Manager Approvals for Temporary Staff & Active Retirees

**Description:** This Quick Guide provides the steps necessary to manage approvals for temporary staff and active retirees in My Time.

Steps to perform the following processes are included in this guide:

- [Manager Approvals for Temporary Staff & Active Retirees](#)
- [Editing Time](#)
- [Entering Charging Instructions](#)
- [Temporary Employee Hours by Labor Account report](#)
- [Connecticut Sick Time – Accruals](#)
- [Entering Charging Instructions in My Time (Lite)](#)
Manager Approvals for Temporary Staff & Active Retirees

1. Open an internet browser and go to your.yale.edu.

2. On the It’s Your Yale homepage, click My Time.

3. Select the link to access My Time.
   - If you are using Internet Explorer on a PC (recommended), click My Time
   - Otherwise, click My Time (Lite).

Access My Time

Prior to accessing My Time from off campus, you must log in to VPN to create a secure connection between your computer/device and the Yale network. Learn more about VPN.

- My Time - Internet Explorer/Edge and Firefox are recommended (Google Chrome is not compatible)
- My Time (Lite) - Used when My Time is not accessible or available on your computer or device (Google Chrome is not compatible)
4. Log in with your **NetID** and **Password**.

5. Under *My Genies®,* Click **Pay Period Close.**

6. Click the **Show** field.

7. Click **Temps/Active Retirees.**
8. Double-click the employee’s name to edit their timecard.
   - My Time (Lite) users should click once on the name, then click **Timecard** in the upper-left corner of the screen.

9. Review entered time prior to approval.

10. Click Approvals, and then click **Approve**.
1. Follow Steps 1 through 8 under *Manager Approvals for Temporary Staff & Active Retirees*.

2. Double click the employee’s name to edit their timecard.
   - My Time (Lite) users should click once on the name, then click **Timecard** in the upper left corner of the screen.

3. Click the box below the date you would like to change and type in the correct number of hours.

For help contact the Employee Service Center: 203-432 5552 or employee.services@yale.edu
Default charging instructions and hourly rate are sent from Workday to My Time. The following steps illustrate how to enter alternate charging instructions in My Time, including an alternate supervisor or hourly rate. If a set of alternate charging instructions has already been entered in My Time, you can copy and paste it from the Temporary Employee Hours by Labor Account report. **See Page 9** for instructions on how to run that report.

1. Follow Steps 1 through 8 under **Manager Approvals for Temporary Staff & Active Retirees** to choose your employee.
2. Click on the appropriate cell in the **Transfer** column, click the correct charging instructions (if shown), or click **Search**.
3. Click **OK** any time you see this message.
4. In the Name or Description field, type all or part of the supervisor’s last name, followed by an asterisk. Then click Search.

**NOTE:** The supervisor field only needs to be updated if you are trying to provide that alternate supervisor with visibility into this temp employee’s timecard in order to review or approve it.

5. Click the supervisor’s name in the **Available Entries** field. It will appear to the right of the radio buttons.

6. Continue until all segments of the Charging Instructions have been updated that are different from the default charging instructions, making sure when searching to include an asterisk (*) after each search term that you enter in the Name or Description field.

7. Click OK.
8. If entering multiple charging instructions on one timecard, be sure to click **Save** after each row has been populated with both the charging instructions and the associated hours.

9. If you see this error message after clicking **Save**, one of the charging instructions segments is incorrect. Continue to the next step.

10. To determine which segment is incorrect, click back into the **Transfer** column, then click **Search**. Look at the columns to the right of the radio buttons. Any incorrect segment will have a value in the left column but a blank cell in the right column.
Temporary Employee Hours by Labor Account

Run this report to review time entry or to copy charging instructions to the timecard.

1. Click on an employee’s name. Use the Control button on your keyboard to select more than one employee.
2. Click **Reports** in the upper left corner of the screen.
3. Click + **All**, then search for and click on **Temporary Employee Hours by Labor Account**.
4. Click on the **Time Period** field and choose “Range of Dates” to see all charging instructions entered for these employees during that period of time.

5. Change the **Output Format** to Excel.
Temporary Employee Hours by Labor Account (cont.)

6. Click **Run Report**.
7. Click **Refresh Status**.
8. When the report is ready to view, the **Status** column will say **Complete**.
9. Click **View Report**.
10. The report will open in another window. Locate the applicable set of charging instructions in the Labor Account column, click on it, and copy it (Ctrl + C).

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<thead>
<tr>
<th>Name</th>
<th>Employee UPI</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Labor Account</th>
<th>Supervisor UPI</th>
<th>Organization</th>
<th>Project</th>
<th>Task &amp; Award</th>
<th>Position/Hourly Rate</th>
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</table>
11. Return to the timecard, click on the appropriate row in the Transfer column, then paste (Ctrl + V) in the charging instructions.

12. If you see this error message after clicking Save, see step 10 on slide 8.
Your employee may be eligible to accrue and use sick time, and will be able to see this information under the Accruals tab as shown below. Please contact Employee Services for more information if needed.
Entering Charging Instructions in My Time (Lite)

Default charging instructions and hourly rate are sent from Workday to My Time. The following steps illustrate how to enter alternate charging instructions in My Time (Lite), including an alternate supervisor or hourly rate. If a set of alternate charging instructions has already been entered in My Time, you can copy and paste it from the Temporary Employee Hours by Labor Account report.

1. Click on the magnifying glass in the **Transfer** column.

2. For each segment of the charging instructions that is different from the default charging instructions, click in the blank field under the “Search for…” heading, type all or part of the search term followed by an asterisk (*).

3. Click on the **Search** button to the right of the search field.

4. Find the correct entry below the search field, beneath the dotted line, and click on it once to highlight it.
5. Continue until you have highlighted the correct value in each segment of the Charging Instructions that is different from the default charging instructions. Always include an asterisk (*) after each search term.

- **SUPERVISOR** field only needs to be updated if you are trying to provide that alternative supervisor with visibility into the temporary employee’s timecard in order to review or approve it.

- **POSITION** is where you enter an alternate hourly rate. When searching for the rate, your search term must begin with a dollar sign.

- **WORK TYPE ASSIGNEE** should be skipped.

6. Click **OK**.