<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open an internet browser and go to the following address: <a href="http://your.yale.edu">http://your.yale.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>On the homepage, click <strong>MY TIME</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Login with your NetID and Password.</td>
</tr>
</tbody>
</table>

1. Click **Pay Period Close**.

My Time – Approving C&T and M&P Staff’s Time
3. To view a timecard, click on the employee’s name to highlight it, and then click Timecard.

2. Select “CT Employees” in the Show field, and choose the appropriate Time Period.

NOTE: A check in the Employee Approval column indicates that the employee has approved their timecard. The Manager Approval column contains a “1” if the Manager has approved the timecard. A check in the Signed Off column indicates that the timecard has been locked.

6. Click Approve.

Additional Scenarios:
- To remove an approval: Follow the same scenario as above, and click the Remove Approval button.
- To adjust a timecard, follow instructions located in the “Time Entry” Quick Guide.
Approving Your M&P Staff’s Time

Log into My Time using the steps on page 1.

1. Click MP Pay Period Close on the Home Screen.

2. Select “MP Employees” in the Show field, and choose Previous Pay Period in the Time Period.

3. To view a timecard, click on the employee’s name, and then click Timecard.

4. Click Approve.
This approvals will display above the timecard.

**Additional Scenarios:**
- To remove an approval: Follow the same scenario as above, and click **Remove Approval**.
- To adjust a timecard, follow instructions located on the “Time Entry” Quick Guide

**Approving Your Staff’s Time (M&P AND C&T)**

Log into My Time using the steps on page 1.

1. Click **Pay Period Close** on the Home Screen.

Here, the manager supervises 6 staff members. The Regular column shows different amounts for the C&Ts and the M&Ps because an M&P’s time period is one month, while a C&T’s time period is one week. In the last column, you’ll notice that all of these employees are scheduled to work 37.5 hours each week.
Use the **Pay Period Close** Genie to approve C&T timecards weekly, by Monday at 5 p.m. (unless an earlier deadline is specified by your department). Simply follow the steps as described in the C&T staff section earlier: 1. Highlight name, 2. Click **Timecard**, 3. Review the hours, 4. Click **Approve**.

By the 10th of each month, M&Ps should approve the previous month's timecards. The **Pay Period Close** Genie shows the manager which of their employees have (✔) and have not approved their time.

Managers can follow the same steps to approve M&P Staff's time: 1. Highlight name, 2. Click **Timecard**, 3. Review the hours, 4. Click **Approve**.