## C&T Timecard Approval for Supervisors – Mac & Linux users

<table>
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<th>Step</th>
<th>Instruction</th>
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<tr>
<td>1</td>
<td>Open an internet browser and go to the following address: <code>http://your.yale.edu</code></td>
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<tr>
<td>2</td>
<td>On the homepage, click <strong>MY TIME</strong>.</td>
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<tr>
<td>3</td>
<td>Log in with your NetID and Password.</td>
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**It’s Your Yale**

- Enter your NetID and Password.

**Login required**

You may establish Yale authentication now in order to access protected services later.

- **NetID**: [Enter your NetID]
- **Password**: [Enter your Password]

- Click **Login**
Click **Pay Period Close**.

Select “My CT Employees” or “CT Employees” from the Show field drop down menu.

Select the appropriate Time Period. (See note →)

View a timecard by clicking the employee’s name and then clicking Timecard.

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**Note:** Pay Period Close defaults to the Previous Pay Period (last calendar week). To view the Current Pay Period (this calendar week) or any other time frame, make your selection and then click **Apply**.
Review the timecard. If it reflects all paid time off used, and no changes are required, click Approve.

If changes are required, have your employee make those changes if at all possible. Otherwise, you should make those changes.

Supervisors should wait to approve an employee’s timecard until after their employee has approved it. (See note →)

**Note:** You can tell if your employee has already approved their timecard by looking at the top of their timecard.

If your employee is unable to approve the previous week’s timecard by the approval deadline, then you should still approve it. If it requires changes, make those changes before you approve it.

**Additional Scenario:**
- To remove your approval: Follow the same scenario as above, and click **Remove Approval** under the **Approvals** tab. You cannot remove another person’s approval.