

MyTime for Supervisors and Hourly Employees

WHAT'S CHANGING WITH FLSA?



Due to changes in the federal Fair Labor Standards Act, the salary cut-off determining which employees must be paid hourly will go up effective December 1, 2016. As part of this change, many employees who used to be exempt from overtime and hourly pay will be required to switch to hourly pay. As of November 16th, these employees will begin to record their time using the MyTime system, and will be eligible for overtime pay for any work beyond 40 hours per workweek.

- Hourly employees track their work hours by clocking in when they begin any work and clocking out for lunch and at the end of a shift.
- Employees can use time clocks located around campus or the web clock found in the MyTime section of the MyAccess employee portal to record when they start and stop work.
- Supervisors must approve time cards at the end of each pay period and verify that any leave or overtime has been accurately recorded on the time card.
- Supervisors should select a Designee who can manage time cards in their absence.

HELPFUL LINKS

More information about the FLSA changes and training on the MyTime system is available:

- **MyTime Training** – videos, instruction manuals, and quick guides for Clocks, Time Cards, Leave Requests, Designee setup, and location maps for time clocks.
 - <http://it.wvu.edu/services/training/mytime>
- **WVU Payroll & Employee Processing Services**
 - FLSA Information: <http://payroll.wvu.edu/flsa-information>
 - Pay Period Schedule: <http://payroll.wvu.edu/pay-periods>
- **Employee Relations** – additional information about how the FLSA changes affect employees
 - Employee Relations: <http://employeerelations.hr.wvu.edu/>

MYACCESS.WVU.EDU



MyAccess is the employee portal web site where WVU staff can log in to access both their personal employee records and other administrative activities at the university, such as reporting, financial, and purchasing systems.

The MyTime features can be found under the MyTime tab in the menu area, and include:

- **Web Clock** – simply click the green button to clock in and the red button to clock out
- **Time Card** – view, or edit and approve, detailed and summary versions of employees' time cards, depending on your role in the system
- **Leave Request System** – view accumulated sick or annual leave hours, request time off, manage employees' requests and staff availability
- **Designee** – allows supervisors to designate up to three people to have proxy access to help manage time and leave when the supervisor is unavailable

Leave and CTO Policies

Classified and non-classified employees in positions established to work on a regular and continuing basis for at least 1,040 hours over a minimum of nine (9) consecutive months within a twelve (12) month period are eligible to earn annual leave and sick leave. Faculty and FE/AP employees in twelve (12) month annual appointments, established to work on a regular and continuing basis for at least 1,040 hours during their appointment periods are also eligible to earn annual leave and sick leave. Eligible employees can request time off from work by submitting a request in the MyTime Leave System.

Leave-eligible employees who are non-exempt (hourly) normally receive overtime pay for any work performed beyond 40 hours in a workweek. However, depending on the department's policies, hourly workers may also choose to receive additional leave time instead of overtime pay. Enrollment in the Compensatory Time Off (CTO) program must be approved by the supervisor and business office before the employee can begin accumulating CTO.

WVU Annual and Sick Leave Policy: <http://benefits.hr.wvu.edu/r/download/70213>

WVU CTO Policies: http://www.hr.wvu.edu/policies/wvu_hr_6_compensatory_and_substitute_time_off_policy

HELP

If you need assistance with any part of the MyAccess or MyTime applications, from logging in to approving and editing records, you may contact the ITS Service Desk.

- <https://it.wvu.edu/help>

If you have questions about the FLSA policy changes, please contact Employee Relations.

- <http://employeerelations.hr.wvu.edu/>

If you have questions about payroll procedures, please contact Payroll.

- <http://payroll.wvu.edu/home>