1. Click on the following link to access the University Portal: www.yale.edu/portal. Then, click on the yellow button that says “Login to the portal”, which may appear on the right side or the bottom of the screen, and then log in using your NetID and Password.

2. On the homepage, click MY TIME.

3. Click My Timecard.

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**My Time – C&T Time Entry**

<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 MY TIME.</td>
</tr>
<tr>
<td>3</td>
<td>Login with your NetID and Password.</td>
</tr>
</tbody>
</table>
If your timecard needs an adjustment, prior to approval follow the instructions below:

4. Review the timecard. If no changes are required, click Approve.

5. To make an adjustment, click to insert a row.

6. Select the appropriate pay code.

• Review the week starting date to ensure that you are entering or submitting time for the appropriate pay period (You may have to select Previous Pay Period).

• To remove a row, delete all of the hours in that row, then click Save.
Additional Scenarios:

- To enter Overtime: Add additional hours to the Hours Worked pay code
- If you are in your probationary period and are absent for a period of time, remove the hours you did not work from the Hours Worked pay code
- To select Compensatory time: Move the paycode to Comp Time Earned

7. Remove the hours charged to Hours Worked by pressing Backspace or Delete on your keyboard.

8. Enter the hours related to the pay code you added.

9. Click Approve.

Be sure your daily and weekly totals are accurate.