Making an Historical Edit in My Time

**Description:** This Quick Guide provides the steps necessary to make historical edits in MyTime.
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To make an historical edit in My Time:

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).
4. Log in with your NetID and Password.
5. On the home page, click **Pay Period Close**.
6. In the **Show** field, select ‘Temps/Active Retirees’. Select the correct **Time Period**, select one or more employees for whom you will enter an historical edit, then click **Timecard** on the upper left corner of the screen.
7. On the timecard menu bar, click **Amount** and then click **Add Historical**.
8. Enter the **Historical Date** the hours were worked.
   - Each day worked must be submitted as a separate Historical Edit.
   - Do not submit hours for an entire week in one Historical Edit.

9. Enter **Pay Code** (choose “Regular” for non-overtime hours worked).

10. Enter **Amount** of hours.

11. If the charging instructions are different than the default, or if the **Historical Date** is prior to 4/21/2017, use **Transfer** to enter the correct instructions.
   
   **Note:** More information about how to use the Transfer field can be found in the “Entering Charging Instructions” section of the Approving Temporary Staff Timecards Quick Guide.

12. The **Effective Date** will autofill – leave it as is.

13. Check the **Include in totals for effective date** box.

14. Click **OK**.
15. Click Save.
   ➢ If needed, return to step 8 to submit Historical Edits for any other dates this employee worked.

16. If you have selected multiple employees, click the arrow at the top of the timecard to proceed to the next employee, then repeat steps 8-15 until all edits have been entered.

17. Please note the additional tab that appears on the timecard once an historical edit is added.
18. Review the charging instructions for the Historical Edit in the **Totals & Schedule** tab.

19. If the charging instructions are not correct, click on the Historical Amounts tab, right click on the Edit in question, click **Delete**, and then re-enter the Historical Edit as per steps 8-15, with the correct charging instructions in the **Transfer** field.