

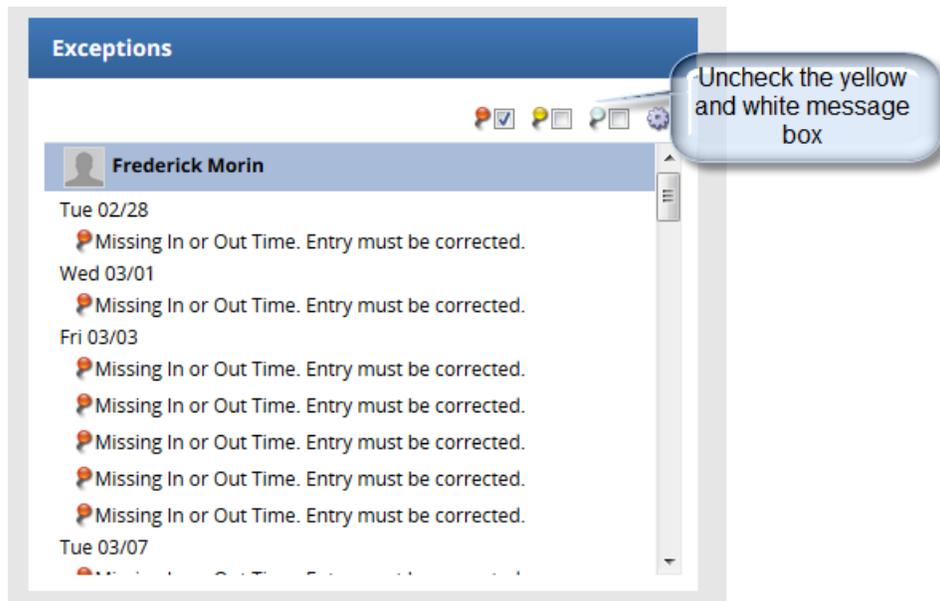
REMINDER – Sign off in the new MyTime System is Saturday 3/18 at Noon

IMPORTANT: To insure employees are paid properly follow the instructions below to correct any errors.

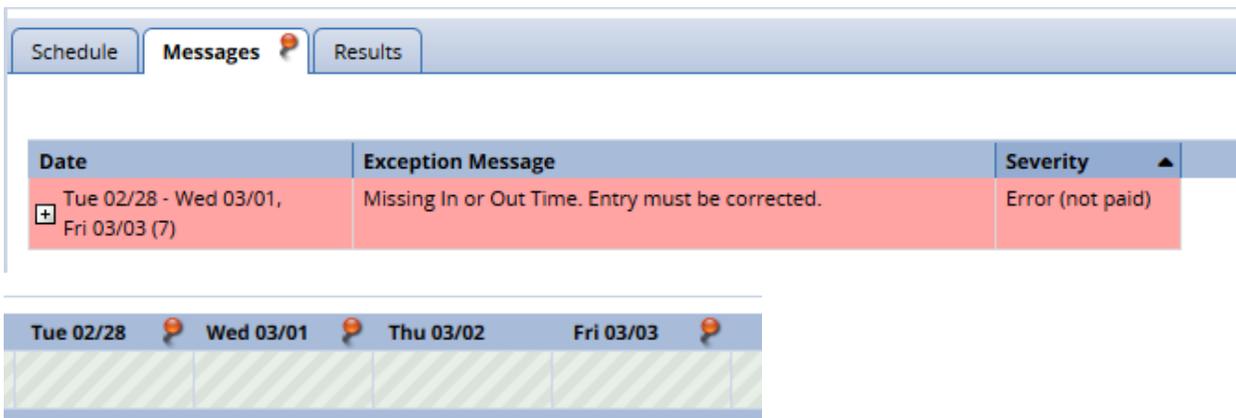
1. Sign in to MyTime and on the home page go to the Exceptions section and uncheck the Yellow and White message box. Displayed will be all the red level errors for your employees.

Any employee with a red level error message will not be paid for any of the days that contain the error.

2. Click on the employees name and it will take you directly their timesheet.



3. Select the messages tab on the bottom of the page or select the red push pin on the day that contains the message directly on the timesheet.



4. Exception Message will provide detail as to what the error is, make the necessary corrections and save the timesheet.
5. Once these are completed you can select the Yellow Warning box and review those messages and take corrective steps if needed. These are only warnings, employee will still be paid if no action is taken on these messages.

Call the Help Line at 215-_____ if you need assistance.

Thursday 7:30 am to 6:00 pm, Friday 7:30 am to 6:00 pm and Saturday 7:30 am to 12:00 noon