Add a Comment to a Timecard

If you already know how to navigate to a timecard, skip to step 8 of the following instructions.

1. Open an internet browser and type in the following address to access My Time:
   http://your.yale.edu/access-my-time
2. Select My Time or My Time (Lite).
3. Log in with your NetID and password.
4. Employees: click My Timecard, then skip to step 8.
   Timecard approvers: click Pay Period Close.
5. Click the Show field drop down menu and choose All Home.
6. Make sure that the chosen Time Period is correct. If it’s not, click on that field, then choose the correct Time Period.
7. Identify the employee whose timecard you’ll edit, then double click on their name.
8. Click on the cell for the day and pay code for which you’d like to enter a comment.
9. Click Comment.
10. In the drop-down menu that appears, choose Add Comment.
11. In the pop-up window that appears, click on the appropriate Comment, and add a Note if you wish.
12. Click OK.

A yellow box appears after you add a comment. Clicking on the Comments tab below the timecard allows you to view the comment.

Union Business Comments

Certain comments should be used to help explain the reason for the use of pay code DEPT PAID UNION. Here are those codes:

- Union Bus – Best Practices
- Union Bus – Discip. Meeting
- Union Bus – Grievance Meeting
- Union Bus – Negotiations

ILLUSTRATED INSTRUCTIONS BEGIN ON THE NEXT PAGE
1. Open an internet browser and go to the following address:

http://your.yale.edu

2. On the homepage, click MY TIME.

3. Log in with your NetID and Password.
4. Employees: click My Timecard. Skip to step 10 of this guide.

5. Timecard approvers: click Pay Period Close.

6. Click the Show field drop down menu.

7. In the drop-down menu that appears, choose All Home.

8. Make sure that the chosen Time Period is correct. If it's not, click on that field, then choose the correct Time Period.

9. Identify the employee whose timecard you'll edit, then double click on their name.

10. Click on the cell for the day and pay code for which you'd like to enter a
Click **Comment**.

In the drop-down menu that appears, choose **Add Comment**.

In the pop-up window that appears, click on the appropriate **Comment**, and add a **Note** if you wish.

Click **OK**.

A yellow box appears after you add a comment.

Clicking on the Comments tab below the timecard allows you to view the comment.
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