

MyTime Quick Reference

BADGE READER

General Information: You must wait a full 61 seconds between swipes if you are performing them consecutively.

Forgetting to swipe in or out/any other mistake: Submit a Time Stamp Adjustment Sheet to your manager.

Your typical shift, no other functions to be done:

1. Swipe in at the beginning of your shift.
2. Swipe out at the end of your shift.

Review recent punches:

1. Press the More soft key.
2. Press the Review Recent Punches soft key.
3. Swipe.

To clear a soft key recorded previously, before you swipe: Press the cancel button.

Your manager will log or verify: Vacation, sick, PTO, holiday, funeral, on-call and credit hours as well as canceled meal deductions.

Floating hours for a full shift (schedule not in MyTime or unexpected float):

1. Press the Float soft key.
2. Select the correct organization, department, and position that you need to float your hours to.
3. With the cursor in the Enter Badge ID field, swipe.
4. Swipe out at the end of your shift.

Floating hours for a partial shift (schedule not in MyTime or unexpected float):

1. Swipe in.
2. When you report to the department to which you are floating, press the Float soft key.
3. Select the correct organization, department, and/or position.
4. With the cursor in the Enter Badge ID field, swipe in.
5. If you go back to your department before the end of your shift, press End Activity, swipe.
6. Swipe out at the end of your shift.

Reporting 'other' (orientation, lead, charge, etc.) worked hours for your home department:

1. Press the correct soft key (press the More soft key to see additional options).
2. Scroll down to Enter Badge ID, swipe.
3. Swipe out at the end of the day.

Reporting 'other' (orientation, lead, charge, etc.) worked hours for your home department for a partial day:

1. Press the correct soft key (press the More soft key to see additional options).
2. Scroll down to Enter Badge ID, swipe.
3. When you are done with your 'other' activity, press End Activity and with the cursor in the Enter Badge ID field, swipe.
4. Swipe out at the end of the day.

Reporting 'other' (orientation, lead, charge, etc.) worked hours floated to a different department:

1. Press the correct soft key (press the More soft key to see additional options).
2. Select the correct organization, department and/or position.
3. With your cursor in the Enter Badge ID, swipe.
4. At the end of your shift, swipe out.

Reporting 'other' (orientation, lead, charge, etc.) worked hours floated to a different department for a partial shift:

Example: You start your shift in home department in an RN role and end in a different department working charge.

1. Swipe in at the beginning of your shift.
2. When you report to the department to which you are floating, press the Charge soft key.
3. Select the correct organization, department, and position.
4. With your cursor in the Enter Badge ID, swipe.
5. If you end our activity before the end of your shift, press End Activity, and with your cursor in the Enter Badge ID field, swipe.
6. At the end of your shift, swipe out.

Cancel Meal for your home department (MUST be done before you swipe out):

1. Press the More soft key.
1. Press Cancel Meal Deduction.
2. Scroll down to the Enter Badge ID field and swipe.
3. Swipe out at the end of your shift.

Approve Timecard (do after your last shift of the pay period):

1. Press Approve Timecard soft key.
2. Swipe.
3. Press the soft key next to the pay period you want to approve.
4. Review the information for accuracy.
5. When the prompt 'Approve' appears, press enter.

WEB-BASED APPLICATION – Hourly Employees

Forgetting to time stamp in or out/any other mistake: Submit a Time Stamp Adjustment Sheet to your manager.

Your typical shift, no other functions to be done:

1. Record Time Stamp in at the beginning of your shift.
2. Record Time Stamp out at the end of your shift.

Your manager will log or verify: Vacation, sick, PTO, holiday, funeral, on-call and credit hours as well as canceled meal deductions.

Cancel Meal Deduction:

1. From the main Record Time Stamp screen, click on 'Cancel all Meal Deductions.'
2. Click on Record Time Stamp.

Contact the **Help Desk** at (651) 232-1227 for technical assistance.

Contact the **Payroll Department** at (651) 232-1160 for payroll-specific issues or questions.

To record 'other' (orientation, lead, charge, etc.) hours at the start of your shift for your home department:

1. Click on the down arrow next to Transfers.
2. Click on Search (or press Alt+S).
3. Click on the down arrow next to Work Rule.
4. Find the type of hours you need to log and click on it.
5. Click on OK.
6. Click on Record Time Stamp to record your in time.
7. Click on Record Time Stamp to record your out time at the end of your shift.

To record partial shifts of 'other' hours for your home department:

1. If your partial shift is the beginning of the day, follow steps 1-7 above (recording 'other' hours).
2. When you are done with your partial shift, click on Record Time Stamp to record the end of your 'other' hours.
3. Wait 1 minute and click on Record Time Stamp again to start reporting your 'regular' time.
4. If your partial shift occurs in the middle of the day, perform steps 1-7 above (recording 'other' hours) when beginning the 'other' hours.
5. Record Time Stamp at the end of the day.

Floating of hours (schedule not in MyTime or unexpected float):

1. Click on the down arrow next to Transfers.
2. Click on Search (or press Alt+S).
3. Click on the correct organization (site).
4. Click on the correct department.
5. If you have a different position when you float, select the correct position. If your position is the same when you float, you do not need to select the position.
6. Click OK.
7. Click on Record Time Stamp to record your in time
8. Click on Record Time Stamp to record your out time at the end of your shift.

To record partial shifts of floated hours (schedule not in MyTime or unexpected float):

1. Perform steps 1-8 above (floating of hours) at the beginning of your floated shift.
2. When you are done working your floated hours, click on Record Time Stamp to record that.
3. Record Time Stamp at the end of the shift.

To cancel when in the Select Transfer dialog box, click on Clear Account.

View Timecard:

1. Click on My Information.
2. Click on My Timecard.
3. To get back to the Record Time Stamp, click on My Information, then click on Time Stamp.

Approve Timecard (do after the last shift of the pay period):

1. Carefully review recorded time.
2. Click on Approvals.
3. Click on Approve.

WEB-BASED APPLICATION – Salaried Employees

If you make an error in your time reporting, you may edit your timecard at any point prior to approving it. After approval, your manager would need to make the edit.

Your typical shift, no other functions to be done:

1. Enter your total hours in the day/date you work them.
2. Click on Save.

To record planned time off:

1. Select the correct pay code (i.e., holiday, PTO, vacation, jury duty, etc.) from the drop-down menu in the pay code column.
2. Enter the total number of hours for that pay code in the day/date field in which they occur.
3. Click on Save.

Your manager will need to record and/or verify unscheduled time off (sick, funeral, etc.) when you are unable to login to MyTime:

To record 'other' hours (lead, charge, preceptor for those with a schedule in MyTime/all non-regular hours for those with no schedule in MyTime) at the start of your shift for your home department:

1. Click on the down arrow next to Transfers.
2. Click on Search (or press Alt+S).
3. Click on the down arrow next to Work Rule.
4. Find the type of hours you need to log and click on it.
5. Click on OK.
6. Enter your number of 'other' hours worked in the day/date you work them.
7. Click on Save.

To record partial shifts of 'other' hours:

1. Enter the number of hours under your 'regular' pay.
2. Insert a row.
3. Perform steps 1-6 above (to record 'other' hours).
4. Click on Save.

To float/transfer hours to a different department:

1. If needed, insert a row.
2. Click on the down arrow next to Transfers.
3. Click on Search (or press Alt+S).
4. Select the correct organization, department and position. Click on OK.
5. Enter the number of hours worked in that department in the day/date you work them.
6. Click on Save.

Approve Timecard:

1. Carefully review recorded time.
2. Click on Approvals.
3. Click on Approve.
4. If you know you have planned time off, you can approve your timecard before the end of the pay period.