For employees on Intermittent Leave, Supervisors will enter the number of leave hours on the timecard, using the Quick Leave Editor popup as described below. *Do not enter pay codes directly onto the timecard.*

**Note:** Employees with access to My Time will not have access to the Quick Leave Editor from their My Time timecard. This is a function intended for Supervisor use only.

You will only be able to complete this task once the employee has submitted an Intermittent Leave Case Request that is then approved by the Leave Administrator. After a case has been approved, Employees will submit an Intermittent Leave Time Request each time they are absent for Intermittent Leave. This request will be sent to the supervisor’s inbox for the supervisor to notate on the timecard, following the steps below.

After receiving an Intermittent Leave Time Request in your Yale email, login to My Time to review and approve the request.
After receiving an Intermittent Leave Time Request in your Yale email, login to My Time to review and approve the request.

1. Click on Inbox.

2. Click on the Tasks tab to open and approve the Intermittent Leave Time Request.

3. Double-click on the Task to open it.

4. Inside the popup window, select the Approve button.  
   Note: If you reject the Intermittent Leave Time Request, select the Reject radio button and enter a Reason for Rejection.

Click Send & Close >.

The Intermittent Leave Time Request has now been approved and a notification has been sent to the employee’s inbox. You are now ready to enter the leave time on the employee’s timecard.

Note: If an employee cancels an Intermittent Leave Time Request, you will also receive a notification of the cancellation in your inbox. You can approve the cancellation request the same way you would approve a new Intermittent Leave Time Request. You would then need to remove any Intermittent Leave time that has already been entered in the timecard.
Find the employee on intermittent leave to enter the number of leave hours

5. Click on Pay Period Close.

6. Be sure to select the appropriate Time Period.

7. Highlight the employee by clicking on their name.

8. View their timecard by double clicking their name or clicking on the Timecard link.
From the employee’s Timecard, enter the number of hours on the Quick Leave Editor

9. Click Leave, then click Edit. **Note:** If you receive a message indicating that the employee has no open leave cases, contact the Leave Administrator.

10. If your employee has multiple leave cases open, you will need to select which Intermittent Leave Case is being requested by clicking on the appropriate Leave Case link. **Note:** While you will have the ability to see ‘Continuous’ leaves on this screen, do not process hours for ‘Continuous’ leaves. These will be handled by the Leave Administrator.

11. Enter the number of leave hours the employee requested for each day, then click **Save & Close**. **Note:** If your employee has multiple leaves and there is time to be entered for more than one leave – you must enter the time in sequential date order on the appropriate leave case (i.e. ‘Case 1’ has time for Tuesday; ‘Case 2’ has time for Wednesday and Friday – the time for ‘Case 1’ needs to be processed first).
Review the Timecard and make any necessary adjustments

12. Click **Actions >**, then **Refresh**.

13. Adjust **Hours Worked** if necessary (make sure it is offset by the number of hours the employee was on Leave for each day).

**Note:** If the employee has inadvertently entered Sick, Personal, etc., onto their timecard for the time they were absent for Intermittent Leave, REMOVE that time to avoid the employee receiving duplicate payment.