March 11, 2016

To: Department Chairs

From: Christopher M. Bonvenuto, Chief Director of Business Services

Subject: MyTime Time and Leave Reporting System

for temporary (including non-merit), community service specialists and student employees

Dear Department Chairs,

On July 1, 2015 the District went live with the new myTime electronic time and leave reporting system **for temporary (including non-merit), community service specialists and student employees**. A new system was needed to meet new federal and state regulatory and audit requirements. Both the Affordable Care Act (ACA) and "Employment: paid sick days" (AB1522) include data collection and reporting mandates that require a rigorous electronic time management system to enable the district to accurately report temporary employee days/hours worked and generate ill time.

The new system features many innovations that will streamline the payroll process while also creating a uniform method for the collection and reporting of time worked for our temporary, community service specialists and student employees. While the new system mimics the old system in many ways there will be two main differences:

- **Uniform collection of time worked.** In order to meet the rigorous requirements for documenting time worked the new payroll process will require that all departments use one form to collect and document time worked. The form that has been created for this purpose is titled the "*Daily Hours Worked Report*". To assist department in using this form and understanding the process we have created a guide titled *"myTime Daily Hours Worked Report Guide"* which is available through the Payroll Department.
- **Electronic reporting and submission of time and leave.** Past practice had been to report time via a paper system using "blue" payroll time sheets or scantron based student time cards. Under the new myTime system all reports of time will now be done electronically through the myTime time and leave reporting system. This means that departments no longer receive blue payroll time sheets or scantron based student time cards. Instead, the myTime system requires that for each pay period the supervisor or proxy, select from a drop down menu the employees whom performed work for that pay period so it is imperative that the supervisor or the proxy monitor the employees that have worked in the department during the pay period and ensure their time is entered appropriately.

Helpful Resources

The myTime system will have built in help guides to assist you with the reporting process. To access the guide go to www.smc.edu/myTime. Sign in using your normal SMC computer/email login and the myTime Guide link is in the upper right corner.

 Additionally, you can find helpful guides and forms on the Payroll website located at http://www.smc.edu/BusinessServices/payroll/Pages/For-Faculty-Staff.aspx

In closing we would like to thank all Department Chairs for your understanding and cooperation in implementing this new system. If you have any questions please contact:

myTime Technical Question: Information Technology email, Info_Mgmt@smc.edu

myTime Daily Hours Worked Report: Ian Fraser, Payroll Manager, Fraser_Ian@smc.edu