Managing Coverage and Time Off

1. Open an internet browser and go to the following address:

   http://your.yale.edu

2. On the homepage, click MY TIME.

3. Log in with your NetID and Password.

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

   NetID: 
   Password:

   Warn me before logging me in to other sites.
   Login
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4 Click Schedule Editor.

5 Click on the Time Period field, and choose the appropriate period of time to review.

TIP →

***To view a large period of time, choose the “Range of Dates” option. In this example, we’ll look at the remainder of the calendar year.

6 Click on the Show field, and choose the group of employees whose schedules you’d like to review.
Any approved paid time off appears as the type of time off and the number of hours that will be used.

Use the scroll bar at the bottom of the screen to move forward or backward in time.

Use the information you see in Schedule Editor to determine whether or not to approve time off requests.