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.
5 Click Pay Period Close.

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

7 Select the appropriate Time Period. (See note →)

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

Note: Pay Period Close defaults to the Previous Pay Period. To view the Current Pay Period 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 month’s timecard by the end of the current month, 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.