

## 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?](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](http://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.



Yale University  
YaleINFO The Yale University Portal

Welcome Unrecognized person: unio-faculty-tab.

Yale Home  
University Sites  
Gateways  
Inside Yale  
Campus life  
Yale Media

Faith, Arms & Democracy: Religion in the Military  
Kristen Leslie, associate professor at YDS, is co-sponsoring a working conference on religion in the military that will bring together religious and military leaders from across the country. [More...](#)

WFF releases report on sexual misconduct at Yale  
The Council Report, publicly released last Thursday, aims to help develop and implement effective policies to prevent and respond to sexual misconduct, as well as strengthen the Yale community. [More...](#)

Yale internist serves as technical adviser to FOX's "House, M.D."  
Assistant clinical professor of internal medicine & education Dr. Lisa Sanders has been assisting the show's producers in verifying medical accuracy and coming up with potential future maladies since its conception in 2004. [More...](#)

Faculty gateway Grants & Contracts Provost Yale Bulletin

ITS Systems Status

- Planned Network Maintenance at locations listed - Sunday 11-15-09, 6:30 a.m. to 8:00 a.m. (November 15, 2009, 6:11 am)
- Planned Maintenance: YaleConnect - Sunday, November 15 5:00 a.m. to 9:00 a.m. (November 15, 2009, 5:11 am)
- RESOLVED: Connectivity Issues: YaleConnect - Wednesday, Nov. 11, 9:00 a.m. (November 11, 2009, 9:11 am)

Official University Messages

- There are no messages at this time

YaleBENEFITS

- My Benefits
- My Direct Deposit (winter 2010)
- My Paystub (winter 2010)
- Update My Information
- Update My Tax Info (winter 2010)
- Employee Service Center
- Human Resources
- Yale Health Plan
- More...

Tools & Services

Teaching support

- Classes\* v2
- Dissertation Progress Report
- Grade Submission
- Teaching Fellows Management

Advising

- Freshman
- Graduate & professional school

Courses

- Course Information
- Course Evaluation: Graduate School
- Course Evaluation: Yale College
- Course Evaluation: Submit custom questions
- Course Support: Yale College

Career

- Calendars, Academic
- Faculty gateway
- Faculty Handbook

Research

- Effort reporting
- Research Administration

Technical support

- Email
- File transfer service
- ITS Help Desk
- Software Library

Approval & time reporting

- Approval & reporting

Search

Directory Yale Web Google

Search the Campus directory by name:

search

Directory

Yale

ITS Help Desk: 203-432-9000  
ITS, Yale University, 25 Science Park, 150 Munson St., New Haven, CT 06520, USA  
Access to Yale's electronic services if governed by applicable laws and policies.  
All contents Copyright 2009, Yale University. All rights reserved.  
Comments to the site editor. Powered by uPortal 3.1.1

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.

General

- Group Edit Results
- Inbox
- Reports
- Actions

My Genies®

- Pay Period Close
- Leave Cases
- Leave Hours
- Schedule Editor

Click **Pay Period Close**.

Yale MyTime

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	Employee Approval	Manager Approval	Signed Off	Regular	Exceptions	Overtime	Std Weekly Hours
Ariston, 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

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

**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.)

Yale MyTime

Timecard | Schedule | Reports

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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.

Yale MyTime Setup | Help

Timecard | Schedule | Reports < Home

**PAY PERIOD CLOSE**

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Show CT Employees Edit

Time Period Previous Pay Period Refresh

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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).

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

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

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."

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**

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.

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

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.”

Last Refreshed: 9:10AM

Show

CT Employees

Edit

Time Period

Previous Pay Period

Refresh

Actions	Amount	Approvals	Reports	Name	Manager Approval	Signed Off	Regular	Exceptions	Overtime	Start/End Hours	Start/End
		Approve		Ariston, Jennifer			37.5				37.5
		Remove Approval		Brigham, Kevin			37.5	4.0			37.5
		Approve Overtime →		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.