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My Time – C&T Time Approval for Faculty
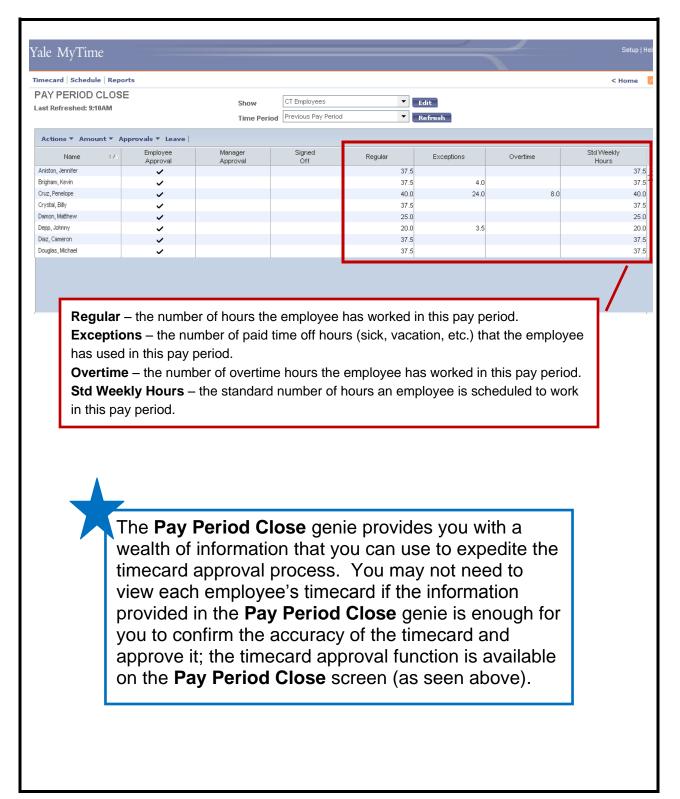
To have your password reset, call the ITS Help Desk at 2-9000 or navigate to
https://veritas.its.yale.edu/netid/ChangePassword_Login.do?
Open an Internet Browser on your computer and navigate to the University Portal with the following link: www.yale.edu/portal. Click the button that says "Login to the portal," and then login using your NetID and password.

*It may appear on the right side of the screen, or you may have to scroll to the bottom of the screen.

Click the **Approval & reporting** link.
*Note: This link may appear on the right side of the screen, or you may have to scroll to the bottom of the screen.

Click **Pay Period Close.**

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Timecard | Schedule | Reports

PAY PERIOD CLOSE
Last Refreshed: 9:10AM

Show: CT Employees [Edit]
Time Period: Previous Pay Period [Refresh]

Actions ▾ Amount ▾ Approvals ▾ Leave |

Name 1/	Employee Approval	Manager Approval	Signed Off	Regular	Except	Hours
Aniston, Jennifer	✔			37.5		37.5
Brigham, Kevin	✔			37.5	4.0	37.5
Cruz, Penelope	✔			40.0	24.0	8.0	40.0
Crystal, Billy	✔			37.5		37.5
Damon, Matthew	✔			25.0		25.0
Depp, Johnny	✔			20.0	3.5	20.0
Diaz, Cameron	✔			37.5		37.5
Douglas, Michael	✔			37.5		37.5

> **Show –** allows you to select which employees you'd like to view.
> **Time Period –** allows you to view a particular time period (current week, past week, etc.)

> This column lists the C&T Employees whose timecards you are responsible for approving.

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PAY PERIOD CLOSE
Last Refreshed: 9:10AM

Show: CT Employees [Edit]
Time Period: Previous Pay Period [Refresh]

Actions ▾ Amount ▾ Approvals ▾ Leave |

Name 1/	Employee Approval	Manager Approval	Signed Off	Regular	Exceptions	Overtime	Std Weekly Hours
Aniston, Jennifer	✔	1	✔	37.5			37.5
Brigham, Kevin	✔	1	✔	37.5	4.0		37.5
Cruz, Penelope	✔	1	✔	40.0	24.0	8.0	40.0
Crystal, Billy	✔	1	✔	37.5			37.5
Damon, Matthew	✔	1	✔	25.0			25.0
Depp, Johnny	✔	1	✔	20.0	3.5		20.0
Diaz, Cameron	✔	1	✔	37.5			37.5
Douglas, Michael	✔	1	✔	37.5			37.5

> **Employee Approval** – a check mark next the employee's name indicates that the employee has approved their timecard.
> **Manager Approval** – the number 1 listed next to the employee's name indicates that the supervisor or designated approver has approved their employee's timecard.
> **Signed Off** – a check mark indicates that the Payroll department has locked the timecards and no further changes can be made in My Time.

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PAY PERIOD CLOSE
Last Refreshed: 9:10AM

Show [CT Employees ▼] [Edit]

Time Period [Previous Pay Period ▼] [Refresh]

Actions ▼ Amount ▼ Approvals ▼ Leave |

Name	Employee Approval	Manager Approval	Signed Off	Regular	Exceptions	Overtime	Std Weekly Hours
Aniston, Jennifer	✓			37.5			37.5
Brigham, Kevin	✓			37.5	4.0		37.5
Cruz, Penelope	✓			40.0	24.0	8.0	40.0
Crystal, Billy	✓			37.5			37.5
Damon, Matthew	✓			25.0			25.0
Depp, Johnny	✓			20.0	3.5		20.0
Diaz, Cameron	✓			37.5			37.5
Douglas, Michael	✓			37.5			37.5

Regular – the number of hours the employee has worked in this pay period.
Exceptions – the number of paid time off hours (sick, vacation, etc.) that the employee has used in this pay period.
Overtime – the number of overtime hours the employee has worked in this pay period.
Std Weekly Hours – the standard number of hours an employee is scheduled to work in this pay period.

The **Pay Period Close** genie provides you with a wealth of information that you can use to expedite the timecard approval process. You may not need to view each employee's timecard if the information provided in the **Pay Period Close** genie is enough for you to confirm the accuracy of the timecard and approve it; the timecard approval function is available on the **Pay Period Close** screen (as seen above).

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The following sceniaro guides supervisors/designated approvers through approving a timecard.

1. Be sure to select "**CT Employees***"* in the **Show** field, as well as the appropriate **Time Period**.

*Note: If you are approving anytime between Thursday and Saturday, use "Current Pay Period." If you are approving on Sunday or Monday, use "Previous Pay Period."

2a. View a timecard by double-clicking the employee's name, or by clicking on the **Timecard** link.

2b**.** To approve without viewing the actual timecard, highlight the employee by clicking on his/her name.

3. Click **Approvals**, then click **Approve.**

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

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The following scenario guides supervisors/designated approvers through approving a group of timecards.

➢ Supervisors/designated approvers should review each timecard individually, but have the option to approve more than one timecard at once on the **Pay Period Close** screen.

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1. Be sure to select "**CT Employees**" in the **Show** field, as well as the appropriate **Time Period**.

*Note: If you are approving anytime between Thursday and Saturday, use "Current Pay Period." If you are approving on Sunday or Monday, use "Previous Pay Period."

3. To approve selected employees, click **Approvals** click **Approve.**

Last Refreshed: 9:10AM

Show	CT Employees	Edit
Time Period	Previous Pay Period	Refresh

Actions ▾ Amount ▾ | Approvals | Reports ▾

Approve
Remove Approval
Approve Overtime →

Name		Manager Approval	Signed Off	Regular	Exceptions	Overtime	Std Weekly Hours
Aniston, Jennifer				37.5			37.5
Brigham, Kevin		✓		37.5	4.0		37.5
Cruz, Penelope		✓		40.0	24.0	8.0	40.0
Crystal, Billy		✓		37.5			37.5
Damon, Matthew		✓		25.0			25.0
Depp, Johnny		✓		20.0	3.5		20.0
Diaz, Cameron		✓		37.5			37.5
Douglas, Michael		✓		37.5			37.5

2. A set of employees can be selected by clicking on an employee's name and dragging your mouse, or by pressing the Ctrl button on your keyboard while clicking on each name.

Alternatively, click **Actions,** then click **Select All** to select all of the employees.