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.
Click Pay Period Close.

Select "MP 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 month’s timecard, select “Previous Pay Period.” If you are approving the current calendar month’s timecard, select “Current Pay Period.”
9. Review the timecard. If it reflects all paid time off used, and no changes are required, click **Approvals** then **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 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 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 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.