

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

Yale

1 Open an internet browser and go to the following address: http:// <u>your.yale.edu</u>	It's Your Yale	e		
2 On the homepage, click MY TIME.	I'd like to Take cyber security training * GO			
	YALE LINKS MY LINKS			
	BUYING GUIDE - 2	EMPLOYEE SERVICE CENTER + A MY E		
	MY TIME +	PUBLIC SAFETY SERVICES + SHU		
	YALE BUDGETING TOOL (YBT) WEB CLIENT +	VALE TRAVEL MANAGEMENT -		
3 Log in with your NetID and Password.	Login required You may establish Yale auther services later. NetID: Password: Warn me before logging me Login	ntication now in order to access protected		

Yale

4	Employees: click My Timecard . Skip to step 10 of this guide. Timecard approvers: click Pay Period Close .	General Group Edit Results Inbox Reports Actions My Information My Timecard My Actions My Reports	My Genies®	Timekeeping Accrual Reporting P 	eriod
6	Click the Show field drop down menu.	Show Non Time Period Prev	e rious Pay Period	▼ Edit ▼ Refresh	6
7	In the drop-down menu that appears, choose All Home.	Time Period	Pe Hoc Home	Edit Refresh	
8	Make sure that the chosen Time Period is correct. If it's not, click on that field, then choose the cor- rect Time Period .	Show Non Time Period Prev	_	▼ Edit ▼ Refresh	8
9	Identify the employee whose timecard you'll edit, then double click on their name.	PAY PERIOD CLOSE Last Refreshed: 3:19PM Actions ▼ Amount ▼ Approvals ▼ Leave Name 1 A Em Winston, Dolly Young, Andrew	Show All Home Time Period Current Pay F Manager Approval	Period Signed Off	Edit Refresh Regular
10	Click on the cell for the day and pay code for which you'd like to enter a				10

Yale

comment.	Save Actions Punch Amount Accruais Comment Approvais Reports	
11 Click Comment .	Week starting: Sun 4/15 Pay Code Transfer Sun 4/15 Mon 4/16 Tue 4/17 Wed 4/18 Image: Sun Starting: Sun Worked Image: Sun Starting S	5
12 In the drop-down menu that appears, choose Add Comment.	Comment Approvals ▼ 12 Add Comment -⇒ Delete Comment -⇒ Add Note -⇒ Delete Note -⇒	
 In the pop-up window that appears, click on the appropriate Comment, and add a Note if you wish. Click OK. 	Add Comment Comments Unauthorized lateness Union Bus - Best Practices Union Bus - Discip. Meeting Union Bus - Orievance Meeting Union Bus - Negotiations Uninted Wav Note 14 Cancel Help	1
Pay Code Transmit X Hours Worked ✓ X Hours Worked ✓ X DEPT PAID UNION ✓ Y Yes ✓ Yes Yes ✓ Yes Yes ✓ Yes Yes Yes Yes Yes Yes	7.5 7.5 6.6 after you add a comment. 7.6 7.5 7.6 Clicking on the Comments tab below the timesard allows.) w

Union Business Comments



Certain comments are 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