



Training Guide for Employees



Updated on 04/19/2019

Accessing the Time & Attendance System (MyTime)

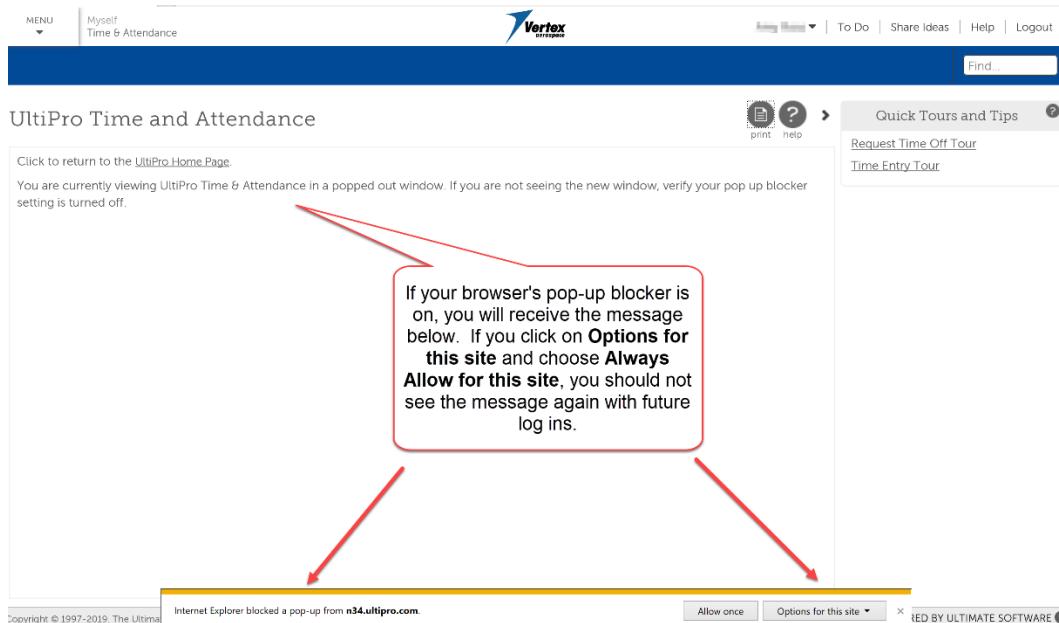
The MyTime system can be accessed only through the MyHR portal. Log into MyHR at MyHR.VTXAero.com, and click on the **Time & Attendance** link on the **Myself** menu. MyTime will open in a separate window.



The image shows the 'Myself' menu from the MyHR portal. On the left is a sidebar with links for Home, Inbox, Personal (Name, Address, Telephone, Status/Key Dates, Emergency Contacts, Private Info, Other Personal Info), My Company (Company Info, Electronic Forms, Employee Directory, Organization Chart, View Opportunities, Training Schedule, UltimateSoftware.com), and Jobs (Reviews). The main menu area has tabs for MYSELF, ADMINISTRATION, and SYSTEM CONFIGURATION. Under MYSELF, there are sections for Personal (with a red arrow pointing to it labeled 'Click on Myself to see your options'), Career & Education, Benefits, and Pay. Under PAY, there is a link to 'Time & Attendance'. A red arrow points from the 'Time & Attendance' link to another red arrow that points to the text 'Then click on Time & Attendance'.

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.

A screenshot of the MyTime homepage. The top navigation bar includes links for 'Homepage', 'Messages(0)', 'My Timesheet', and 'Time Off'. On the right side of the top bar, there is a 'Logout' button. Below the top bar, there are two sections: 'Quick Links' on the left and 'Balance Summary' on the right. The 'Quick Links' section contains buttons for 'My Timesheet' and 'Request Time Off'. The 'Balance Summary' section shows a table with three columns: 'Balance', 'Current', and 'End of Year'. Under 'Balance', it says 'Pto' with values '0.00 hours' and '0.00 hours' respectively. At the bottom left, there is an 'Alerts' section with a table titled 'Alerts'. The table has columns for 'Del', 'Subject', and 'Date'. It contains the message 'No data exists at this time.' The bottom right corner of the page has a small number '3'.

Your Timesheet

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

The screenshot shows the MyTime Timesheet interface. At the top, there are tabs for 'Maint.', 'Homepage', 'Messages(0)', and 'My Timesheet'. Below these are buttons for 'Back to Selection Screen' and 'Submit/Exit'. A date range 'Week of 03/16/2019' is selected. On the right, there's a 'Print Timesheet' button with a red circle containing the number '2'. The main area contains a grid for entering hours. A callout bubble points to the grid with the text: 'Here is a map or a reference guide to your MyTime Timesheet!'. Numbered callouts point to specific elements: '3' points to a dropdown menu; '4' points to a time code selection; '5' points to a cell in the grid; '6' points to a row summary; '7' points to a column header; '8' points to a 'Total Hours' cell; '9' points to an 'Approved' checkbox; and '10' points to a 'Code Summary' section at the bottom.

Updating Timesheets

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

Homepage | Messages(0) | My Timesheet | Time Off

Timesheet Week of **03/09/2019**

Ross, Amy (10008111)

Submitted

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 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Total Hours
<input type="checkbox"/>	WORK			08:00	08:00	04:00			
<input type="checkbox"/>	WORK					04:00			
<input type="checkbox"/>	VACATION						08:00	08:00	
Total Hours:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add Comments		add							

Approval

<input checked="" type="checkbox"/> All Approved									
--	--	--	--	--	--	--	--	--	--

3

4

[Copy From Previous Week](#)

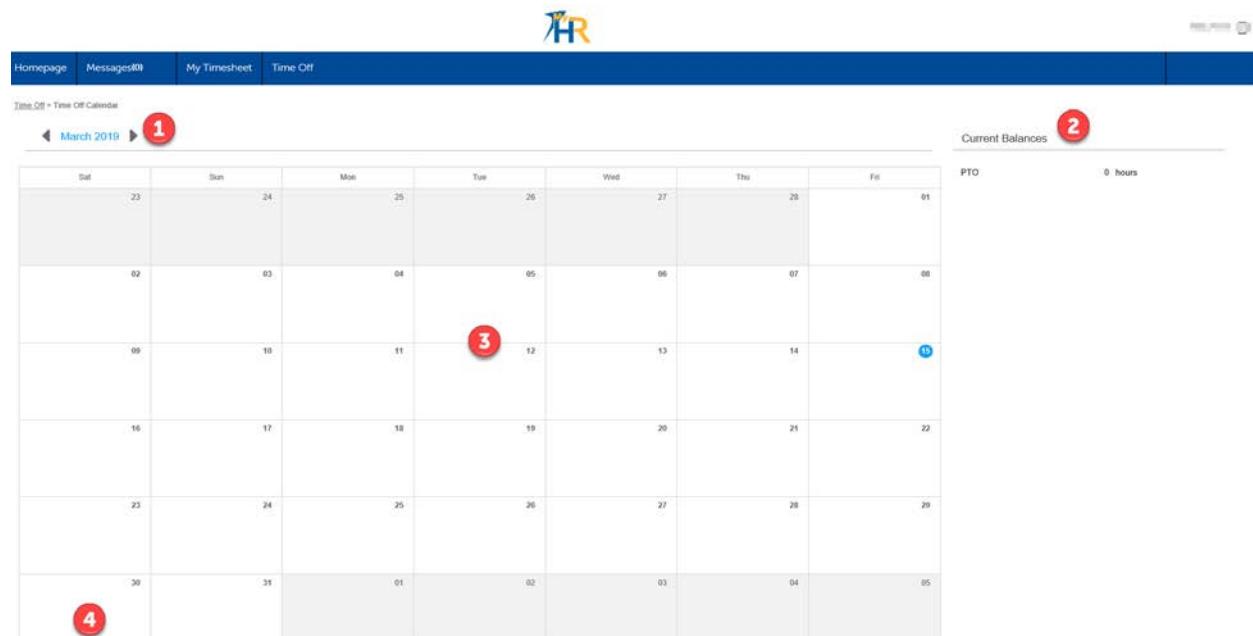
Print Timesheet

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

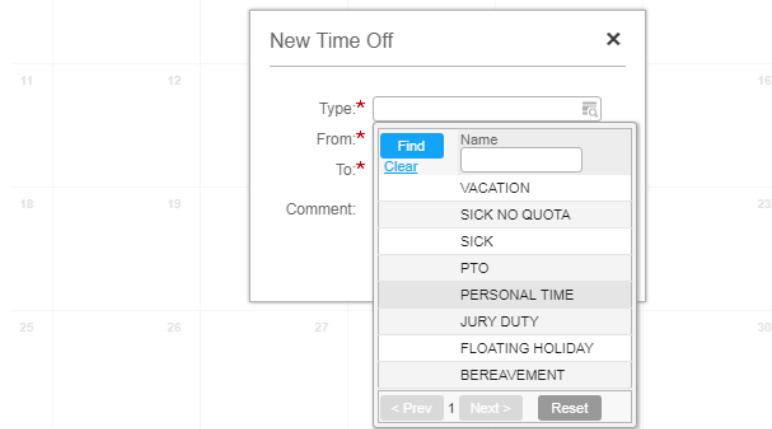
Requesting Time Off

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

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.



Requesting Time Off Continued

Select the appropriate time off type.

New Time Off

Type: * JURY DUTY

Partial Day:

From: * 11/14/2018

To: * 11/14/2018

Comment:

OK Cancel

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.

10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Submit

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.