev 1 Next > Reset

Requesting Time Off Continued

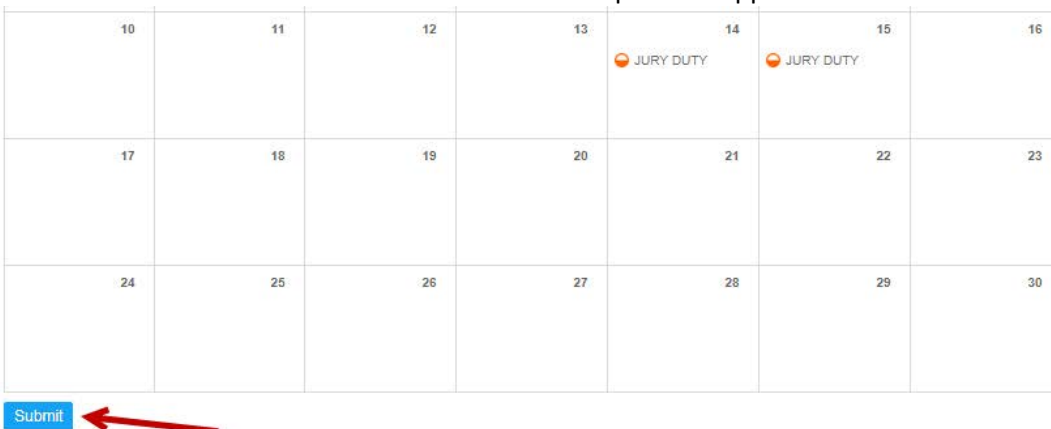
Select the appropriate time off type.



The "New Time Off" dialog box is shown over a calendar grid. The dialog has a title bar with a close button (X). It contains the following fields: "Type:" with a dropdown menu set to "JURY DUTY"; "Partial Day:" with an unchecked checkbox; "From:" and "To:" date pickers both set to "11/14/2018"; and a "Comment:" text area. At the bottom are "OK" and "Cancel" buttons.

If requesting a partial day, click on the "Partial Day" box and enter the start and stop times for the absence. The "From" and "To" dates display the selected date. If you wish to extend the time off for more than one day, update the "To" date to the appropriate date. Click the "OK" button when finished.

Click on the Submit button to submit the time off request for approval.



A calendar grid showing dates from 10 to 30. The dates 14 and 15 are marked with a sun icon and the text "JURY DUTY". Below the calendar grid is a blue "Submit" button, which is pointed to by a red arrow.

After you submit your request for Time Off, your direct supervisor will receive an email notifying them they have a request to review. After your supervisor makes a determination, you will receive an email advising that your request has been approved or denied.