MyTime Reference Guide

For Employees

If you have problems logging onto MyHR contact MyHR Tech Support at 888-526-7063. Assistance is available from Monday-Friday 8AM-5PM CST.

What is MyTime?

MyTime is the "new" AutoTime! The user-friendly MyTime function is accessible through your MyHR portal. Any time logged after April 6, 2019 MUST be recorded through MyTime for payroll purposes. MyTime is accessed through your MyHR portal at:

Website: *http://MyHR.VTXAero.com*

How do I log my time in the new system?

1. Log in to your MyHR portal at the website above.
2. Click "Menu" on the top left and look for "Myself",
3. From the "Myself" menu, select "Time & Attendance" which will open MyTime in a separate window.
4. This is your MyTime Homepage where you will log hours worked, request time off, and monitor PTO balances.

How do I Add or Correct a Timesheet Entry?

1. From your MyTime Homepage, click on "My Timesheet" which takes you to the current week's timesheet. The date should already be populated.
2. Then enter your Work Code on the left-hand side using the dropdown list.
3. Next, skip over a few fields and populate your Project/Work Order field. This will be your Charge Code.
4. Your Cost Center and Reporting Group fields will populate for you, so all that is left to enter is your hours worked and then click "Save Changes".

IMPORTANT: Please remember to click SAVE CHANGES after entering information in your Timesheet DAILY. The Defense Contract Audit Agency (DCAA) and company policy require daily time logs for compliance. This is mandatory for all employees.

How do I submit a Timesheet?

In "My Timesheet", you will click on "Save Changes".

How do I request Time Off?

1. From your MyTime Homepage, click on "Time Off" which will then take you to a calendar of the current month. A display of current balances (as of that day) will be in the top right.
2. Click on the day you will request for time. This will cause a selection list with time off options to appear and allow you to choose the appropriate request.
3. Make sure the correct date is showing and also you may include comments for your supervisor, if you choose.
4. Clicking submit will send an email to your direct supervisor for review. After they have reviewed, you will recieve an Approval or Denial email to let you know the status of your request.

For more detailed instructions, please visit your MyHR Homepage and look for the MyTime User Guide.