



## myTime System

### Instructions on Running Parallel Payroll Processes During Summer 2015

On July 1, 2015 the myTime system will go live and soon replace the current process for reporting time and leave for temporary (*including non-merit*), student employees and community service specialists. myTime will feature many innovations that will streamline the process while at the same time create a uniform method of time reporting for employees.

To ensure that the new system is working properly **the District will continue to process payrolls under the current payroll process as well as processing payroll under the new myTime system.** This parallel processing will allow payroll to ensure the correct payment of employees as well as confirm myTime is operating as expected.

Starting with the July payroll supervisors will continue to receive a blue time sheet and student time cards from the Payroll Department as normal. We ask that supervisors complete the payroll process as normal to ensure proper payment to employees.

Starting on July 1<sup>st</sup> supervisors will also need to process payroll under the new myTime system for temporary (*including non-merit*), student employees and community service specialists. The first step to this process is starting July 1<sup>st</sup>; the departments need to implement the use of the new "Daily Hours Worked Report". Please refer to the "myTime Daily Hours Worked Report Form Guide" for instructions on how to use this form.

#### **PARALLEL PROCESSING BY TYPE OF EMPLOYEE**

##### **TEMPORARY EMPLOYEES (including non-merit) & COMMUNITY SERVICE SPECIALISTS**

***By the due dates stated in the appropriate published payroll schedule:***

Supervisors will report the hours worked by temporary (*including non-merit*) and community service specialists as normal and submit the time sheet to payroll.

The supervisor will also need to submit the payroll through the myTime system using the Daily Hours Worked Report as the entry document. (*Refer to "myTime Daily Hours Worked Report Form Guide" for instructions*)

Payroll will process the payroll using the old timesheet system and compare the data from the myTime system to ensure accuracy and proper functioning of the new system.

### **STUDENT EMPLOYEES**

***By the due dates stated in the appropriate published payroll schedule:***

Supervisors will report the hours worked by student employees as normal using the student time card.

The supervisor will also need to submit the payroll through the myTime system using the Daily Hours Worked Report as the entry document. *(Refer to "myTime Daily Hours Worked Report Form Guide" for instructions)*

Payroll will process the student time cards for pay as normal and compare the data in the myTime system to ensure accuracy and proper functioning of the new system.

### **PARALLEL PROCESSING TRANSITION PERIOD**

We expect to run parallel payrolls for approximately 3 or 4 payroll periods and plan to transition to using only myTime before the start of the fall semester.

We appreciate each and every department's cooperation and understanding during this transitional period. If you have any questions about the process please contact Ian Fraser, Payroll Manager at Ext. 4327.