### C&T Timecard Approval for Supervisors

1. Open an internet browser and go to the following address:
   
   [http://your.yale.edu](http://your.yale.edu)

2. On the homepage, click **MY TIME**.

3. Log in with your NetID and Password.

**It's Your Yale**

**I'd like to...**

**Login required**

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

- **NetID:**
- **Password:**

   [Login](#)
Click Pay Period Close.

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

Select the appropriate Time Period. (See note →)

View a timecard by double-clicking the employee’s name, or by clicking on the employee’s name and then clicking Timecard.

Note: If you are approving the previous calendar week’s timecard, select “Previous Pay Period.” If you are approving the current calendar week’s timecard, select “Current Pay Period.”
Review the timecard. If it reflects all time worked and paid time off used, and no changes are required, click Approvals then Approve.

Have your employee make any required 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 →)

Additional Scenarios:
- 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.

Note: You can tell if your employee has already approved their timecard by looking at the SIGN-OFFS, REQUESTS & APPROVALS tab at the bottom of their timecard. If you don’t see that tab, no approvals have been made on that timecard.

If your employee is unable to approve the previous week’s timecard by the deadline (usually end of day Monday), then you should still approve it. If it requires changes, make those changes before you approve it.