

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**.


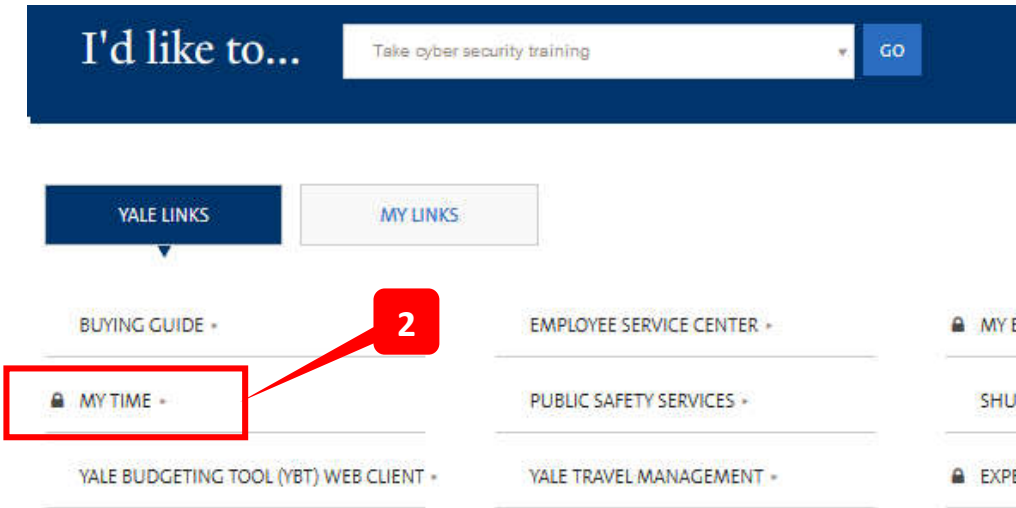
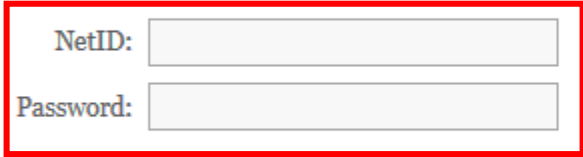
A yellow box appears after you add a comment. Clicking on the Comments tab below the timecard allows you to view the comment.

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

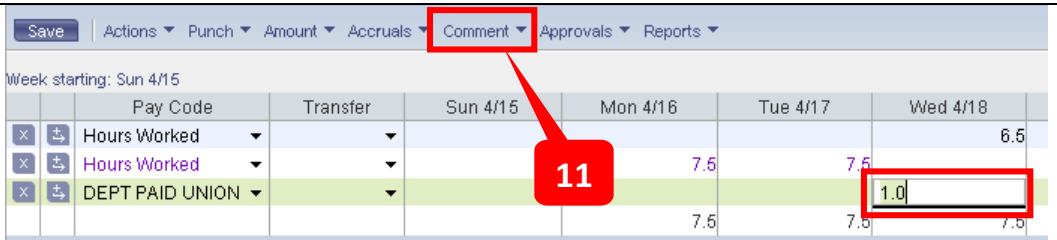
ILLUSTRATED INSTRUCTIONS BEGIN ON THE NEXT PAGE

<p>1 Open an internet browser and go to the following address:</p> <p>http://your.yale.edu</p>	<p>It's Your Yale</p> 
<p>2 On the homepage, click MY TIME.</p>	
<p>3 Log in with your NetID and Password.</p>	<p>Login required</p> <p>You may establish Yale authentication now in order to access protected services later.</p>  <p><input type="checkbox"/> Warn me before logging me in to other sites.</p> <p>Login</p>


<p>4 Employees: click My Timecard.</p> <p>Skip to step 10 of this guide.</p> <p>5 Timecard approvers: click Pay Period Close.</p>	
<p>6 Click the Show field drop down menu.</p>	
<p>7 In the drop-down menu that appears, choose All Home.</p>	
<p>8 Make sure that the chosen Time Period is correct. If it's not, click on that field, then choose the correct Time Period.</p>	
<p>9 Identify the employee whose timecard you'll edit, then double click on their name.</p>	
<p>10 Click on the cell for the day and pay code for which you'd like to enter a</p>	

comment.

11 Click **Comment**.

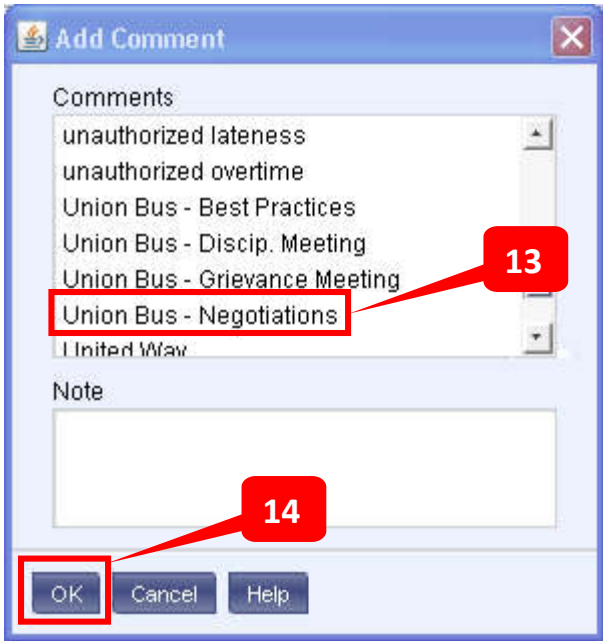


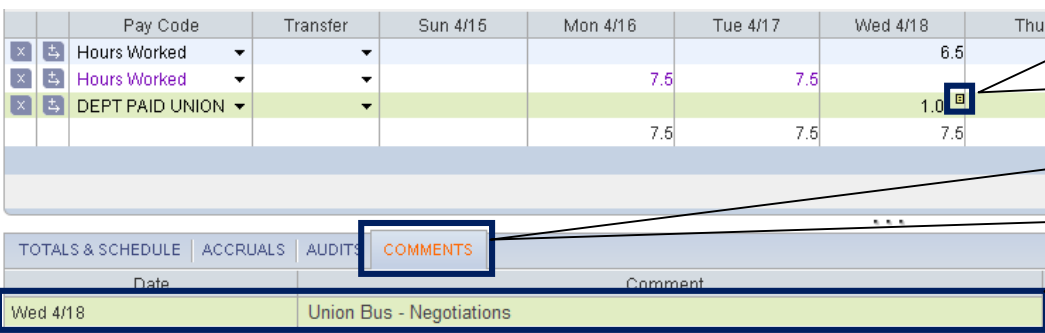
12 In the drop-down menu that appears, choose **Add Comment**.



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

14 Click **OK**.





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