Yale

My Time

C&T Supervisors

Time Approval

October 2009

Welcome!!

We're glad you're here!

Time Capture Overview

My Time is the University's new Time & Attendance System

Why is Yale implementing a new Time & Attendance System?

- To create a single point of entry for all Time and Attendance information
- To eliminate the use of paper timesheets
- To provide a single system of record for paid time off accruals and Leave Management requests
- To simplify the process for approving and adjusting time
- To ensure payroll is processed accurately

Course Schedule

Time Approval

Time Off Request Approval

Reporting and Audits

Questions

What is changing?

Previous	New
Time is tracked in multiple systems	**My Time will become the single application for time entry across Yale**
Business Offices often key-in timecard entries for employees from their paper timesheets	**All employees will enter and submit their own time in My Time**
Timecards are manually signed and approved	**After timecards are submitted by employees in My Time, supervisors and/or designated approvers will approve the timecard in My Time**
There is no standard way of tracking time off. It is either emailed to supervisors, asked for through conversation or tracked manually	**Time off tracking will be done in My Time which will provide access to real time paid time off balances**

When will I begin using My Time?

Employee Group	Date
Clerical & Technical Employees	**For the timecard of November 8-14 C&Ts will use a web-based system to record time worked**
Management & Professional Employees	**Pilot Group – November** **January 2010→ June 2010**

Service & Maintenance Employees

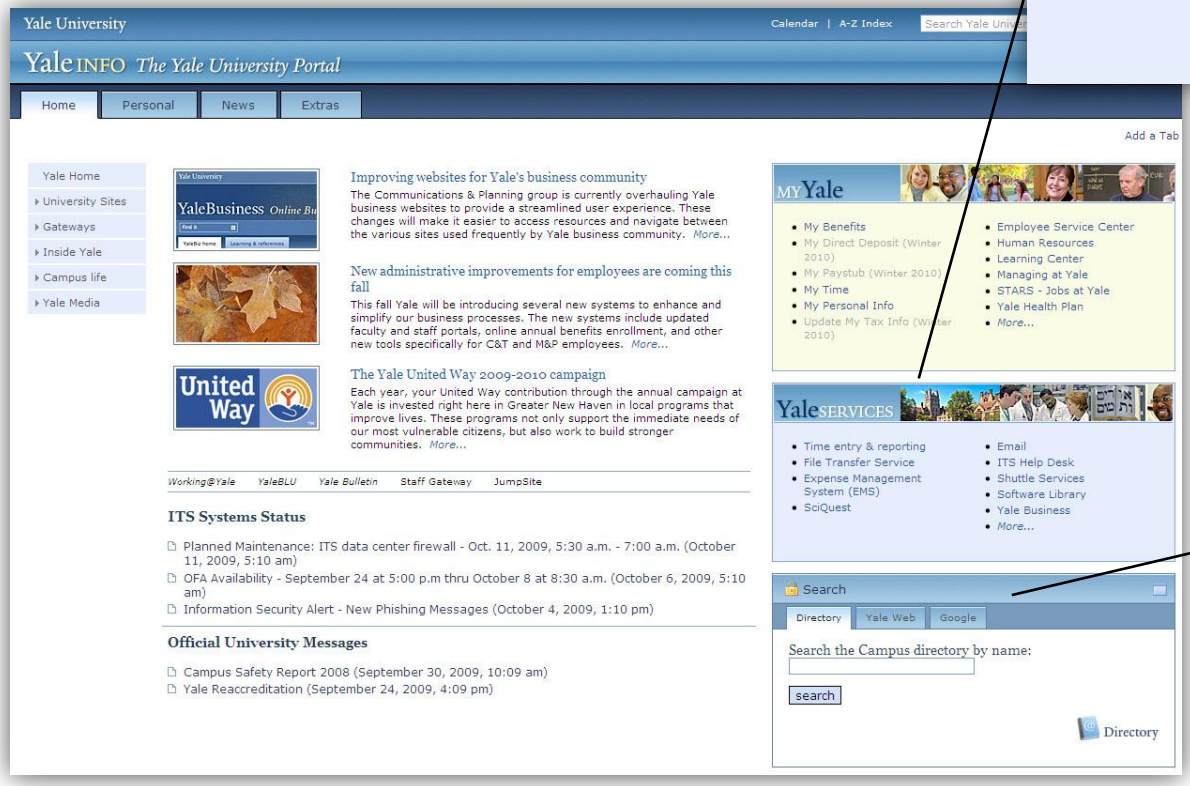
- Service & Maintenance employees will continue to use time clocks to record their hours worked
- Additional functionality regarding online time off requests has been made available

Students & Casuals

- Students & Casuals will continue to submit hours worked using their current method used [eTimesheets (Timesheet X), Casual time entry etc…]

How do I access My Time?

- My Time is accessed through the uPortal
- The uPortal can be found at: http://yale.edu/portal
- My Time will work on both a PC and Mac



- Users will log in to the uPortal using their NetID and password
- To look up your own NetID, type in your name e.g. “Kevin Brigham” will return: kb32

Roles & Responsibilities

Role	Responsibility
Employee	• Complete and approve timecard in My Time on a weekly basis (C&T) or monthly basis (M&P) • Request time off in My Time
Supervisor / Designated Approver	• Review and approve timecard in My Time on a weekly basis • Review and approve or reject time off requests in My Time • Review reports for auditing purposes
Business Office Support	• Monitor submissions and approvals • Review reports for auditing purposes
Central Support (Payroll / Employee Services)	• Lock pay period • Schedule change and creation • Other management activities

My Timecard

Timecard Overview

Time is pre-populated for each day on the timecard

Home will navigate you back to the My Time homepage
^ will hide your top menu. Click it a second time to unhide the menu

*MY TIMECARD
Loaded: 1:23PM

Name & ID: Aatlas, Hillary 382024092
Time Period: Current Pay Period

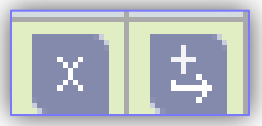
< Home

Save | Actions | Amount | Approvals | Reports

Week starting: Sun 9/27

Pay Code	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Total
Hours Worked		7.5	7.5	7.5	7.5	7.5		37.5
		7.5	7.5	7.5	7.5	7.5		37.5

- Click the **X** to delete a row of data
- Click the **arrow** to add a new line



Employees will be able to see any adjustments made to their timecard on the **Audits** tab

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
LV-TRACKING	0.0	Hour	10/03/2009	0.0	0.0	0.0	0.0
OVERFLOW	0.0	Hour	10/03/2009	0.0	0.0	0.0	0.0
OVERMAX	0.0	Hour	10/03/2009	0.0	0.0	0.0	0.0
PERSONAL	6.0	Hour	7/01/2010	0.0	32.0	32.0	6.0
SICK	14.0	Hour			0.0	14.0	14.0
					0.0	103.0	103.0

The **Totals & Schedules** tab displays the total hours worked and the related pay codes

Employees will be able to see their time off balances on the **Accruals** tab

Entering and Approving Time

Entering Time

- My Time can be accessed from any computer on campus
- Timecards are pre-populated with scheduled hours per day
- Only exceptions (overtime, sick time, etc...) will need to be entered weekly
- Time is entered in 15 minute increments
  - Ex: 0.25 hours; 0.50 hours; 0.75 hours

Submitting Time

- Employees submit time to supervisors by “Approving” their timecards
- Employees should approve their timecards by **End of Day** each **Saturday**
- If employees are unable to approve their timecard by the deadline, you can adjust and approve their timecard
- There are no automatic reminders for employees who have not approved their own timecards

Time Approval

Module Objectives

After completing this module, you will:

- Understand the time approval process and policies
- Review and validate employee time
- Adjust and approve time

Time Approval

Time Approval

- The approval process is a mandatory step in processing payroll
- The employee and supervisor are both responsible for approving the timecard
- Employees are notified of their supervisor's approval by viewing their timecard

Supervisors must approve timecards on a weekly basis by 5 PM Monday

Time Approval Policies

Approval Criteria

- Did the employee approve their time?
- Does the time entered by the employee match their actual hours worked?
- Is time entered for each day of the week?
- Did the employee take time off? If so, is this reflected on their timecard?
- Was additional time worked entered? If so, was this approved?

Reviewing timecards for accuracy and completeness is a supervisor's responsibility and ensures that employees will be paid correctly

Time Approval

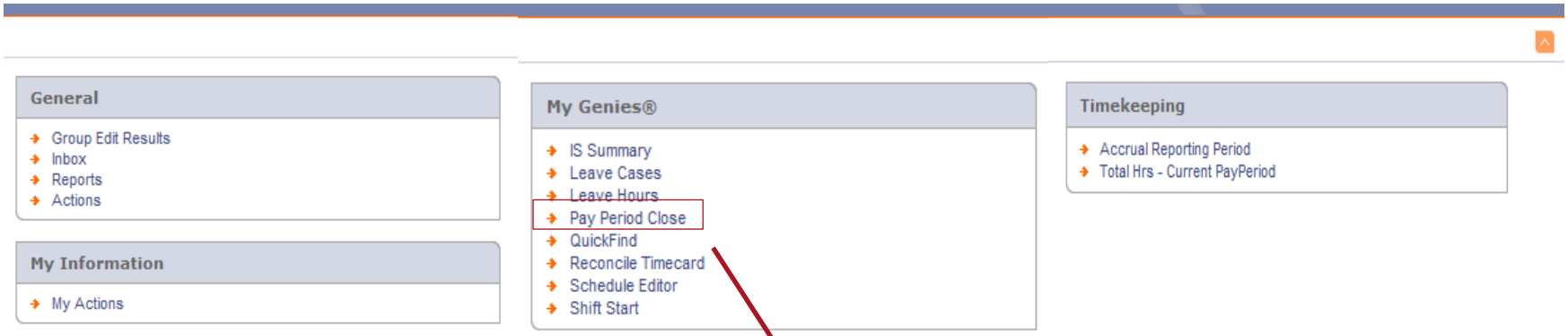
Approve

The following scenario guides supervisors through approving timecards

1. Access My Time through the uPortal with your NetID and password

Time Approval

Approve



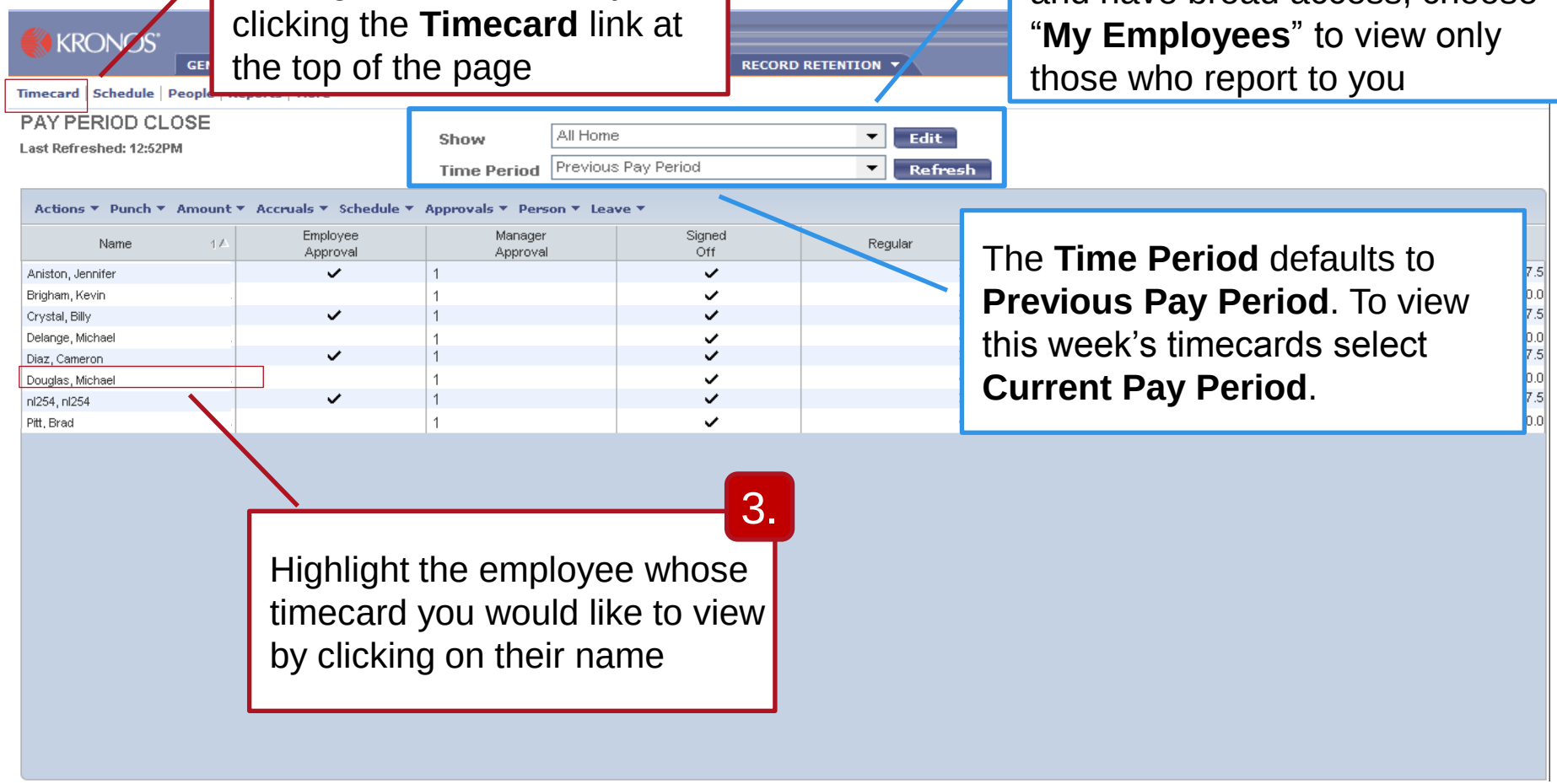
The Pay Period Close Genie allows you to view your employees' timecards for the pay period

2.

Under the **My Genies** list, select **Pay Period Close**

Time Approval

Approve



View their timecard by double clicking their name, or by clicking the **Timecard** link at the top of the page

4.

Select **All Home** in the **Show** field. If you are a business office and have broad access, choose "**My Employees**" to view only those who report to you

The **Time Period** defaults to **Previous Pay Period**. To view this week's timecards select **Current Pay Period**.

3.

Highlight the employee whose timecard you would like to view by clicking on their name

Time Approval

Approve

- The Time Period automatically defaults to the current pay period.
- The pay period begins on a Sunday and ends on a Saturday.
- Review the Week Starting date to ensure you are entering or submitting time for the appropriate pay period.

Timecard | Schedule | People | Reports | Leave Cases

TIMECARD

Loaded: 7:31PM

Name & ID: Aniston, Jennifer 9382938291

Time Period: Current Pay Period

Save | Actions | Amount | Comment | Approvals | Reports | Leave

Week starting: Sun 10/11

		Pay Code	Transfer	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total
		Hours Worked			7.5	7.5	7.5	7.5	7.5		37.5
					7.5	7.5	7.5	7.5	7.5		37.5

Account numbers displayed are not the PTAEO. These numbers link the employee to the appropriate supervisor

5. Review the employee's timecard for accuracy and click **Approvals**

TOTALS & SCHEDULE | ACCRUALS | AUDITS

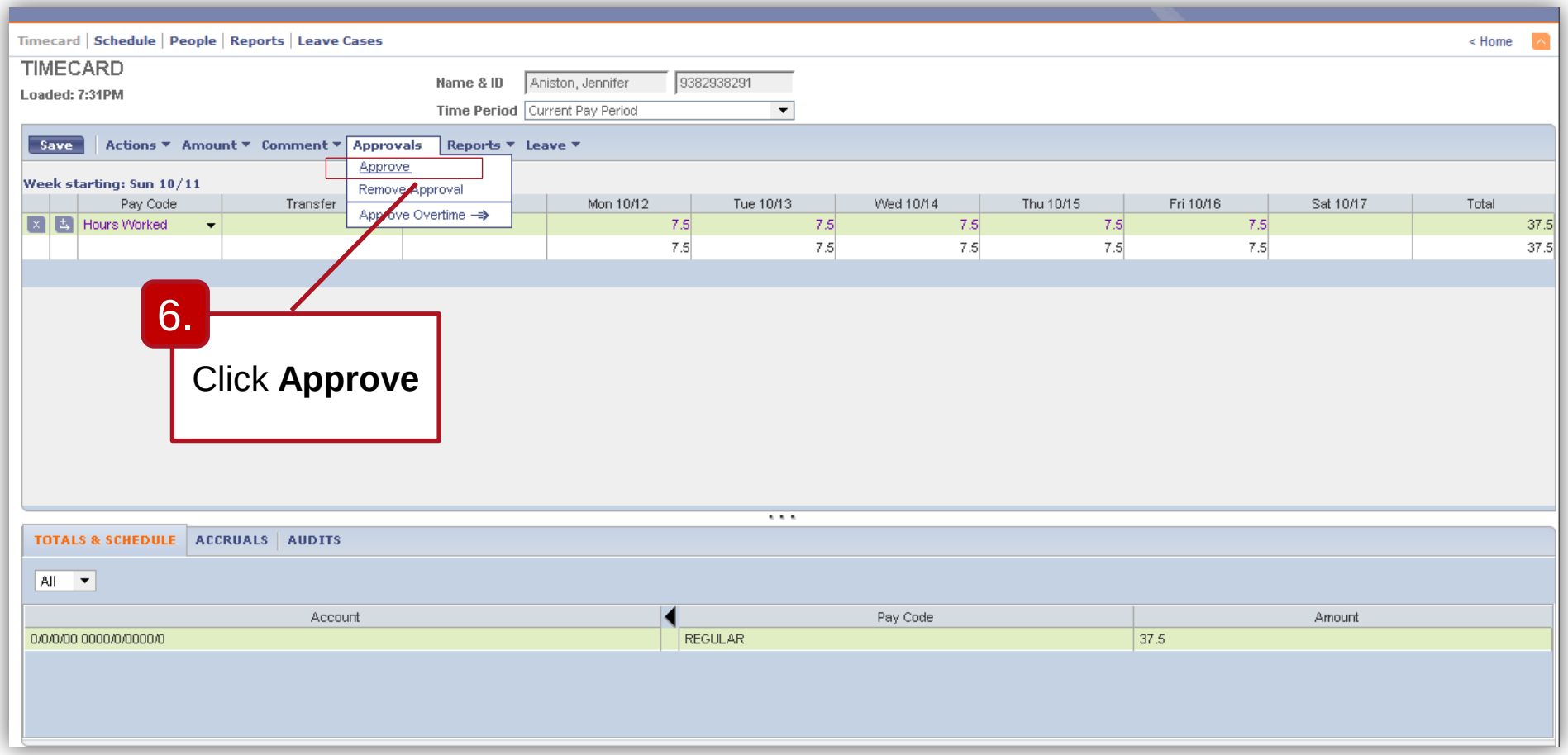
All

Account	Pay Code	Amount
0/0/0/00 0000/0/0000/0	REGULAR	37.5

Use the **Save** button on the top left of the timecard if you make an adjustment and do not want to approve the timecard at that time

Time Approval

Approve



6. Click **Approve**

Time Approval

Approve

Timecard | Schedule | People | Reports | Leave Cases < Home

TIMECARD

Approved: 2:37PM

Name & ID: Aniston, Jennifer 9382938291

Time Period: Current Pay Period

Save | Actions | Punch | Amount | Comment | Approvals | Reports

Week starting: Sun 9/27

		Pay Code	Transfer	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Total
		Hours Worked			7.5	7.5	7.5	7.5	7.5		37.5
					7.5	7.5	7.5	7.5	7.5		37.5

7.

The **Sign-Offs & Approvals** tab displays the **Approval by Employee** and **Approval by Manager** information

TOTALS & SCHEDULE | ACCRUALS | SIGN-OFFS & APPROVALS

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	10/01/2009	2:34PM		JAniston	9/27/2009	10/03/2009	
Approval by Manager	10/01/2009	2:37PM		JillSmith	9/27/2009	10/03/2009	

Timecard Adjustments

What if the timecard is incorrect?

- Changes can be made to timecards for which payroll has not yet been processed
- Supervisors should require that employees edit their time if it is incorrect
- If an employee is unable to adjust their timecard before the deadline, the supervisor may adjust the timecard for their employee

IF…	THEN…
The employee has approved the timecard	Do not approve until the timecard has been corrected. The employee must remove the approval before they can adjust the timecard
The employee and supervisor both approved the timecard	The supervisor must remove the approval before the employee can remove their approval and adjust their timecard

If it is necessary to request a pay adjustment after the relevant payroll has been processed, you will need to fill out the *Payroll Payment Adjustment Form*.

Timecard Adjustments

Reasons to Adjust a Timecard

- The following scenarios are a few examples of when an employee would need to adjust their timecard:
  - They were out sick unexpectedly during the pay period
  - They worked overtime
  - They are in their probationary period during which they cannot take paid time off and must reduce the amount of hours they worked

Time Approval

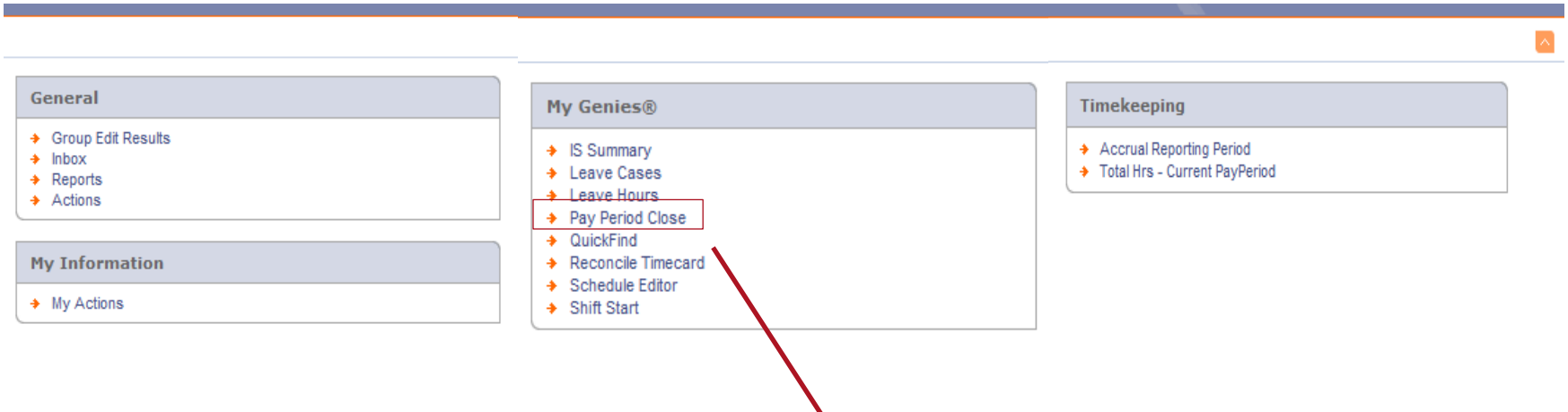
Remove Supervisor Approval

The following scenario guides supervisors through removing an approval

1. Access My Time through the uPortal with your NetID and password

Time Approval

Remove Supervisor Approval

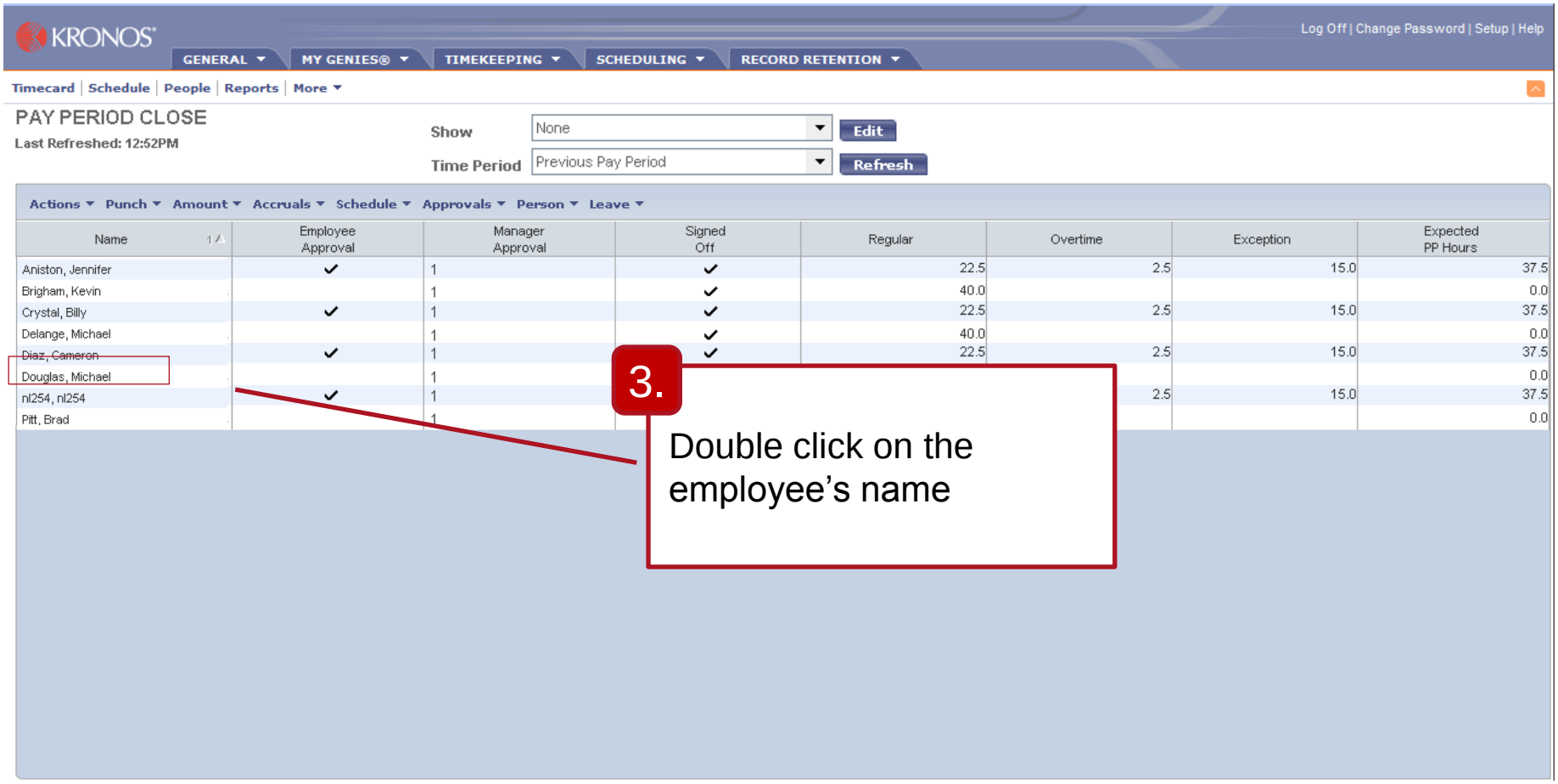


2.

Under the **My Genies** list, select **Pay Period Close**

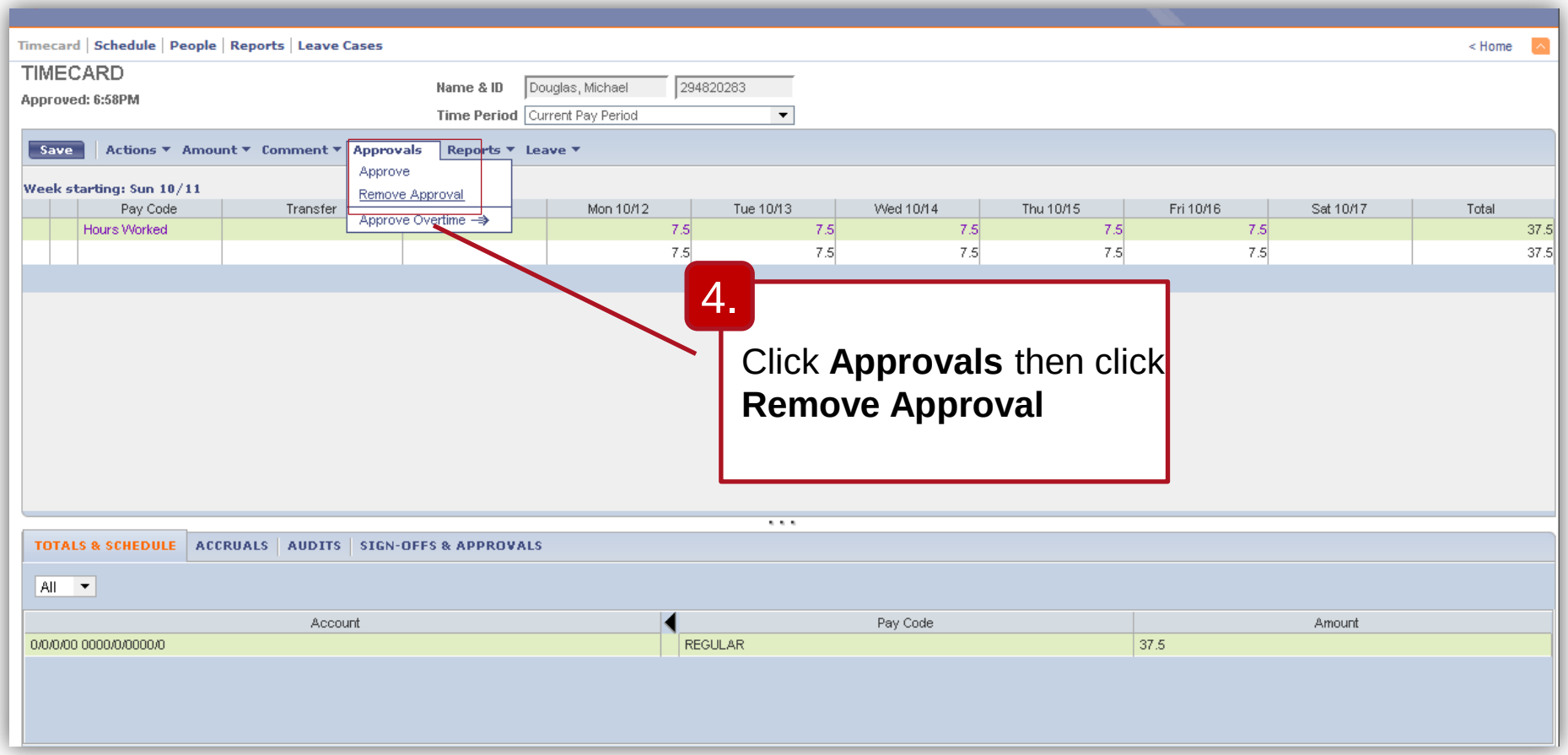
Time Approval

Remove Supervisor Approval



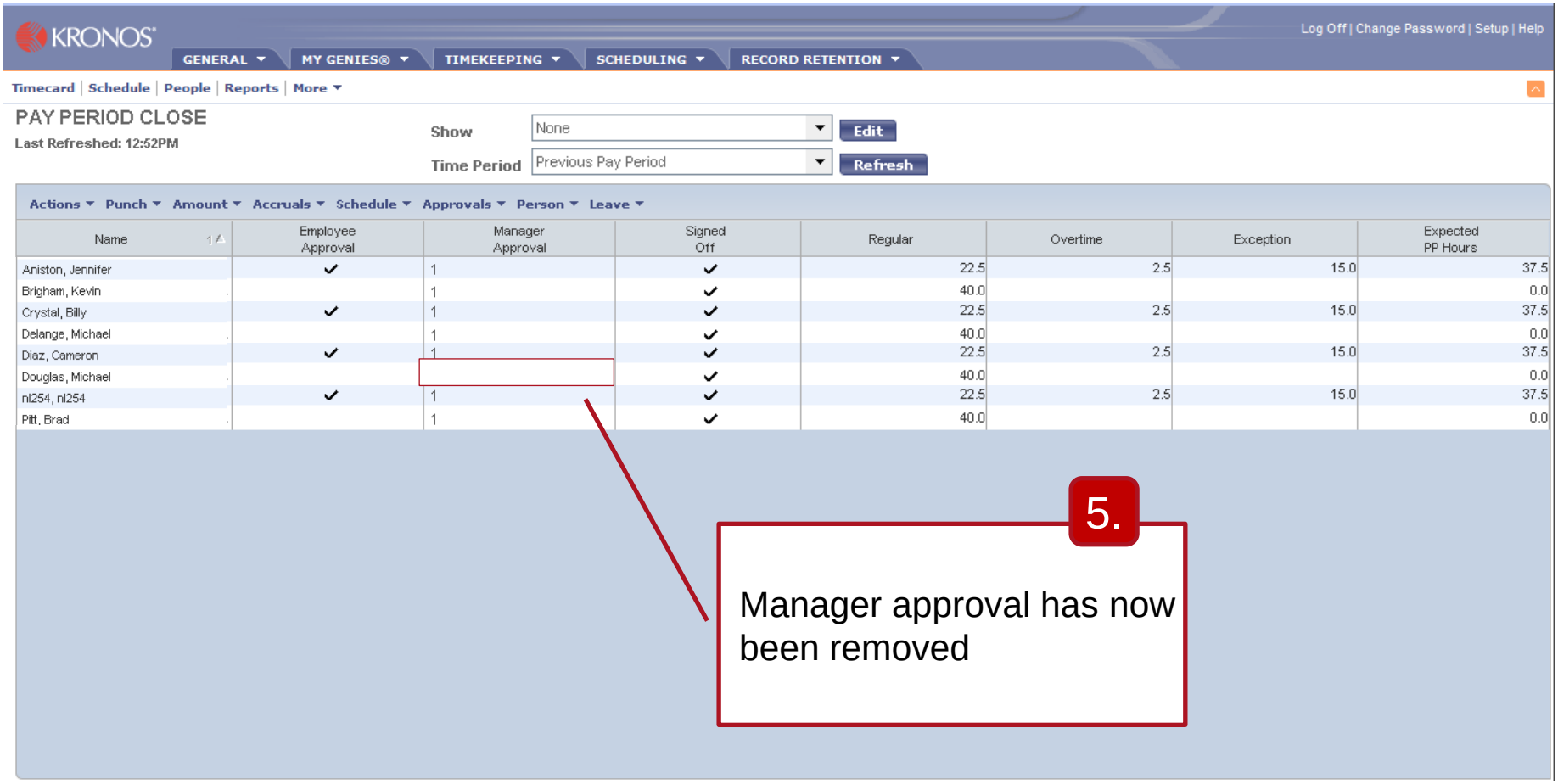
Time Approval

Remove Supervisor Approval



Time Approval

Remove Supervisor Approval



Time Approval

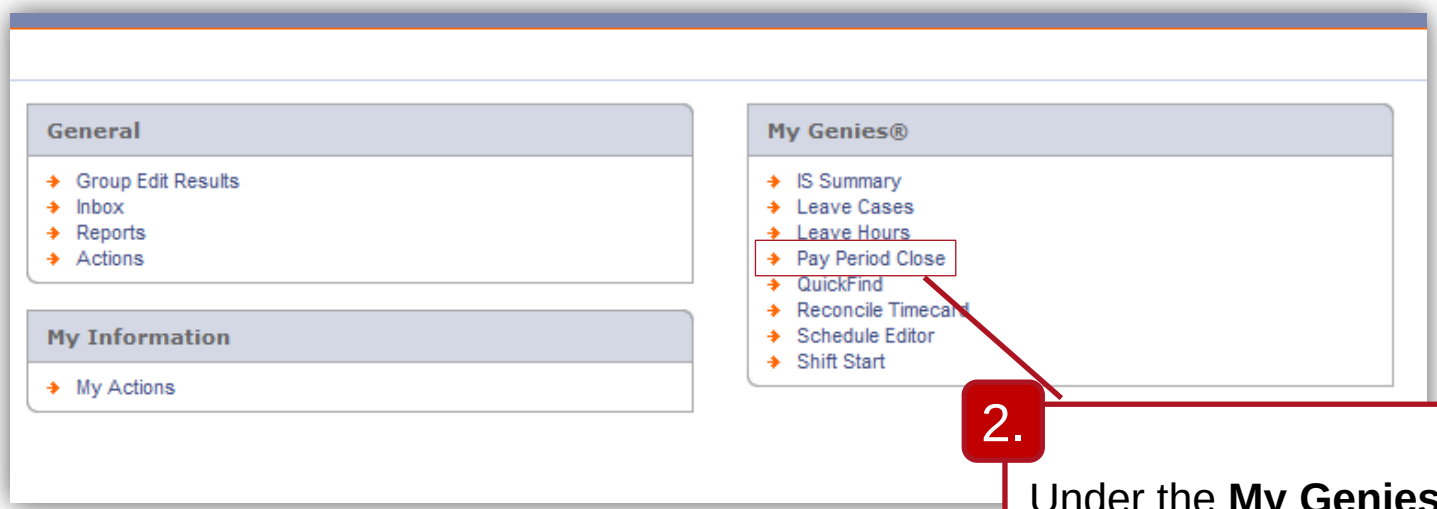
Adjust & Approve

The following scenario guides supervisors through adjusting and approving timecards

1. Access My Time through the uPortal with your NetID and password

Time Approval

Adjust & Approve



2.

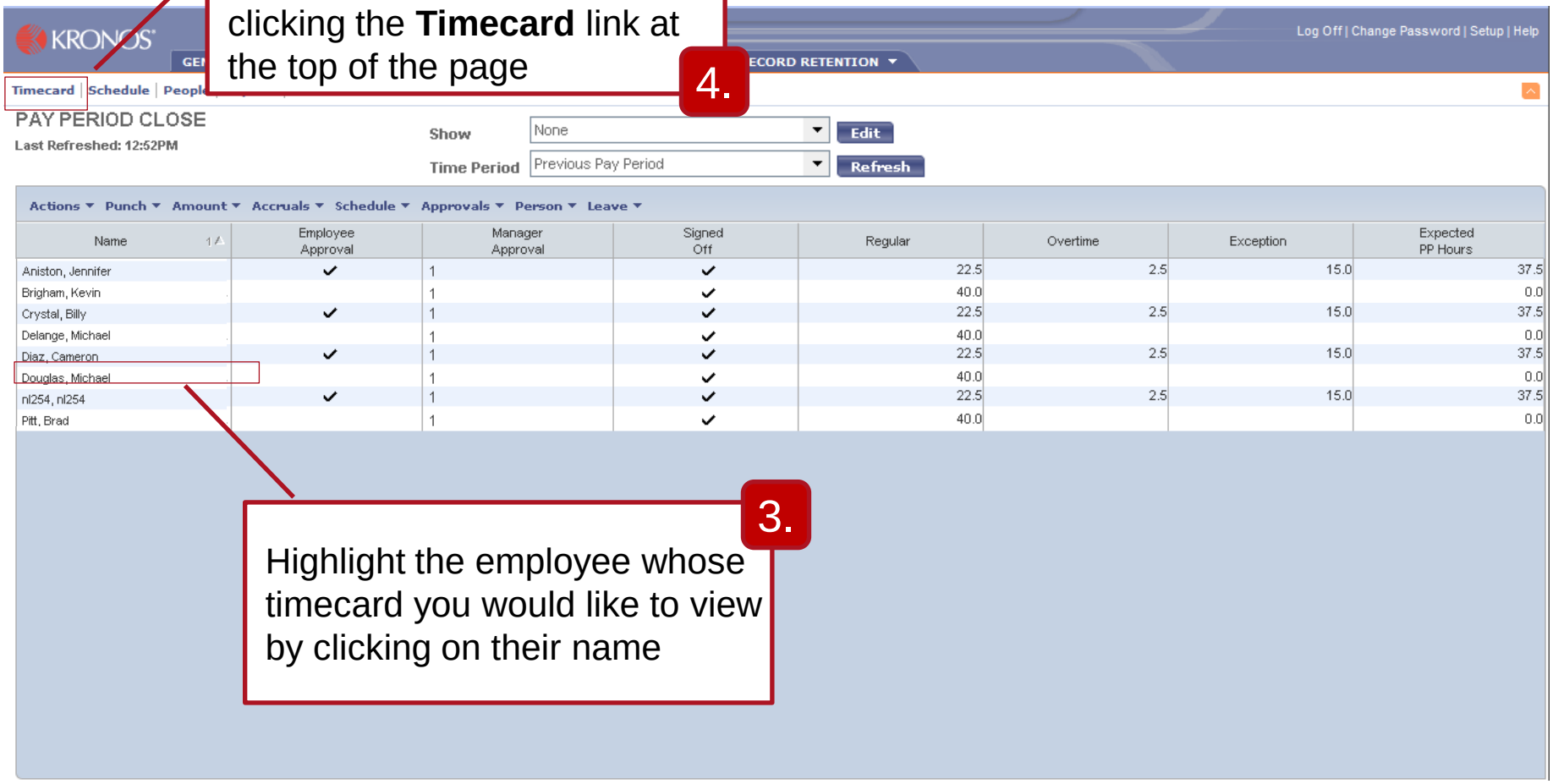
Under the **My Genies** list, select **Pay Period Close**

Time Approval

Adjust & Approve

View their timecard by double clicking their name, or by clicking the **Timecard** link at the top of the page

4.



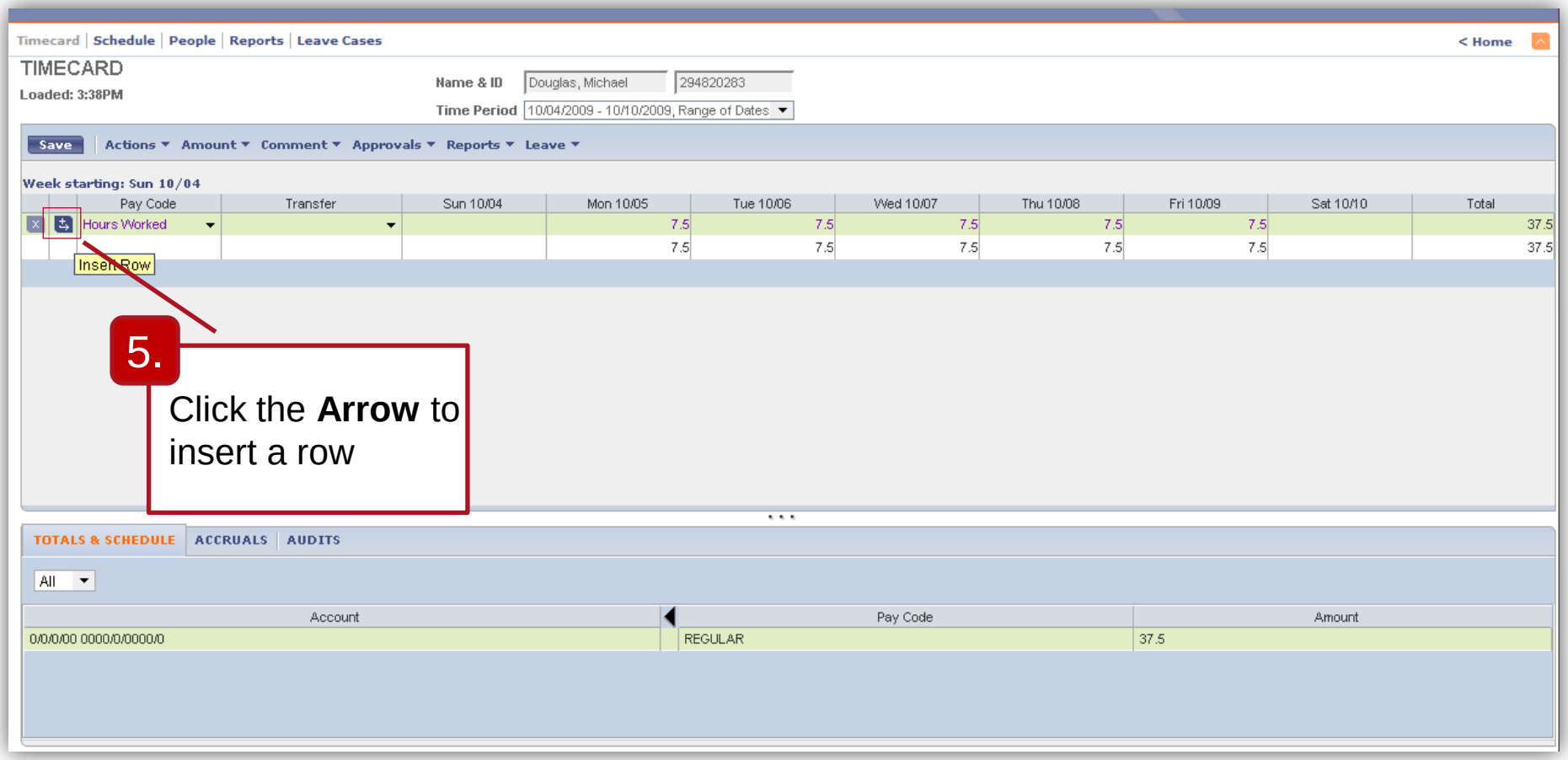
Name	Employee Approval	Manager Approval	Signed Off	Regular	Overtime	Exception	Expected PP Hours
Aniston, Jennifer	✓	1	✓	22.5	2.5	15.0	37.5
Brigham, Kevin		1	✓	40.0			0.0
Crystal, Billy	✓	1	✓	22.5	2.5	15.0	37.5
Delange, Michael		1	✓	40.0			0.0
Diaz, Cameron	✓	1	✓	22.5	2.5	15.0	37.5
Douglas, Michael		1	✓	40.0			0.0
nl254, nl254	✓	1	✓	22.5	2.5	15.0	37.5
Pitt, Brad		1	✓	40.0			0.0

3.

Highlight the employee whose timecard you would like to view by clicking on their name

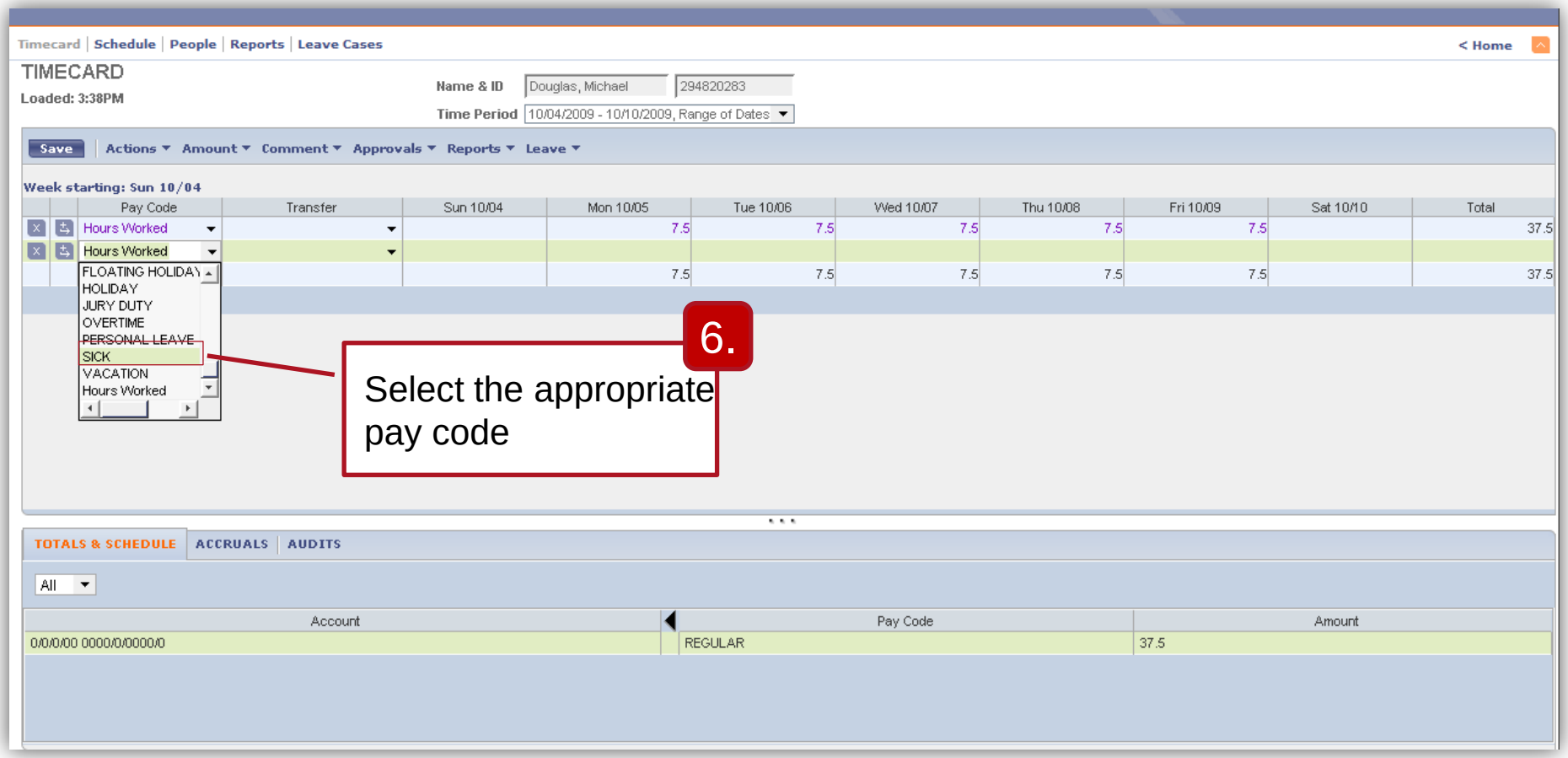
Time Approval

Adjust & Approve



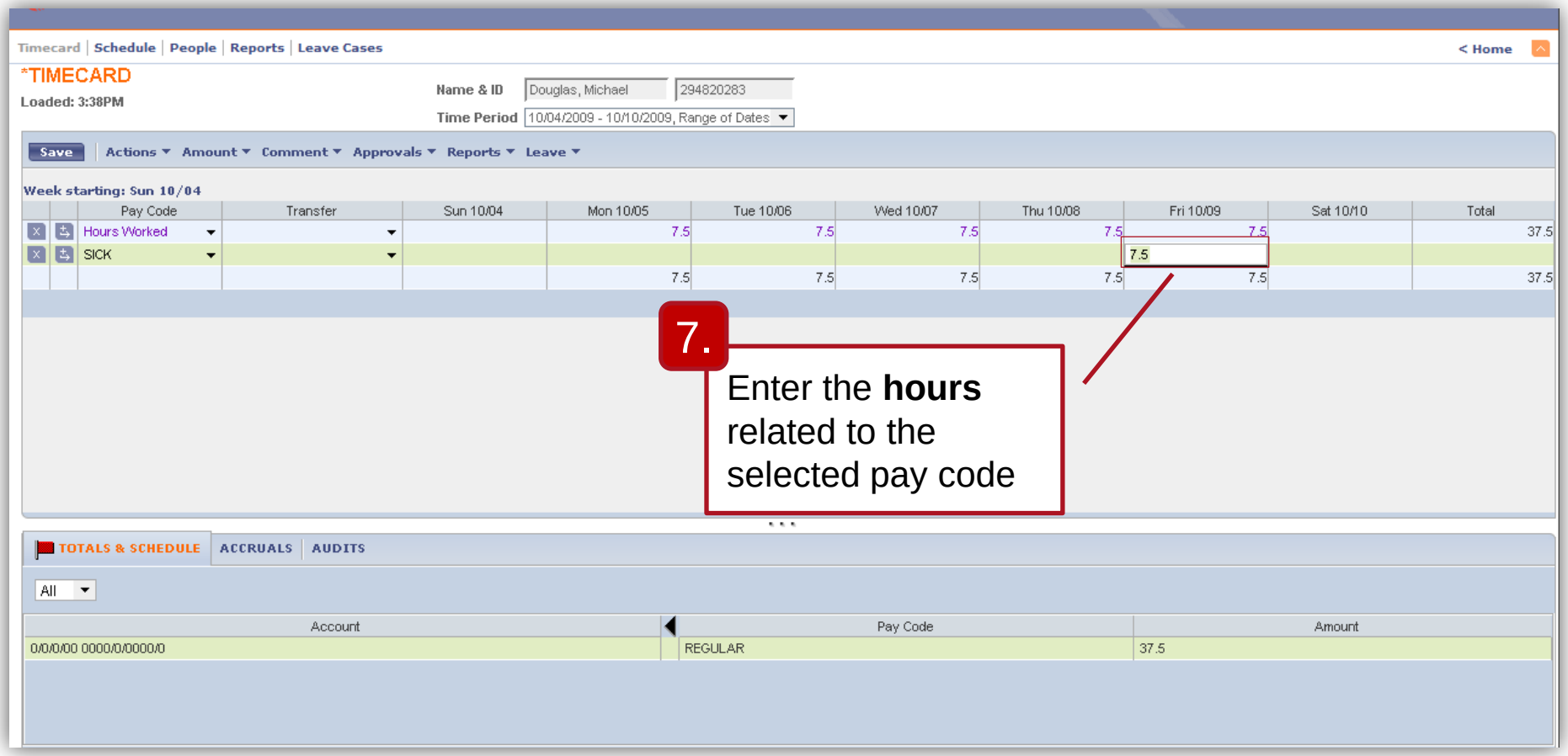
Time Approval

Adjust & Approve



Time Approval

Adjust & Approve



Time Approval

Adjust & Approve

Timecard | Schedule | People | Reports | Leave Cases

< Home

*TIMECARD

Loaded: 3:38PM

Name & ID: Douglas, Michael 294820283

Time Period: 10/04/2009 - 10/10/2009, Range of Dates

Save | Actions | Amount | Comment | Approvals | Reports | Leave

Week starting: Sun 10/04

Pay Code	Transfer	Sun 10/04	Mon 10/05	Tue 10/06	Wed 10/07	Thu 10/08	Fri 10/09	Sat 10/10	Total
Hours Worked			7.5	7.5	7.5	7.5			37.5
SICK							7.5		7.5
			7.5	7.5	7.5	7.5	15.0		45.0

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All

Account	Pay Code	
0/0/0/00 0000/0/0000/0	REGULAR	37.5

8. Delete the hours originally charged to the **Hours Worked** pay code by pressing backspace on your keyboard

Time Approval

Adjust & Approve

Timecard | Schedule | People | Reports | Leave Cases

< Home

TIMECARD

Last Saved: 3:43PM

Name & ID: Douglas, Michael 294820283

Time Period: 10/04/2009 - 10/10/2009, Range of Dates

Save | Actions | Amount | Comment | Approvals | Reports | Leave

Week starting: Sun 10/04

Pay Code	Transfer	Sun 10/04	Mon 10/05	Tue 10/06	Wed 10/07	Thu 10/08	Fri 10/09	Sat 10/10	Total
Hours Worked			7.5	7.5	7.5	7.5			30.0
SICK							7.5		7.5
			7.5	7.5	7.5	7.5	7.5		37.5

9. Review the timecard to ensure the daily totals are correct

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All

Account	Pay Code	Amount
0/0/0/00 0000/0/0000/0	SICK	7.5
0/0/0/00 0000/0/0000/0	REGULAR	30.0

Time Approval

Adjust & Approve

Timecard | Schedule | People | Reports | Leave Cases

< Home

TIMECARD

Last Saved: 3:43PM

Name & ID: Douglas, Michael 294820283

Time Period: 10/04/2009 - 10/10/2009, Range of Dates

Save | Actions | Amount | Comment | Approvals | Reports | Leave

Approvals: Approve / Remove Approval / Approve Overtime

Week starting: Sun 10/04

	Pay Code	Transfer		Mon 10/05	Tue 10/06	Wed 10/07	Thu 10/08	Fri 10/09	Sat 10/10	Total
	Hours Worked			7.5	7.5	7.5	7.5			30.0
	SICK							7.5		7.5
				7.5	7.5	7.5	7.5	7.5		37.5

10. Click **Approvals** then click **Approve**

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All

Account	Pay Code	Amount
0/0/0/00 0000/0/0000/0	SICK	7.5
0/0/0/00 0000/0/0000/0	REGULAR	30.0

Time Approval

Adjust & Approve

Timecard | Schedule | People | Reports | Leave Cases < Home

TIMECARD

Approved: 3:23PM

Name & ID: Crystal, Billy 294832902

Time Period: Current Pay Period

Save | Actions | Amount | Comment | Approvals | Reports | Leave

Week starting: Sun 9/27

Pay Code	Transfer	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Total
Hours Worked			7.5	7.5	7.5	7.5			30.0
SICK							7.5		7.5
						7.5	7.5		37.5

11.

The **Sign-Offs & Approvals** tab displays the **Approval by Manager** information

TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS & APPROVALS

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Manager	10/01/2009	3:22PM		JillSmith	9/27/2009	10/03/2009	

As this scenario displayed a supervisor adjusting a timecard on behalf of an employee, the Approval by Employee information is not listed.

Overtime

Overtime

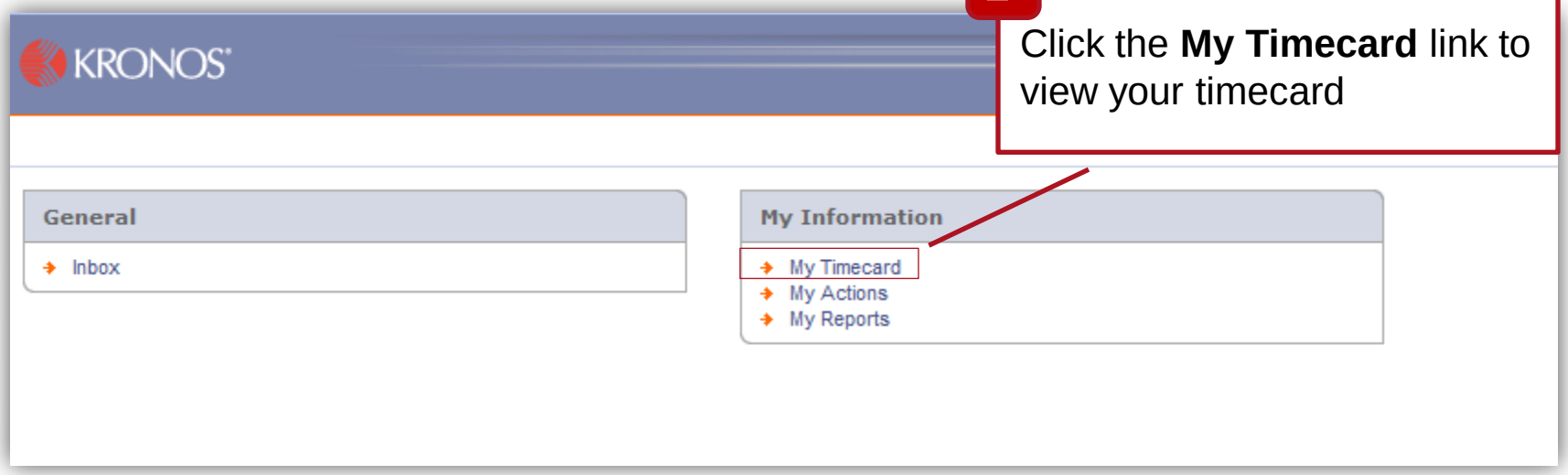
- If you ask your employees to work Overtime, they will add the additional hours to the Hours Worked pay code
- Time over 37.5 hours is defaulted to Overtime
- If they would like to select compensatory time in lieu of Overtime, they can move the time to the Comp Time Earned pay code
- If they work more than 40 hours, they must get paid Overtime for any hours over 40
- You will have the opportunity to approve the extra hours worked

Time Entry

Compensatory Time and Overtime

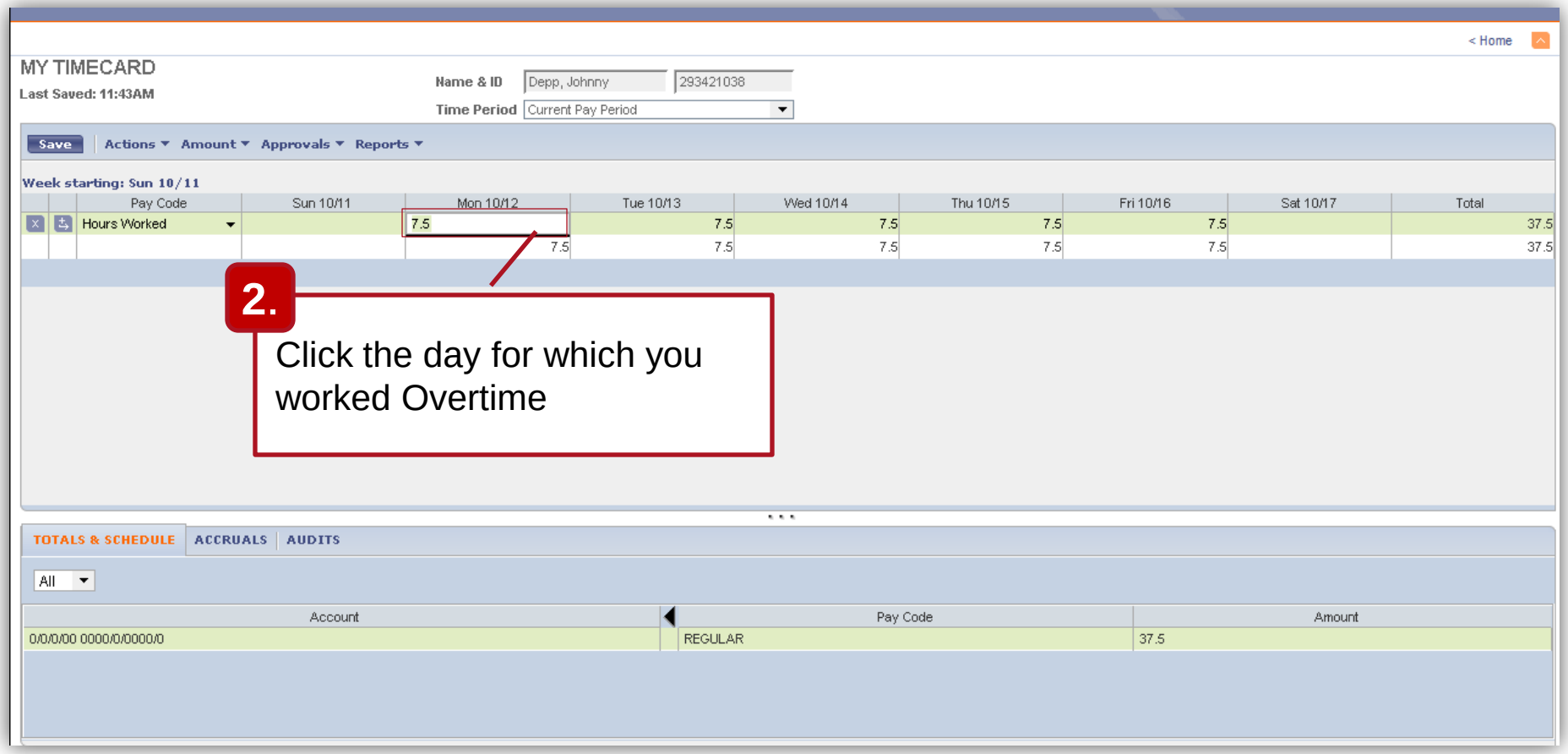
- The following scenario guides employees through adjusting their timecard for Compensatory Time and Overtime

1. Click the **My Timecard** link to view your timecard



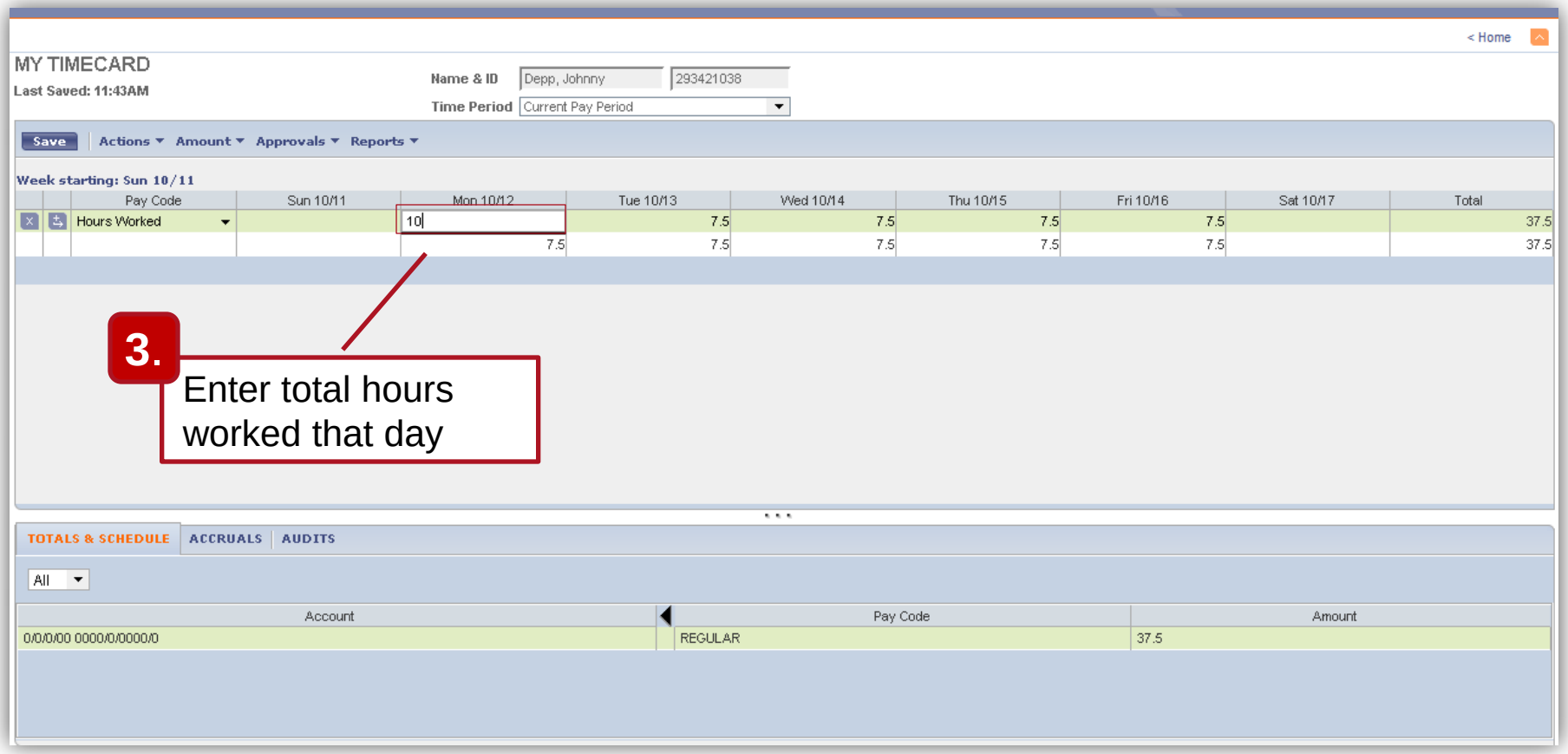
Time Entry

Compensatory Time and Overtime



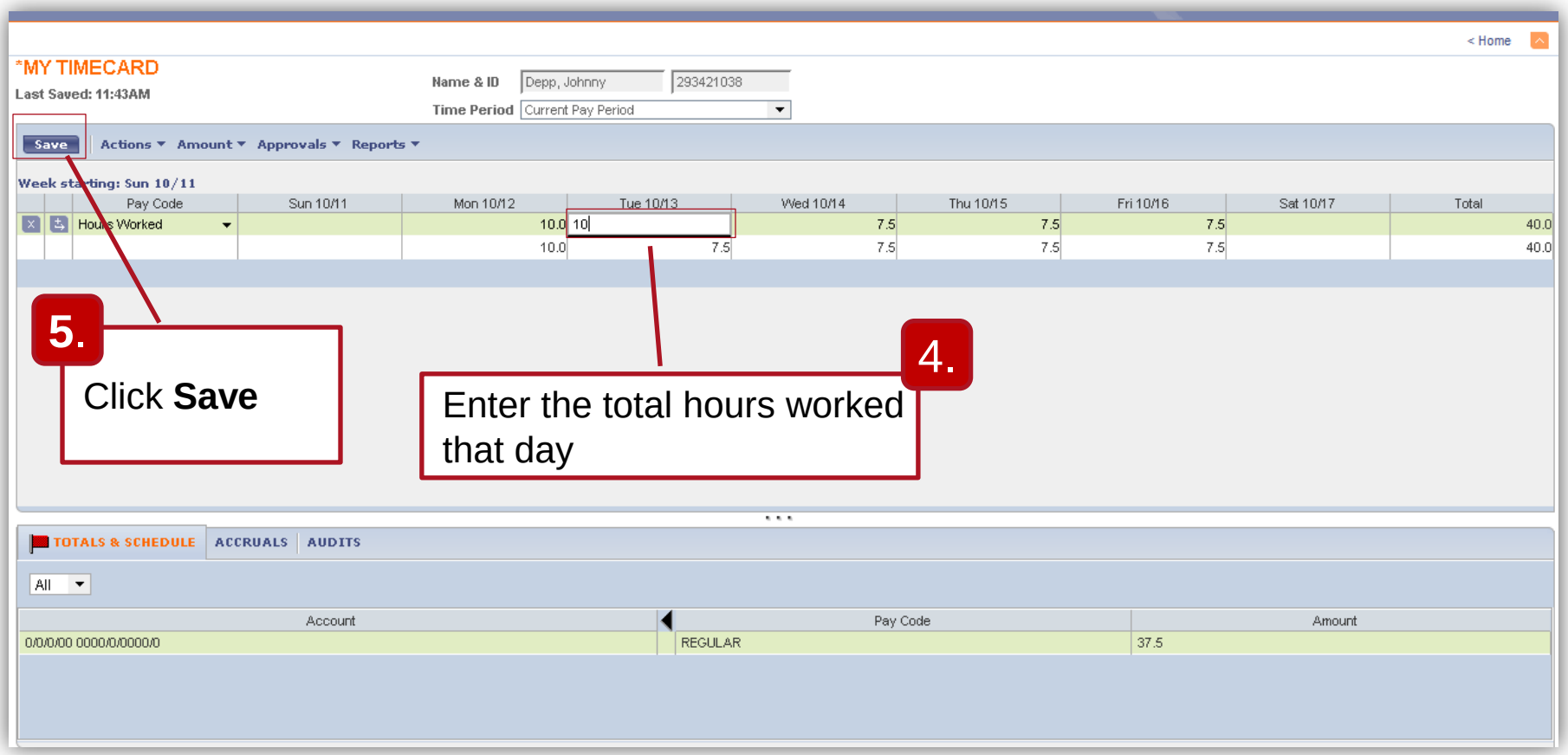
Time Entry

Compensatory Time and Overtime



Time Entry

Compensatory Time and Overtime



Time Entry

Compensatory Time and Overtime

< Home

MY TIMECARD

Last Saved: 11:44AM

Name & ID: Depp, Johnny 293421038

Time Period: Current Pay Period

Save | Actions | Amount | Approvals | Reports

Week starting: Sun 10/11

Pay Code	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total
Hours Worked		10.0	10.0	7.5	7.5	7.5		42.5
		10.0	10.0	7.5	7.5	7.5		42.5

- In this scenario, the employee has indicated they worked 5 extra hours that week.
- Hours above 37.5 are automatically defaulted to Overtime
- Hours worked between 37.5 and 40 are eligible for Compensatory Time

6.

OT or COMP Eligible denotes hours that are eligible for Compensatory time

- Right click **OT or COMP Eligible** to move the hours to **Compensatory time**
- Click **Move**

TOTALS & SCHEDULE | ACCRUALS | AUDITS

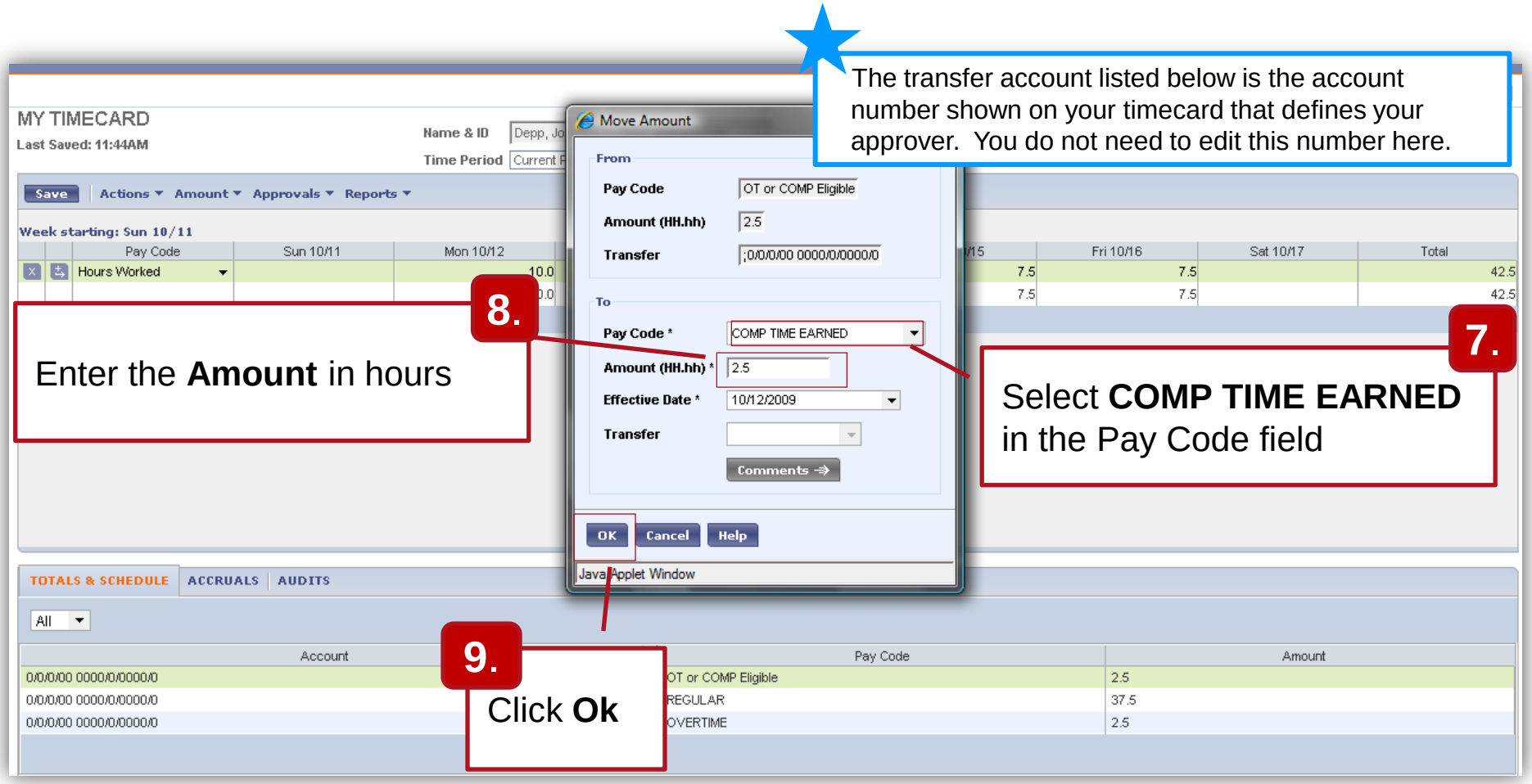
All

Account	Pay Code	Amount
0/0/0/00 0000/0/0000/0	OT or COMP Eligi	2.5
0/0/0/00 0000/0/0000/0	REGULAR	37.5
0/0/0/00 0000/0/0000/0	OVERTIME	2.5

Move...

Time Entry

Compensatory Time and Overtime



The transfer account listed below is the account number shown on your timecard that defines your approver. You do not need to edit this number here.

7. Select **COMP TIME EARNED** in the Pay Code field

8. Enter the **Amount** in hours

9. Click **Ok**

Time Entry

Compensatory Time and Overtime

< Home

MY TIMECARD

Last Saved: 11:46AM

Name & ID: Depp, Johnny 293421038

Time Period: Current Pay Period

Save | Actions | Amount | Approvals | Reports

Week starting: Sun 10/11

Pay Code	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total
Hours Worked		10.0	10.0	7.5	7.5	7.5		42.5
		10.0	10.0	7.5	7.5	7.5		42.5

The **Totals & Schedules** tab on the timecard is now updated to display the amount of hours the employee has chosen as Compensatory Time, as well as the amount of Overtime earned.

TOTALS & SCHEDULE | ACCRUALS | AUDITS | MOVED AMOUNTS

All

Account	Pay Code	Amount
0/0/0/00 0000/0/0000/0	COMP TIME EARNED	2.5
0/0/0/00 0000/0/0000/0	OT or COMP Eligible	0.0
0/0/0/00 0000/0/0000/0	REGULAR	37.5
0/0/0/00 0000/0/0000/0	OVERTIME	2.5

Time Entry

Compensatory Time and Overtime

Yale

< Home

MY TIMECARD

Last Saved: 11:46AM

Name & ID: Depp, Johnny 293421038

Time Period: Current Pay Period

Save | Actions | Amount | Approvals | Reports

Week starting: Sun 10/11

Pay Code	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total
Hours Worked		10.0	10.0	7.5	7.5	7.5		42.5
		10.0	10.0	7.5	7.5	7.5		42.5

The **Accruals** tab will display the time and a half in hours earned towards Compensatory time.

TOTALS & SCHEDULE | ACCRUALS | AUDITS | MOVED AMOUNTS

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
BONUS VACATION	0.0	Hour	10/17/2009	0.0	0.0	0.0	0.0
COMPENSATORY	3.75	Hour	10/17/2009	0.0	0.0	3.75	3.75
CTFMLA	0.0	Hour	10/17/2009	0.0	0.0	0.0	0.0
FMLA	0.0	Hour	10/17/2009	0.0	0.0	0.0	0.0
FMLAMIL	0.0	Hour	10/17/2009	0.0	0.0	0.0	0.0
LV-TRACKING	0.0	Hour	10/17/2009	0.0	0.0	0.0	0.0

Time Entry

Compensatory Time and Overtime

< Home

MY TIMECARD

Last Saved: 11:46AM

Name & ID: Depp, Johnny 293421038

Time Period: Current Pay Period

Save | Actions | Amount | Approvals | Reports

Week starting: Sun 10/11

		Pay Code	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total
		Hours Worked		10.0	10.0	7.5	7.5	7.5		42.5
				10.0	10.0	7.5	7.5	7.5		42.5

The **Moved Amounts** tab will display the amount of hours moved from the OT or Comp Eligible pay code to the Comp Time Earned pay code.

TOTALS & SCHEDULE | ACCRUALS | AUDITS | MOVED AMOUNTS

Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
10/12/2009	0/0/0/00 0000/0/0000/0		OT or COMP Eligible	COMP TIME EARNED	2.5		

Compensatory Time

Compensatory Time

- To use compensatory time previously earned, employees will submit a time off request with the **Request Type** as: ***Comp Time***

Time Approval

Group Approval

The following scenario guides supervisors through approving a group of timecards

- Supervisors should review each timecard individually. However, instead of approving each timecard individually, supervisors have the option to review each timecard and then approve all timecards at once

1. Access My Time through the uPortal with your NetID and password

Time Approval

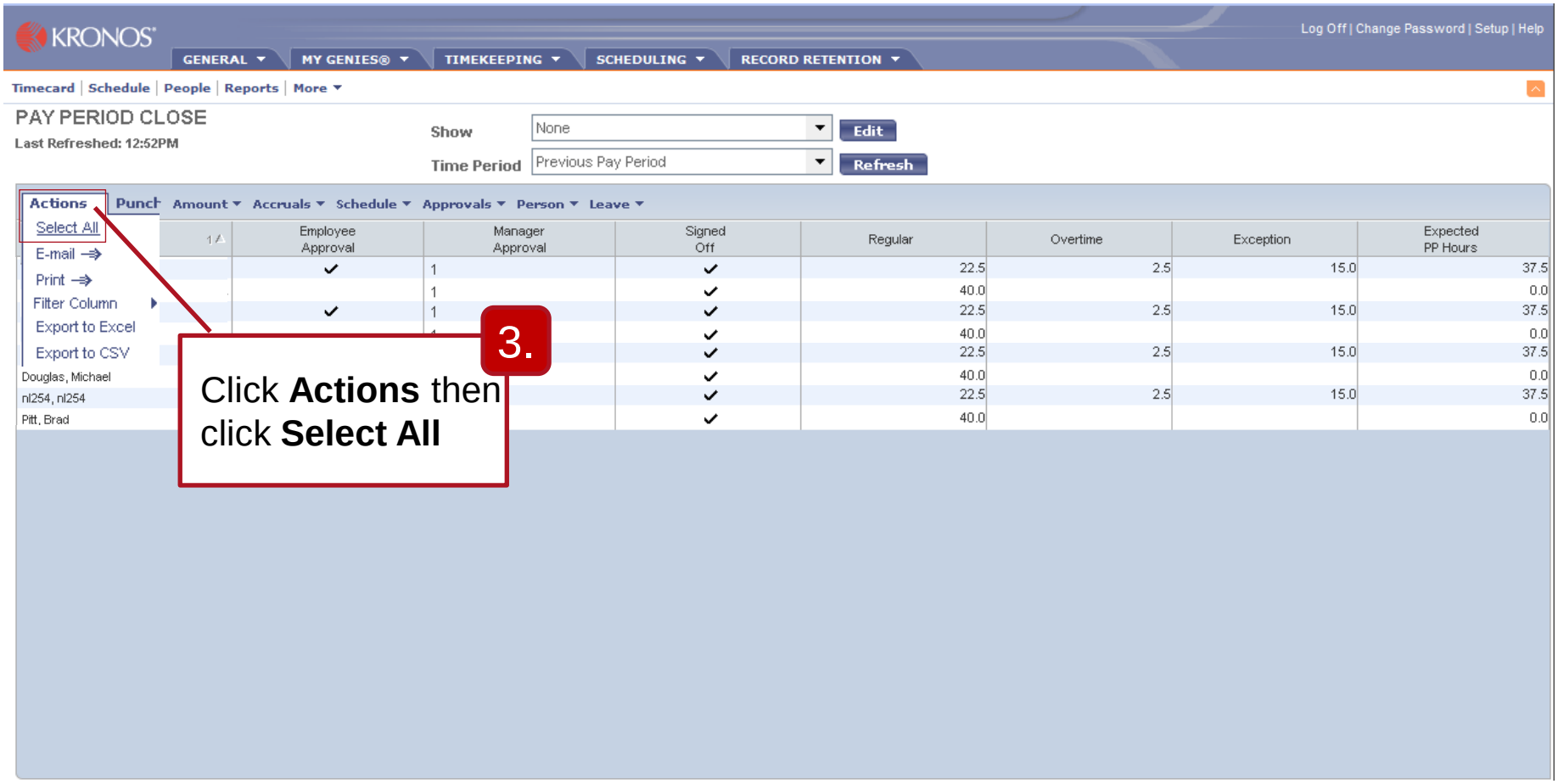
Group Approval

2.

Under the **My Genies** list, select **Pay Period Close**

Time Approval

Group Approval



Time Approval

Group Approval

Name	Employee Approval	Manager Approval	Signed Off	Regular	Overtime	Exception	Expected PP Hours
Aniston, Jennifer				37.5			75.0
Crystal, Billy							80.0
Delange, Michael				37.5			75.0
Diaz, Cameron				20.0			40.0
Pitt, Brad				37.5			75.0
Smith, Jennifer				37.5			75.0
Smith, Jillian				37.5			75.0
Smith, Kevin A							

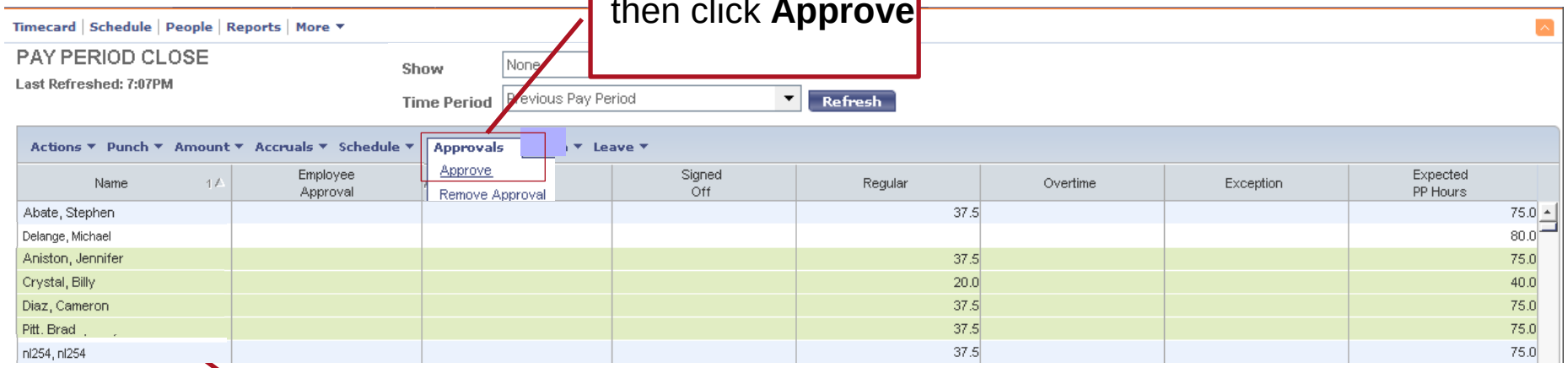
All employees are now selected

Time Approval

Group Approval

4.

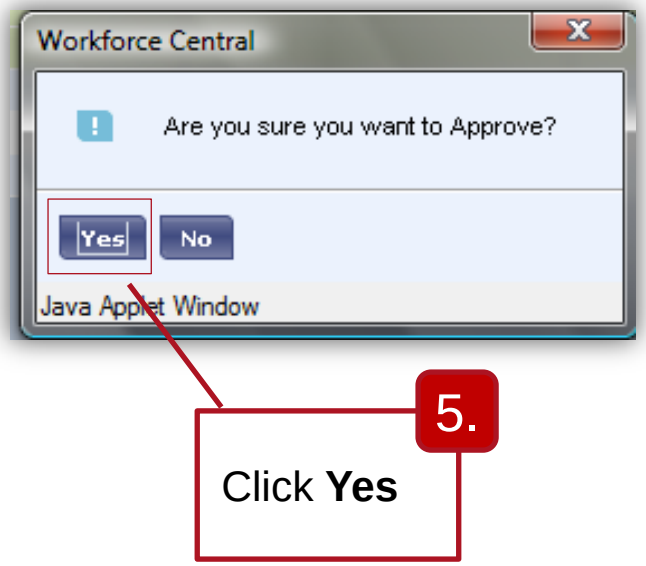
Click **Approvals** then click **Approve**



Alternately, a set of employees can be selected by clicking on an employee's name and dragging your mouse, or by using the Ctrl function on your keyboard

Time Approval

Group Approval



Assigning a Delegate

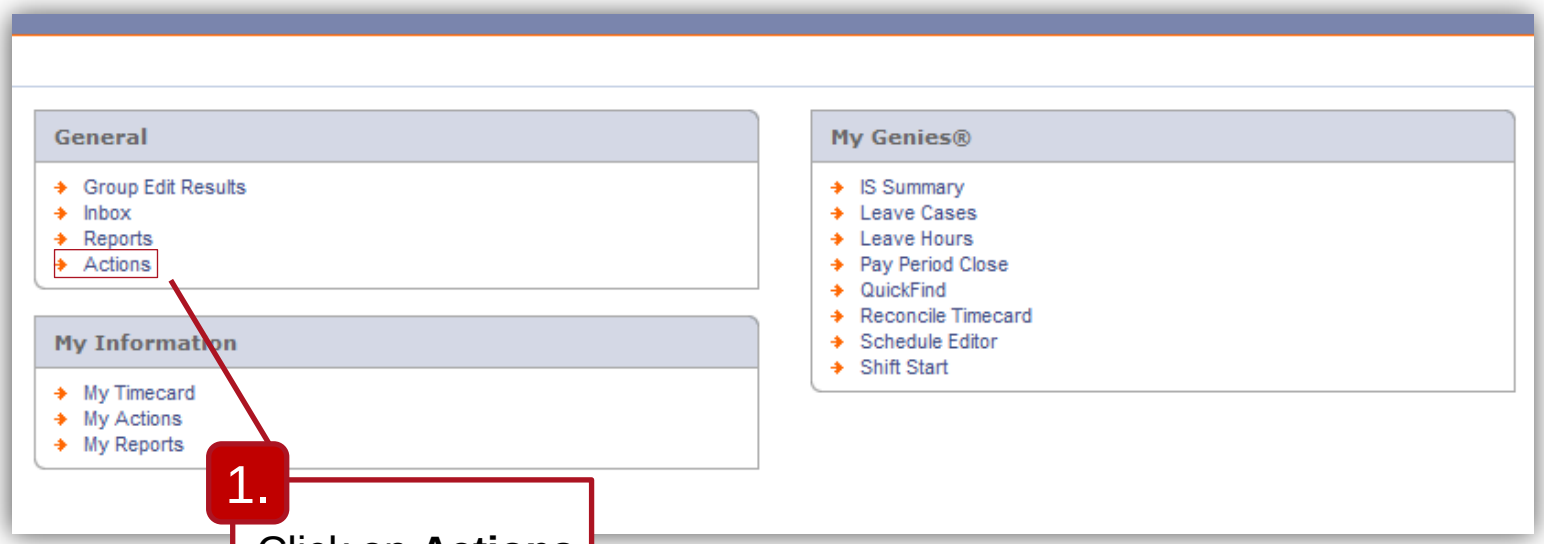
Assigning a Delegate

- If you are going to be out of the office for a period of time, and you would like to select a temporary supervisor to approve your employees' timecards and time off requests you may select a temporary delegate
- This is not a designated approver. To change the designated approver permanently, contact the Employee Service Center

Time Approval

Assigning a Temporary Delegate

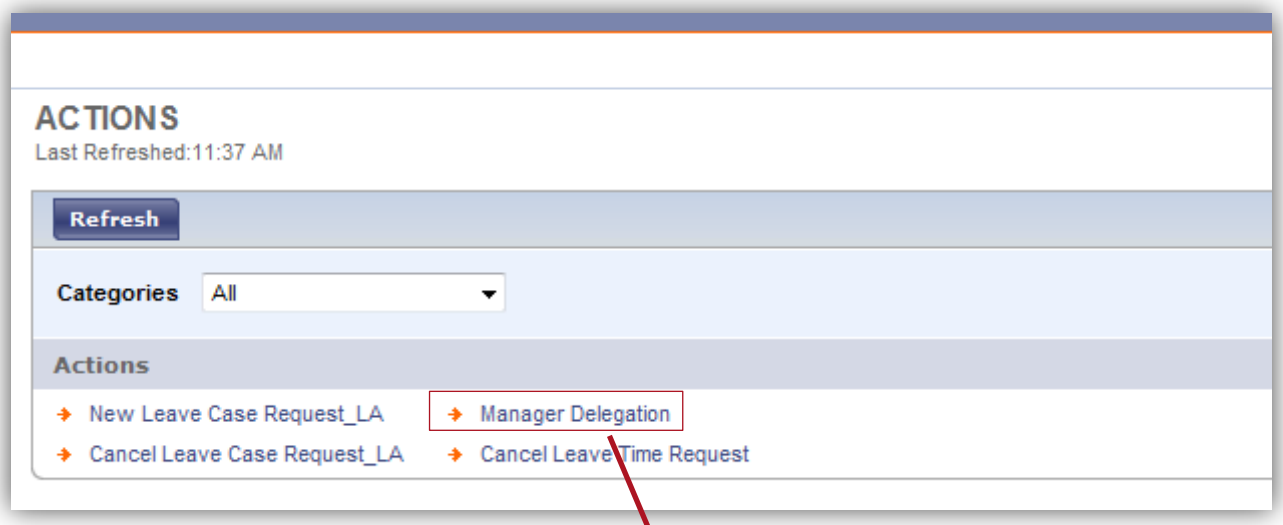
The following scenario guides supervisors through assigning a temporary delegate for timecard and time off request approvals



1. Click on **Actions**

Time Approval

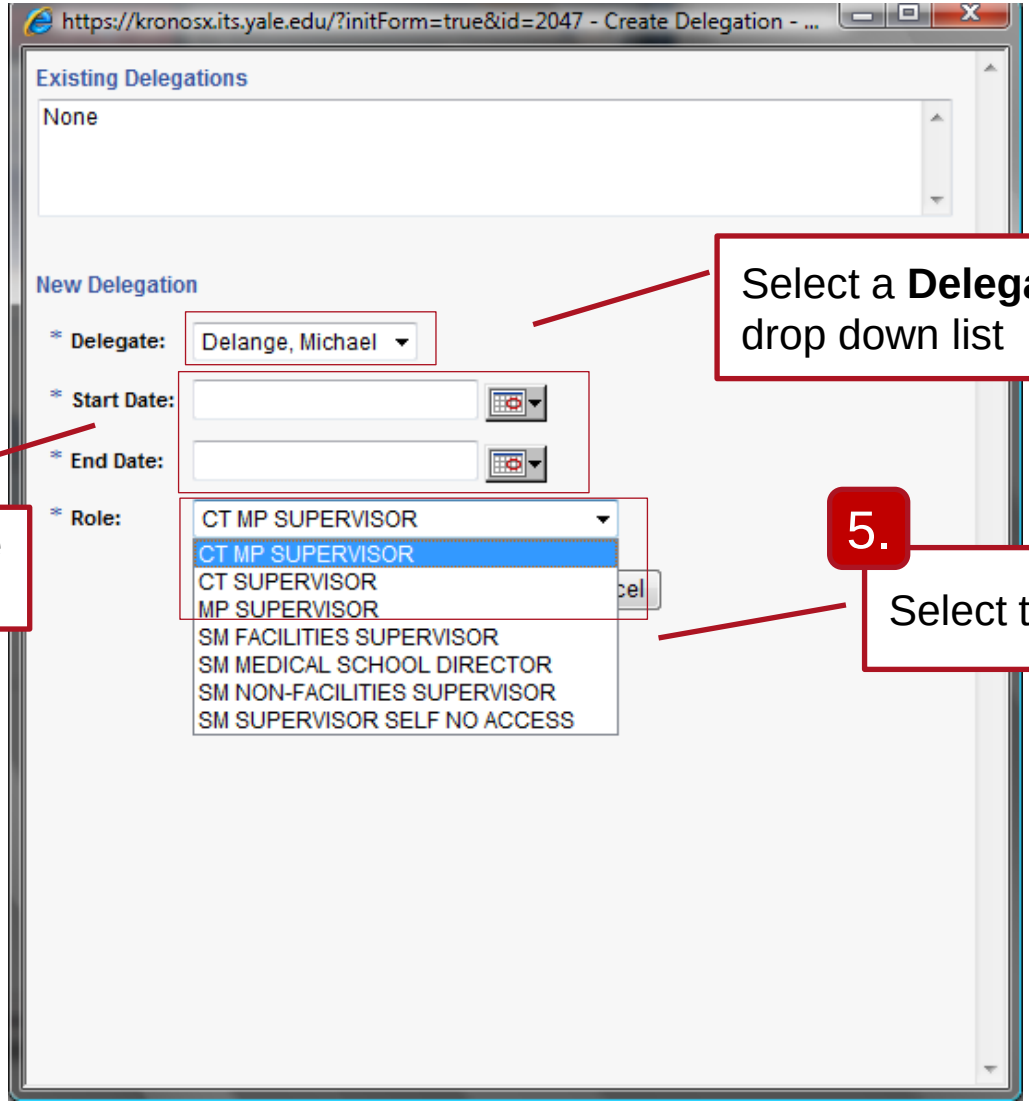
Assigning a Temporary Delegate



2. Select **Manager Delegation**

Time Approval

Assigning a Temporary Delegate



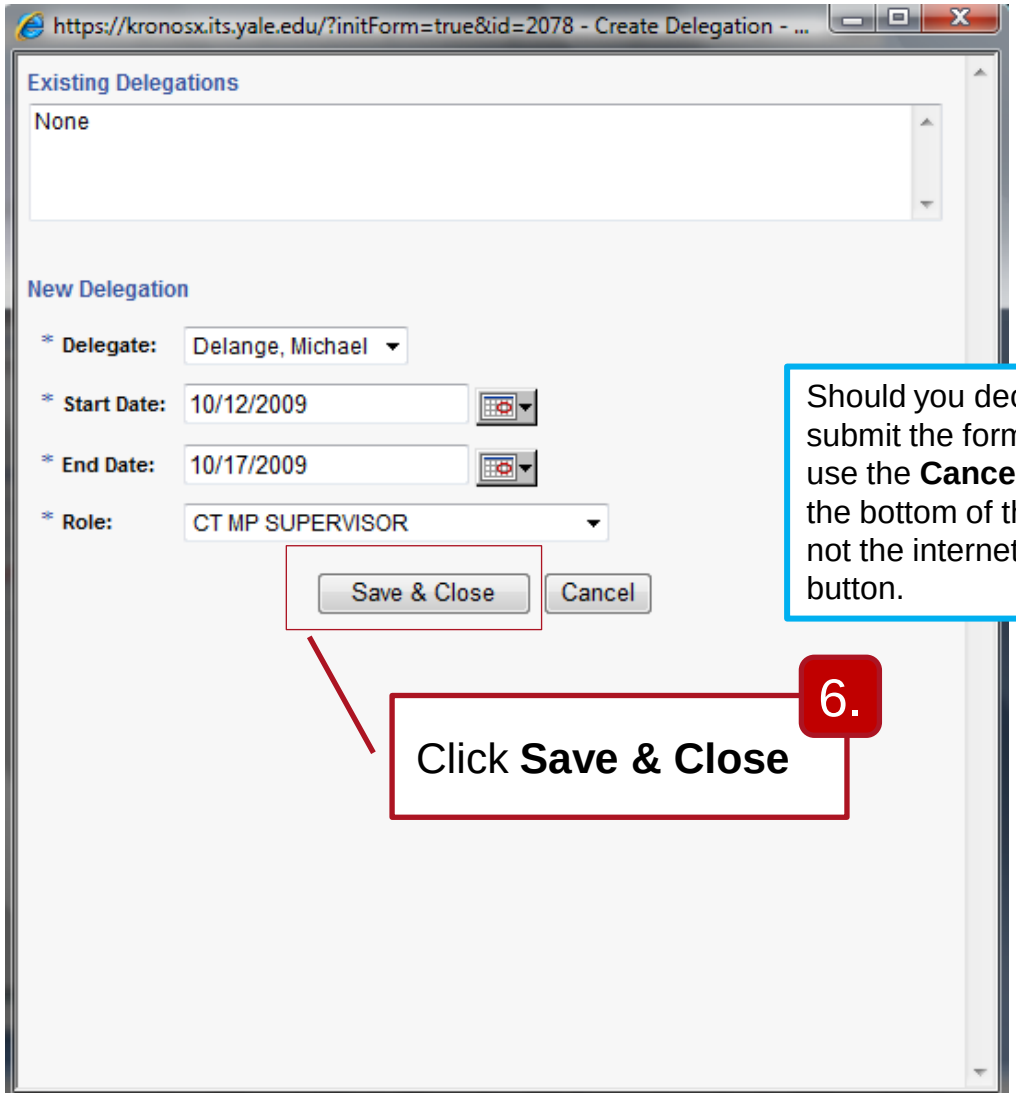
3. Select a **Delegate** from the drop down list

4. Select the **Start Date** and **End Date**

5. Select the **Role**

Time Approval

Assigning a Temporary Delegate



6.

Click **Save & Close**

Should you decide not to submit the form, be sure to use the **Cancel** button on the bottom of the form and not the internet browser X button.

Assigning a Delegate

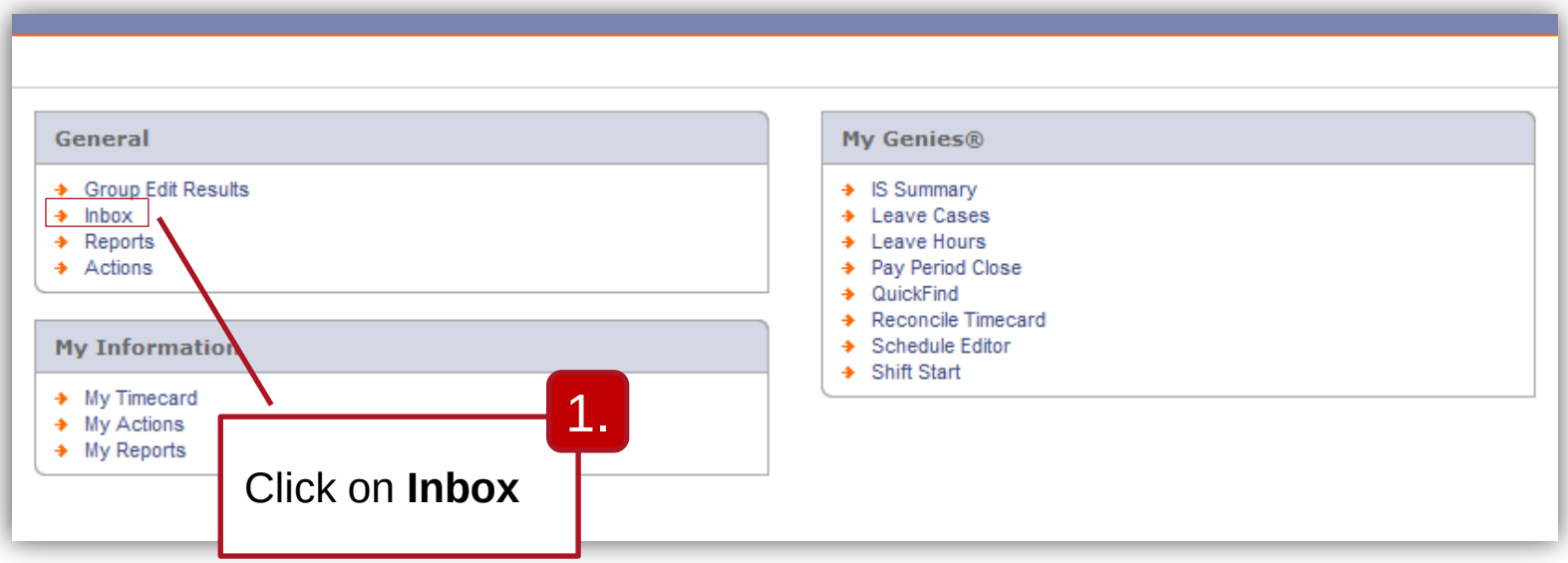
Assigning a Delegate

- Once the delegate form has been submitted, the delegate supervisor will receive a request notification
- The delegate supervisor will need to accept the request

Time Approval

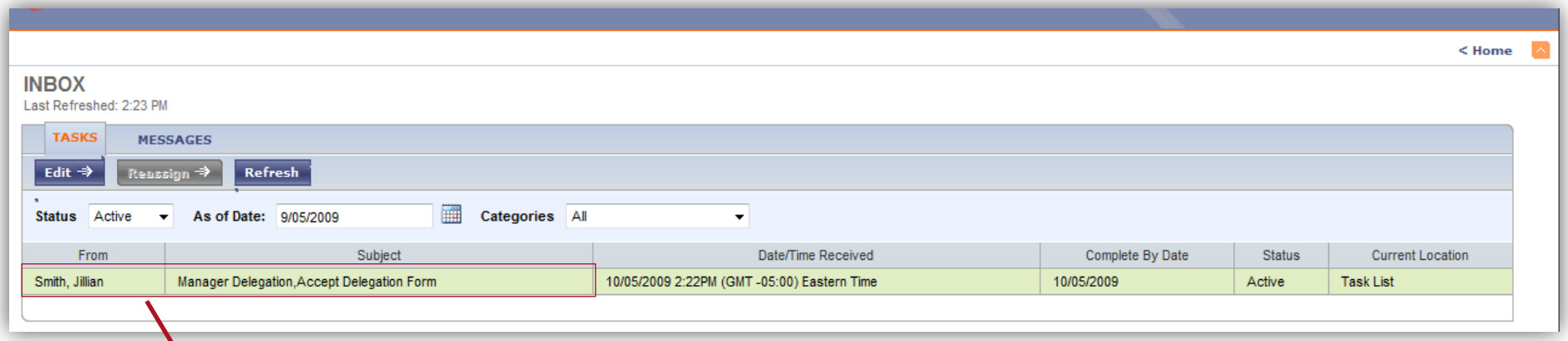
Accepting a Temporary Delegate Request

The following scenario guides supervisors through accepting a delegate request



Time Approval

Accepting a Temporary Delegate Request

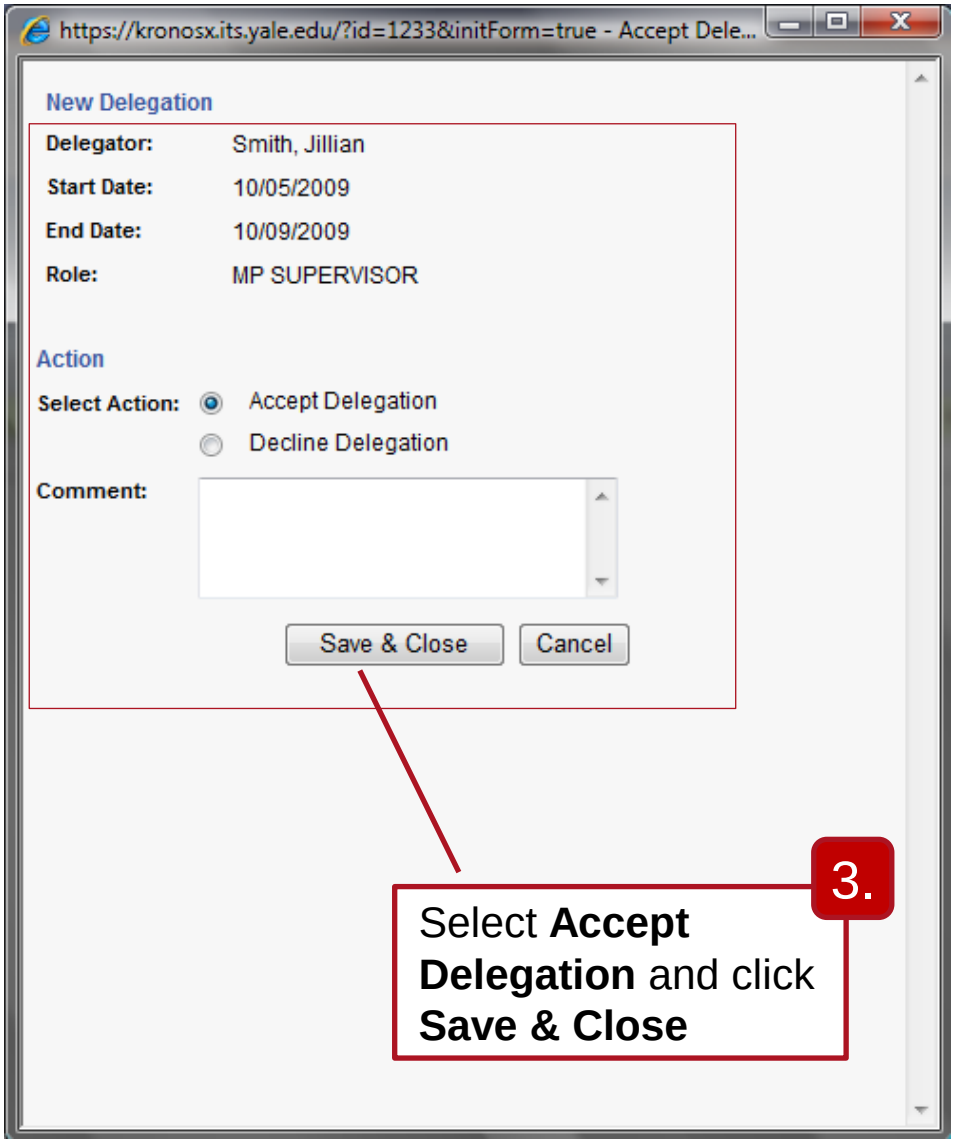


2.

Double click on the **Task**

Time Approval

Accepting a Temporary Delegate Request



Assigning a Delegate

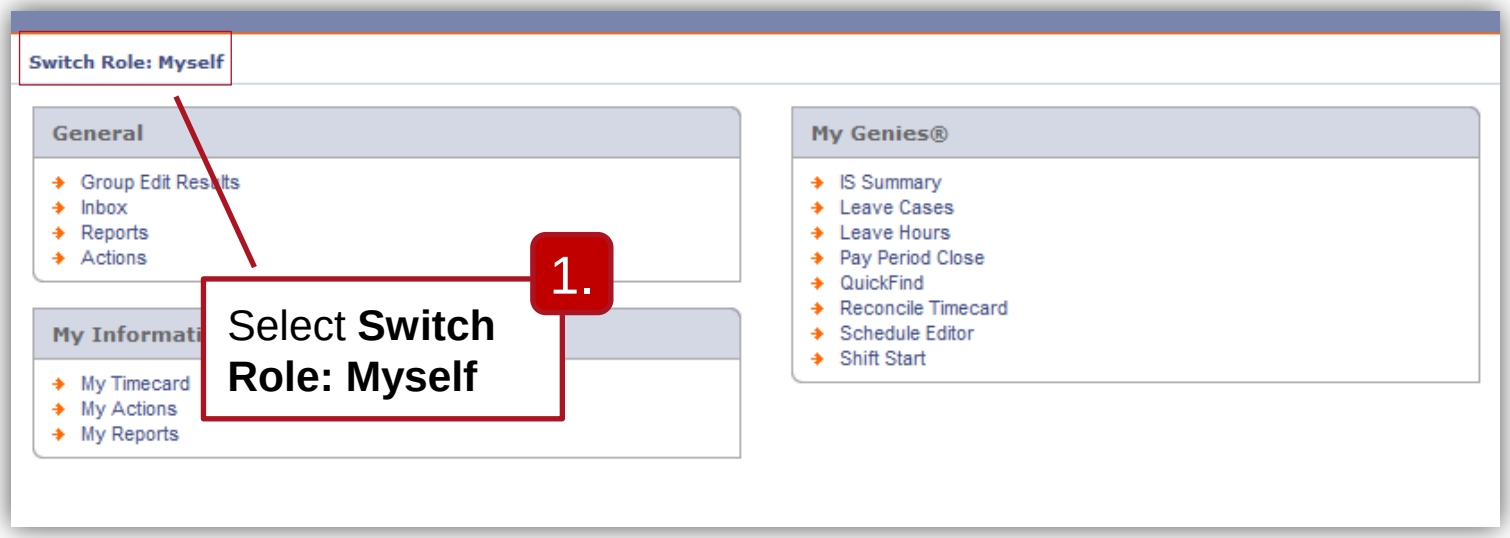
Assigning a Delegate

- Once the delegate supervisor has accepted the role, they will be able to switch roles between themselves and the supervisor for whom they are a temporary delegate

Time Approval

Switch Supervisor Roles

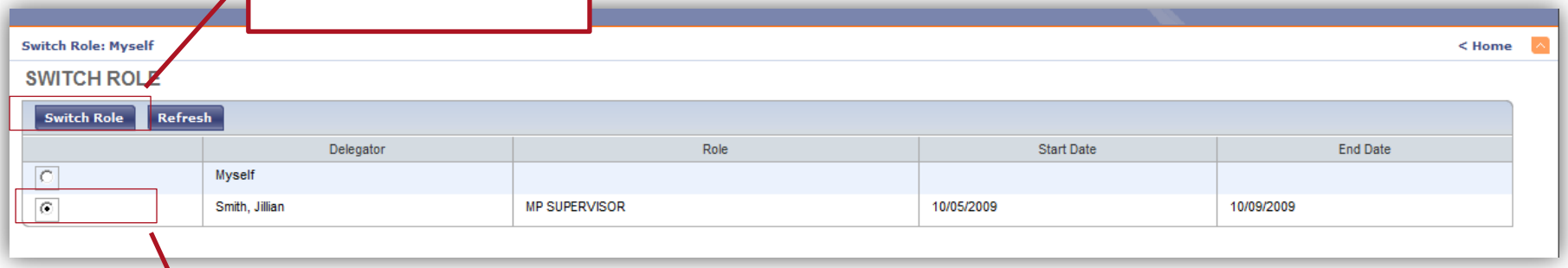
The following scenario guides switching between supervisor roles



Time Approval

Switch Supervisor Roles

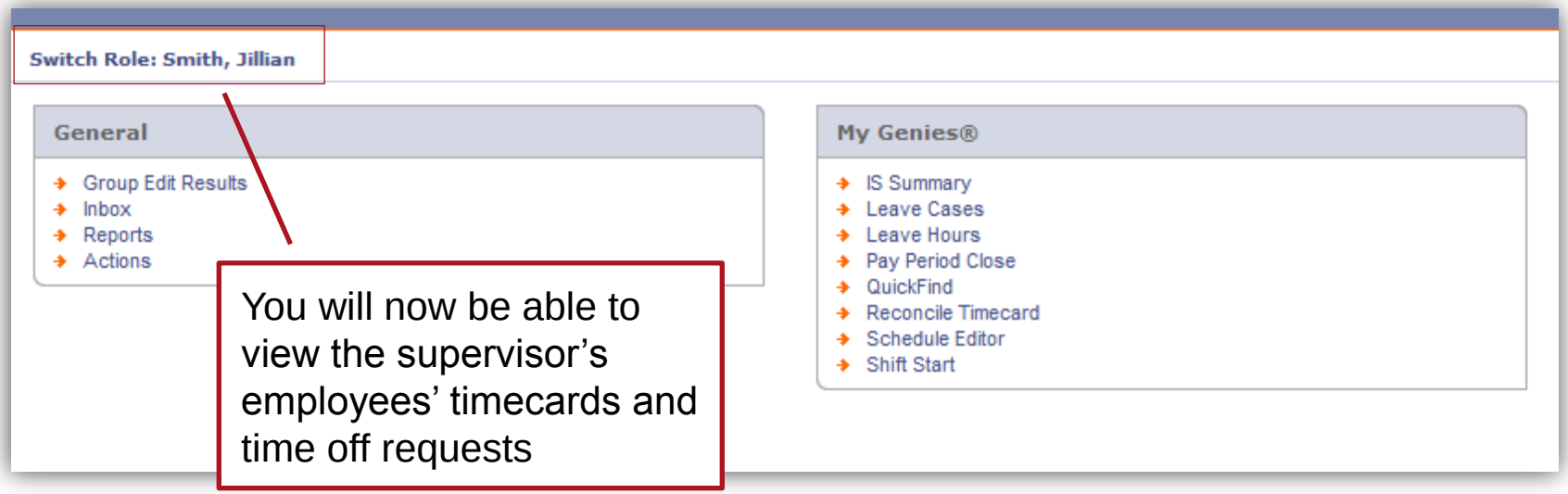
3. Click **Switch Role**



2. Select the supervisor

Time Approval

Switch Supervisor Roles



You will now be able to view the supervisor's employees' timecards and time off requests

Assigning a Delegate

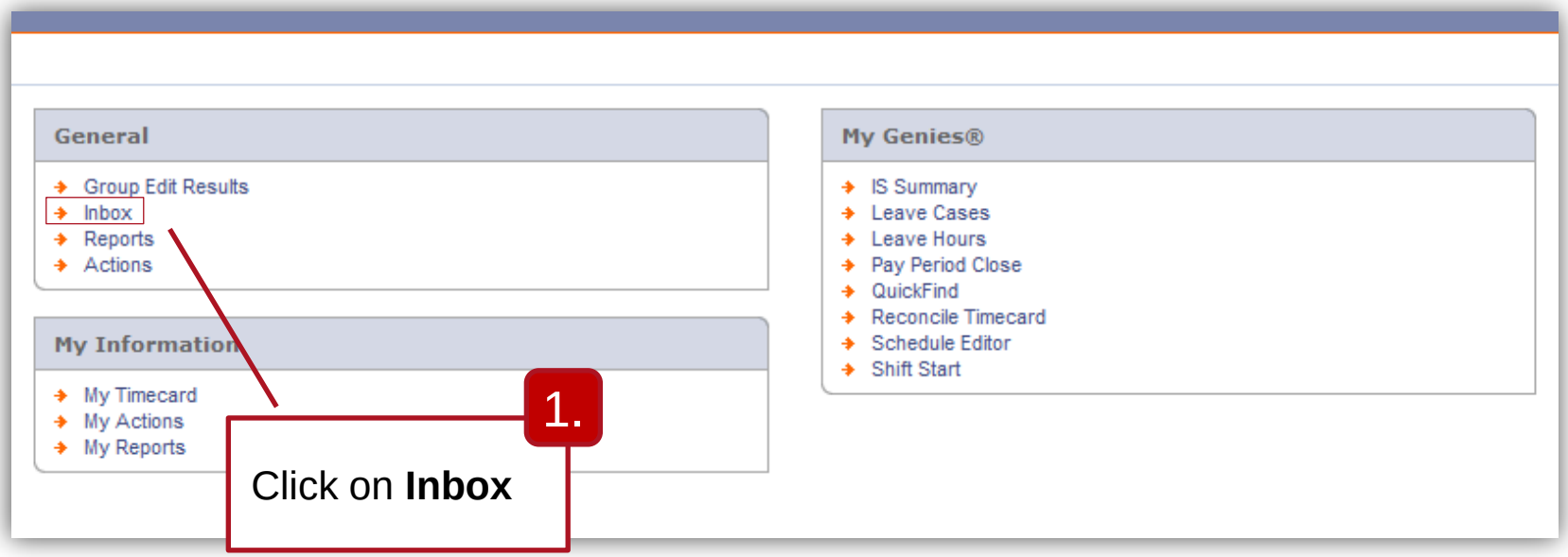
Assigning a Delegate

- Should your plans change, you can cancel the supervisor delegate request

Time Approval

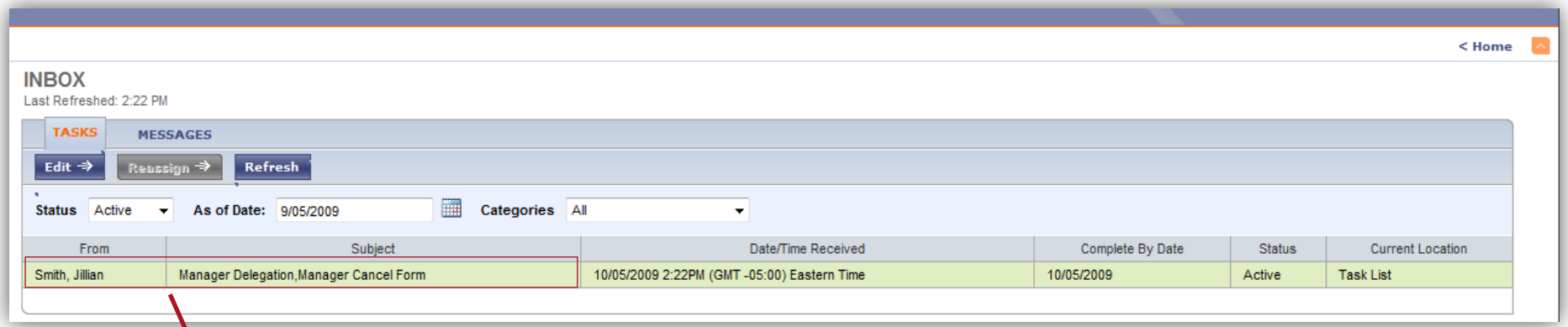
Canceling or Deleting a Delegate Request

The following scenario guides supervisors through canceling a temporary delegate request



Time Approval

Canceling or Deleting a Delegate Request

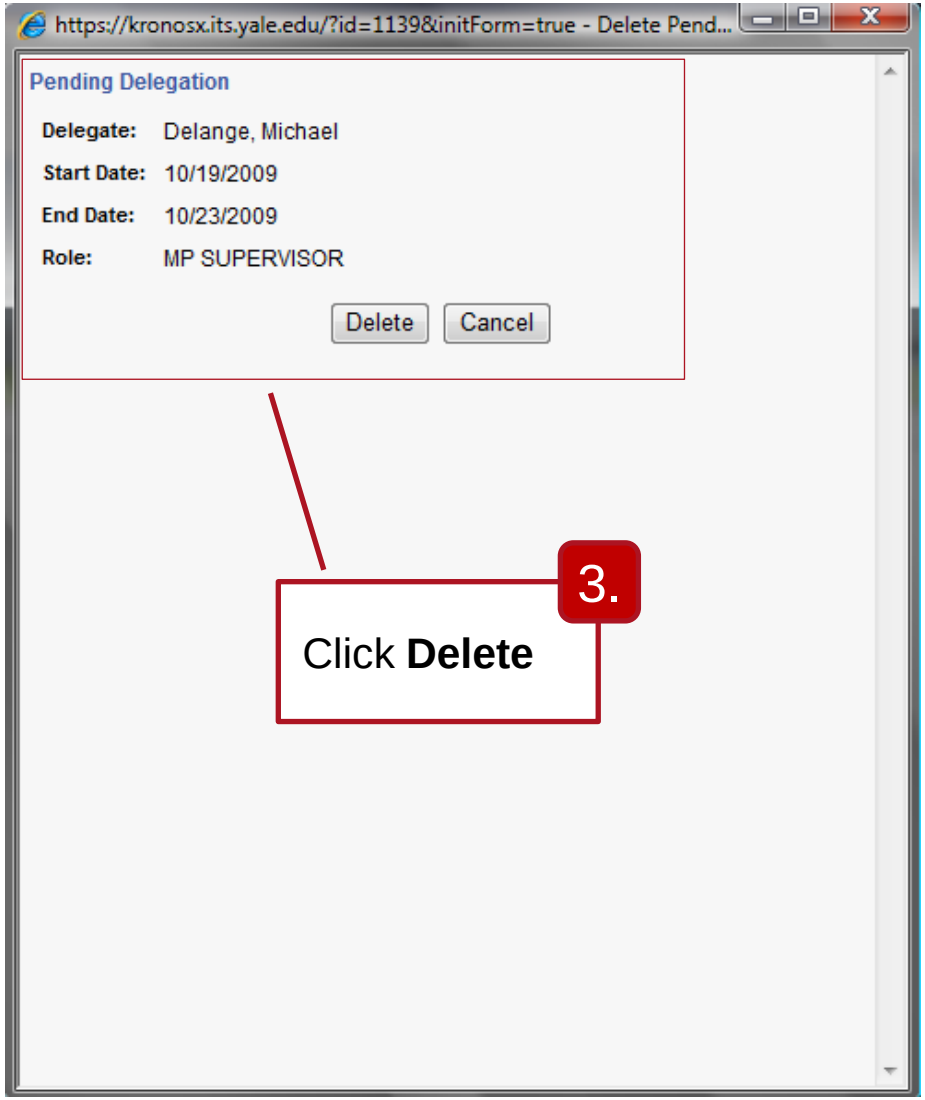


2.

Double click on the **Cancel Form**

Time Approval

Canceling or Deleting a Delegate Request

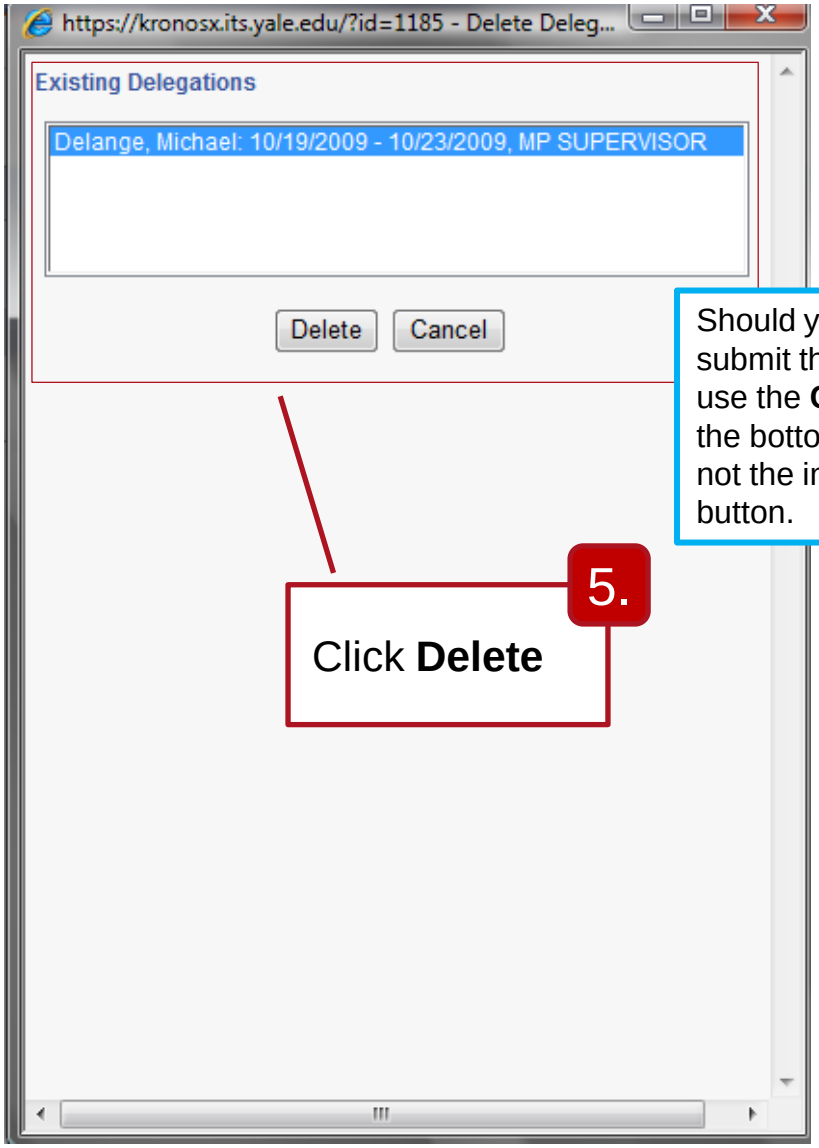


Time Approval

Canceling or Deleting a Delegate Request

Time Approval

Canceling or Deleting a Delegate Request



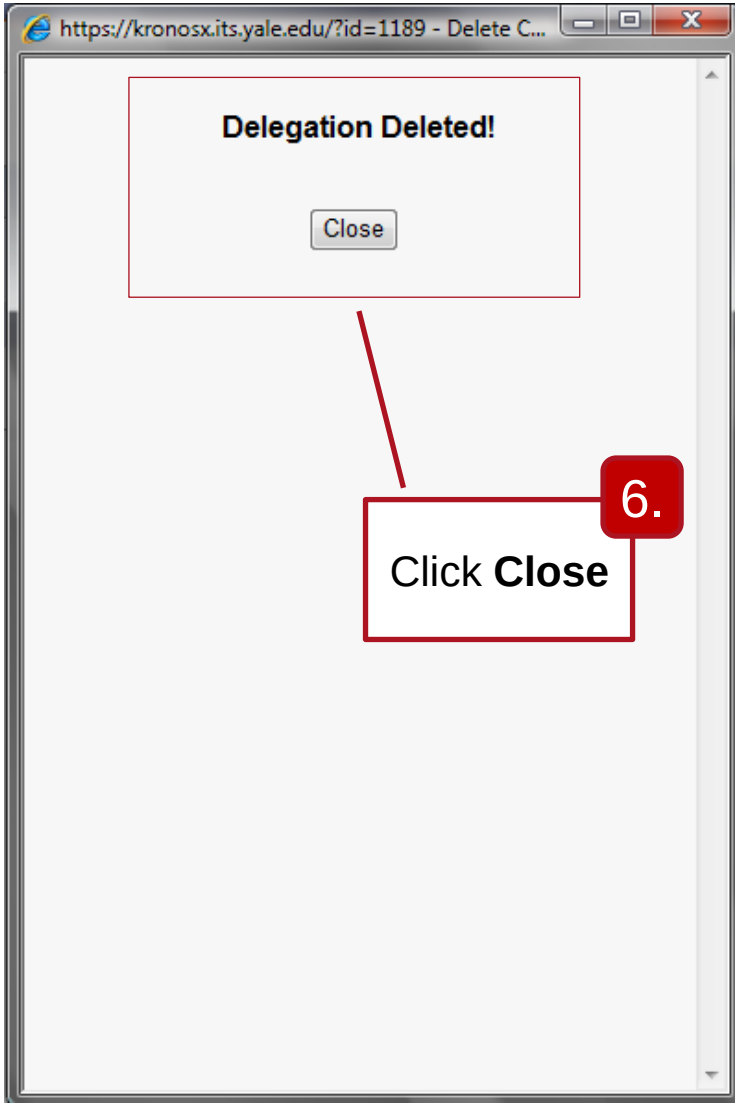
5.

Click **Delete**

Should you decide not to submit the form, be sure to use the **Cancel** button on the bottom of the form and not the internet browser X button.

Time Approval

Canceling or Deleting a Delegate Request



Module Summary

Now that you have completed this module, you should be able to:

- Describe the time approval process
- Understand the time approval policies
- Approve and Adjust time in My Time
- Make a historical edit
- Assign a temporary delegate

Course Schedule

Time Approval

Time Off Request Approval

Reporting and Audits

Questions

Time Off Request Approval

Module Objectives

After completing this module, you will:

- Understand the time off request approval process and policies
- Be able to review and approve or reject time off requests

Time Off Request Approval Process

Approval Criteria:

- Does the time off requested conflict with business needs or deadlines?

A notification is sent to the supervisor when an employee submits a new time off request

If an employee cancels a time off request prior to the start date of the time off, a notification is sent to the supervisor because approval is needed for cancelled time off requests

Paid Time Off balances are automatically validated and updated when the time off request is submitted

Requesting Time Off

Time Off Requests

- Employees should request time off as far in advance as possible, following departmental guidelines
- My Time can accommodate requests up to one year in advance
- A new employee may not take paid vacation during the first six months of their employment; however, if a prior agreement has been made at time of hire, unpaid time may be taken
- The same rule applies for sick and personal time during the 90 day probationary period
- Time off approved prior to November 11 should be requested again in My Time

Adjusting or Cancelling Time Off Requests

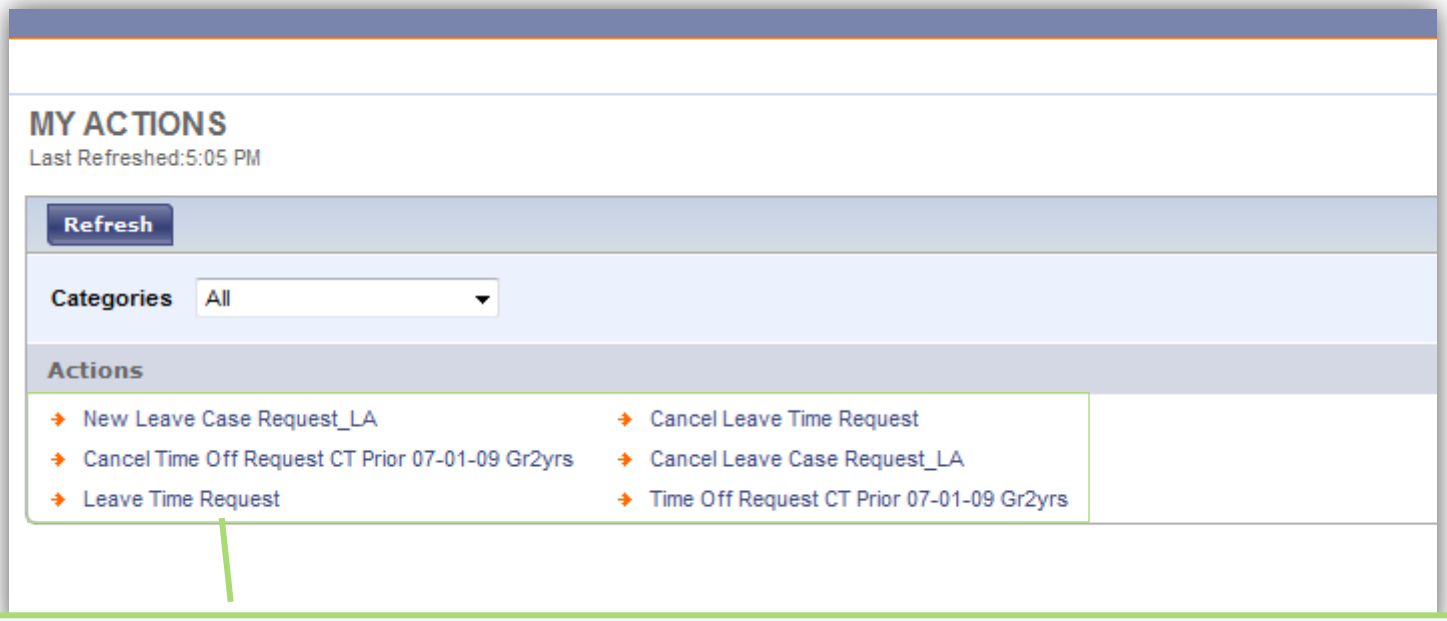
- Previously submitted time off requests cannot be adjusted
- Employees must cancel the original request and submit another
- Cancelled time off requests will also be sent to the supervisor for approval

Time Off Request Approvals

Time Off Request Approval Notifications

- Supervisors will review employees' paid time off requests before approving to ensure the time off does not conflict with deadlines and business needs
- Employees will receive a notification of the approval or rejection to their Yale email and My Time inbox

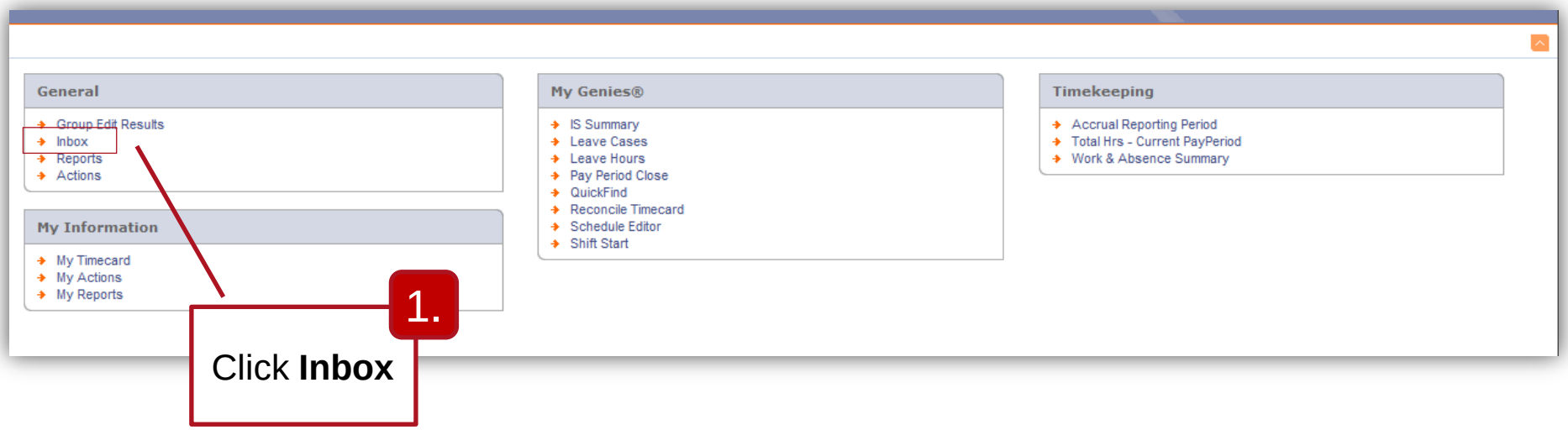
My Actions



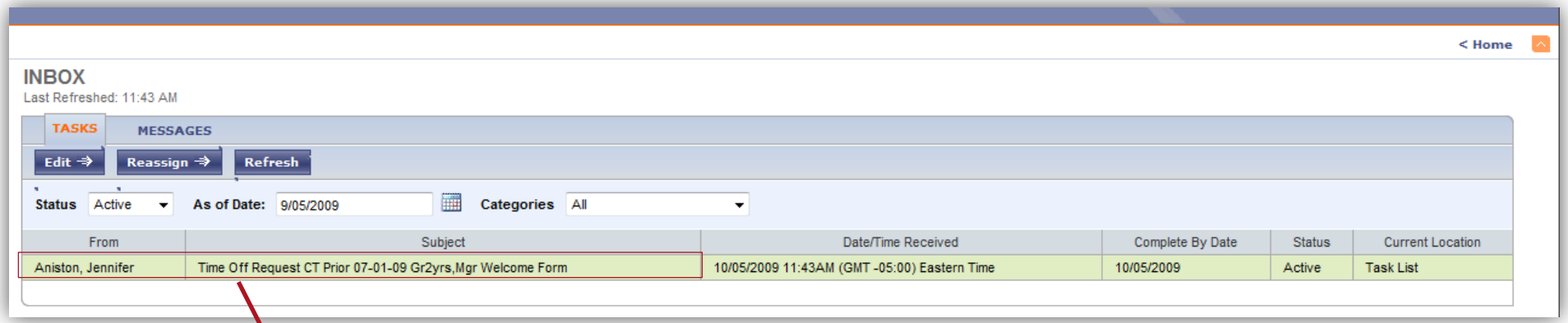
- The following actions can be performed by clicking on My Actions from the home page:
  - **New Leave Case Request**: Used to request a Leave of Absence such as Medical Leave or Military Leave
  - **Cancel Time Off Request**: Used to cancel previously requested time off
  - **Leave Time Request**: Used to request intermittent leave of absence (A leave case must already have been opened and approved to use this link)
  - **Cancel Leave Time Request**: Used to cancel an intermittent leave of absence request
  - **Cancel Leave Case Request**: Used to cancel a leave of absence request
  - **Time Off Request**: Used to request time off

Time Off Request Approval

The following scenario guides supervisors through approving or rejecting a time off request



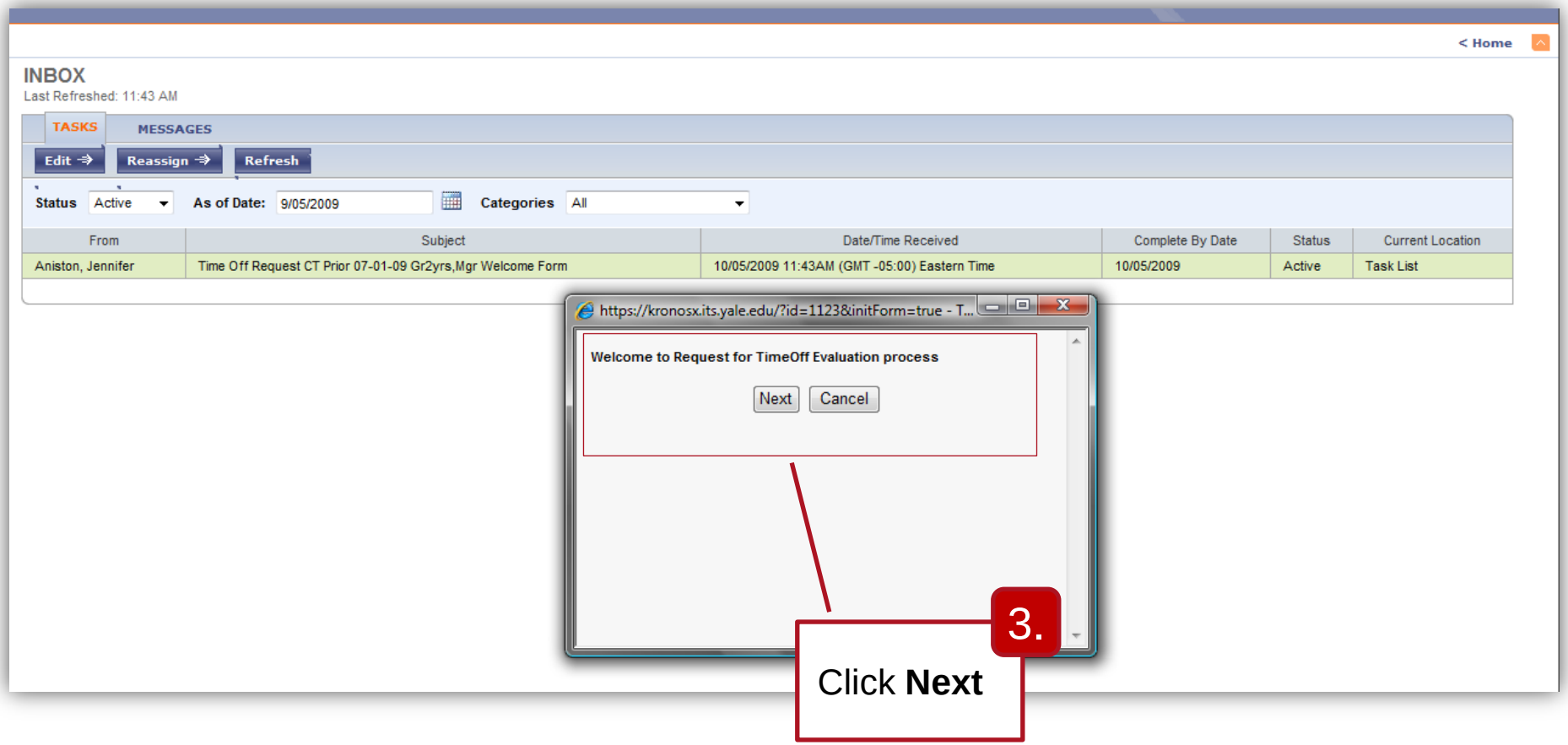
Time Off Request Approval



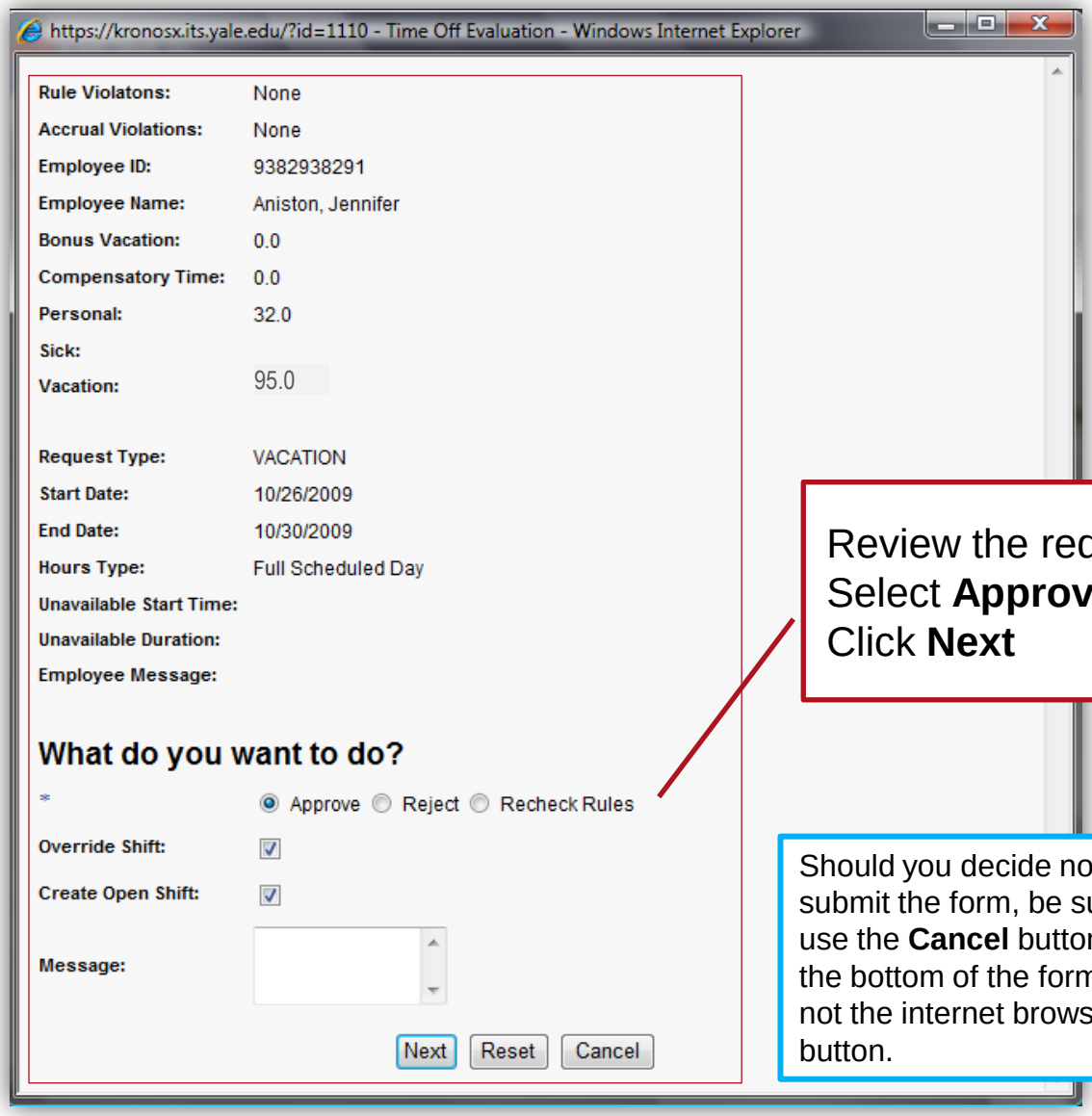
2.

Double click on the Time Off Request message

Time Off Request Approval



Time Off Request Approval

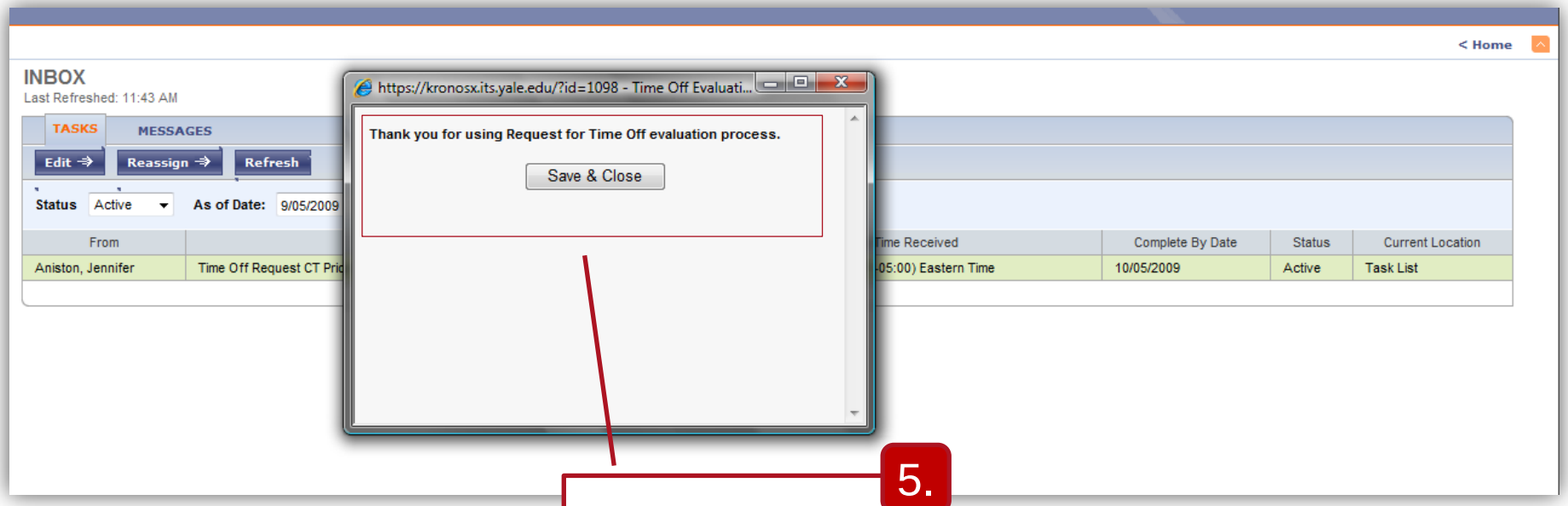


4.

Review the request
Select **Approve** or **Reject**
Click **Next**

Should you decide not to submit the form, be sure to use the **Cancel** button on the bottom of the form and not the internet browser X button.

Time Off Request Approval



5.

Click **Save & Close**

Module Summary

Now that you have completed this module, you should be able to:

- Describe the time off request approval process
- Understand the My Time time off request functionality
- Approve or reject time off requests

Course Schedule

Time Approval

Time Off Request Approval

Reporting and Audits

Questions

Reporting

Module Objectives

After completing this module, you will be able to:

- Understand My Time reporting capabilities
- Utilize “Genies” and create “Hyperfinds”
- Use the standard reports available in My Time

My Time Reports

My Time Reporting:

- Reports: Information presented in PDF form
- Genies: Preformatted report that allows you to sort data or drill down into detail
  - Detailed Genies
  - Roll Up Genies
- Hyperfinds: Determines which employees are included

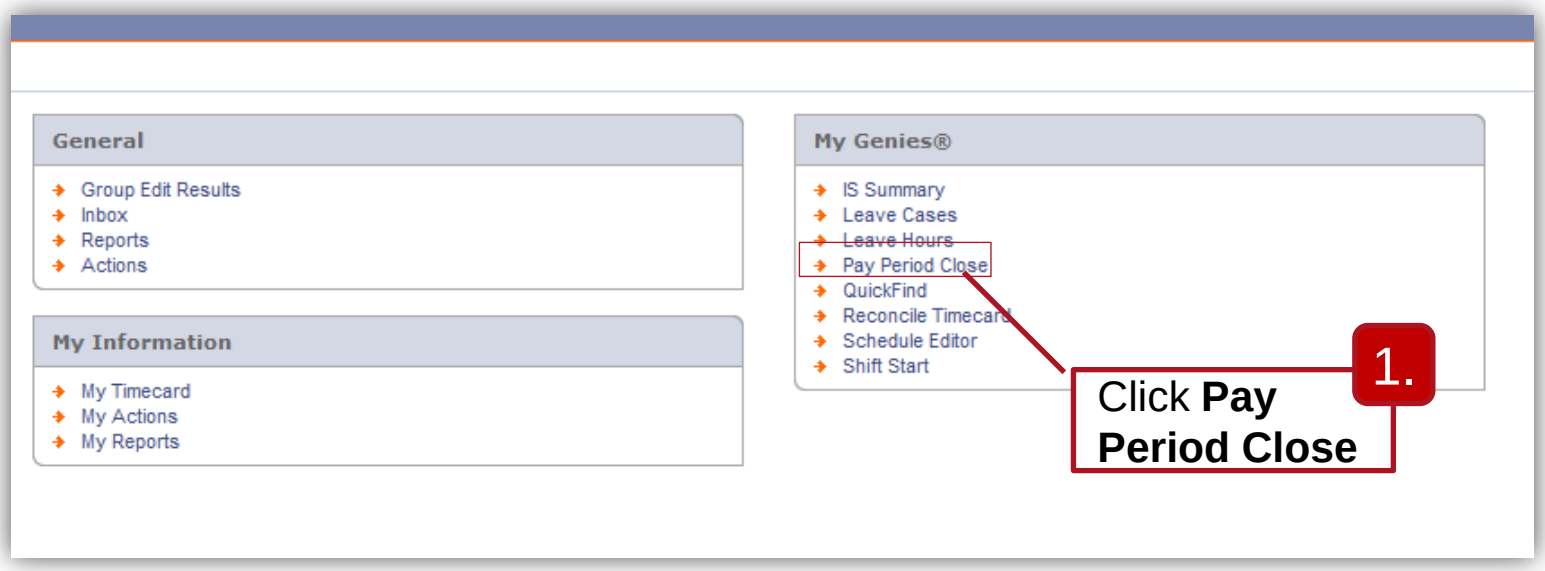
Reporting Security:

- Supervisors will only be able to view employees in their department or organization
- Example: A supervisor that only has access to view Chemistry employees will not be able to view Radiology employees

My Time Reporting

Hyperfind

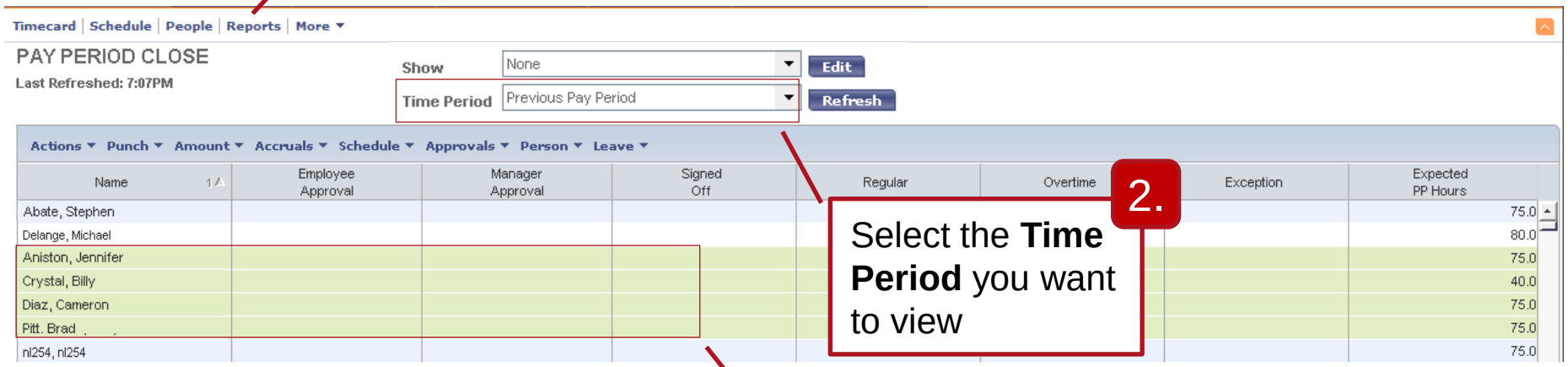
The following scenario guides supervisors through creating Hyperfinds by pre-selecting the employees you would like to view



My Time Reporting

Hyperfind

4. Click **Reports**

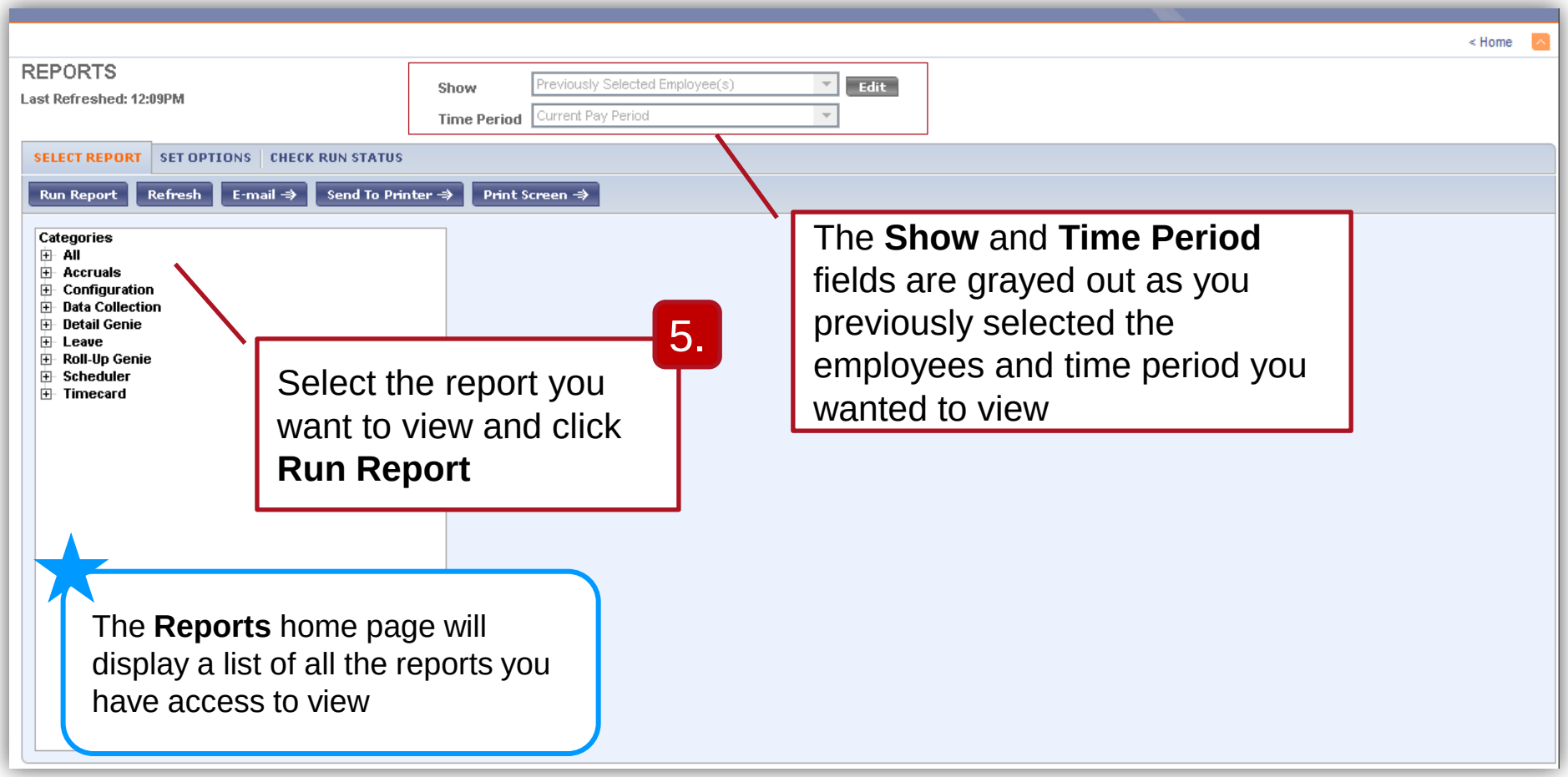


2. Select the **Time Period** you want to view

3. Select the employees you would like to view on the report by clicking on a name and dragging your mouse

My Time Reporting

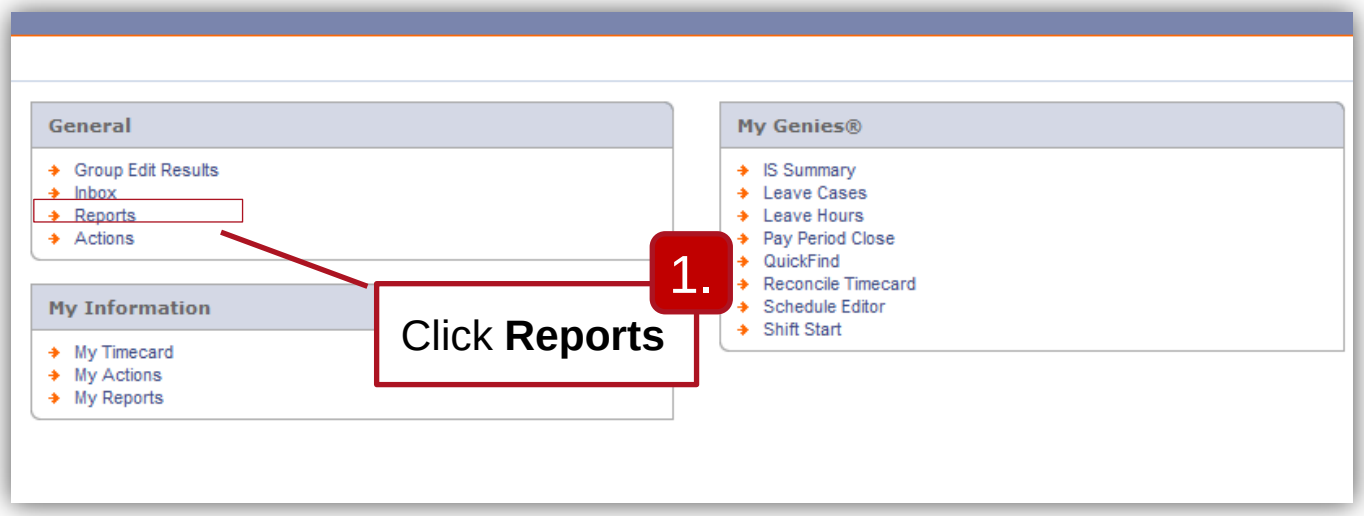
Hyperfind



My Time Reporting

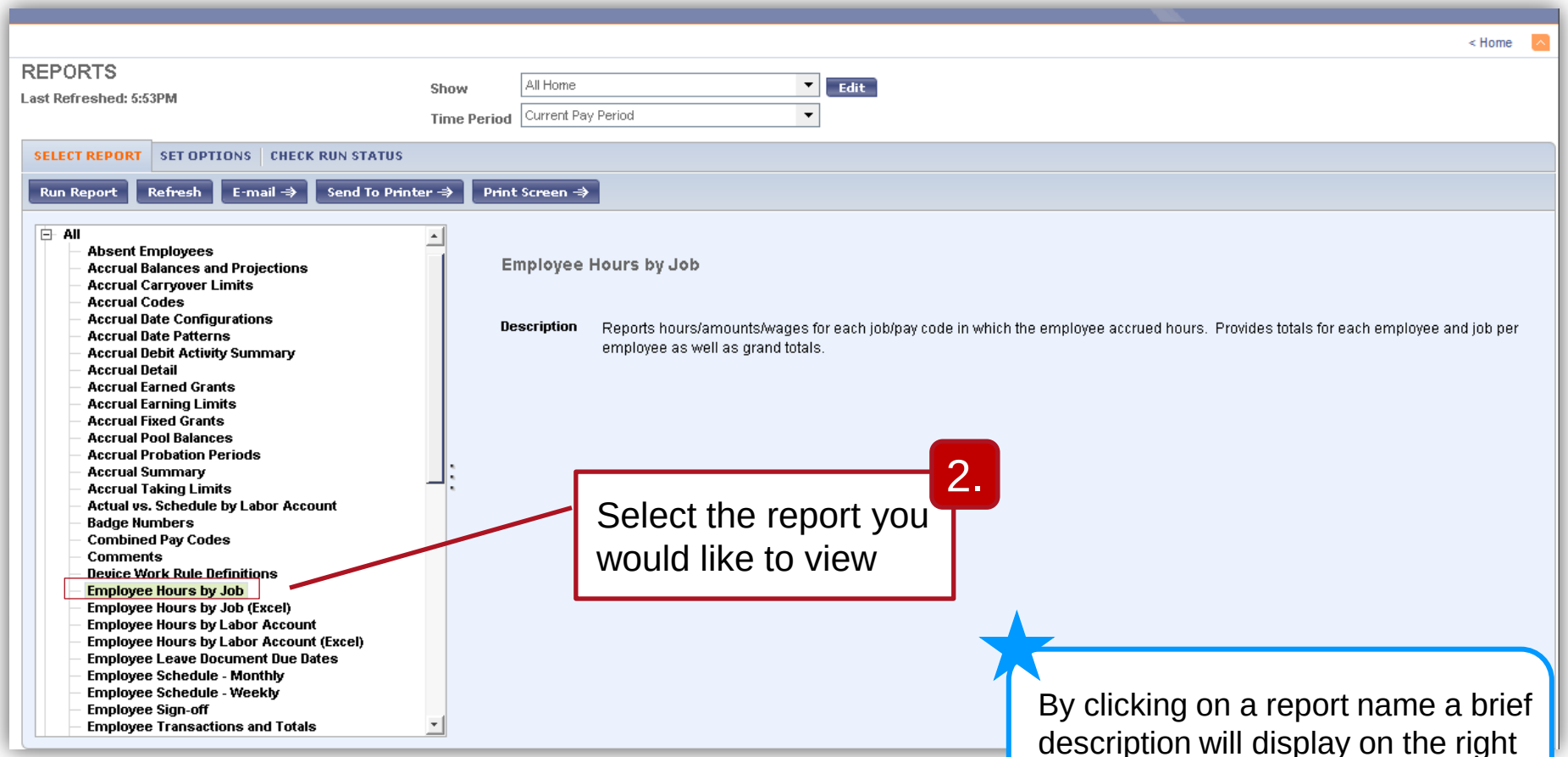
Hyperfind

The following scenario guides supervisors through saving Hyperfinds for future use



My Time Reporting

Hyperfind



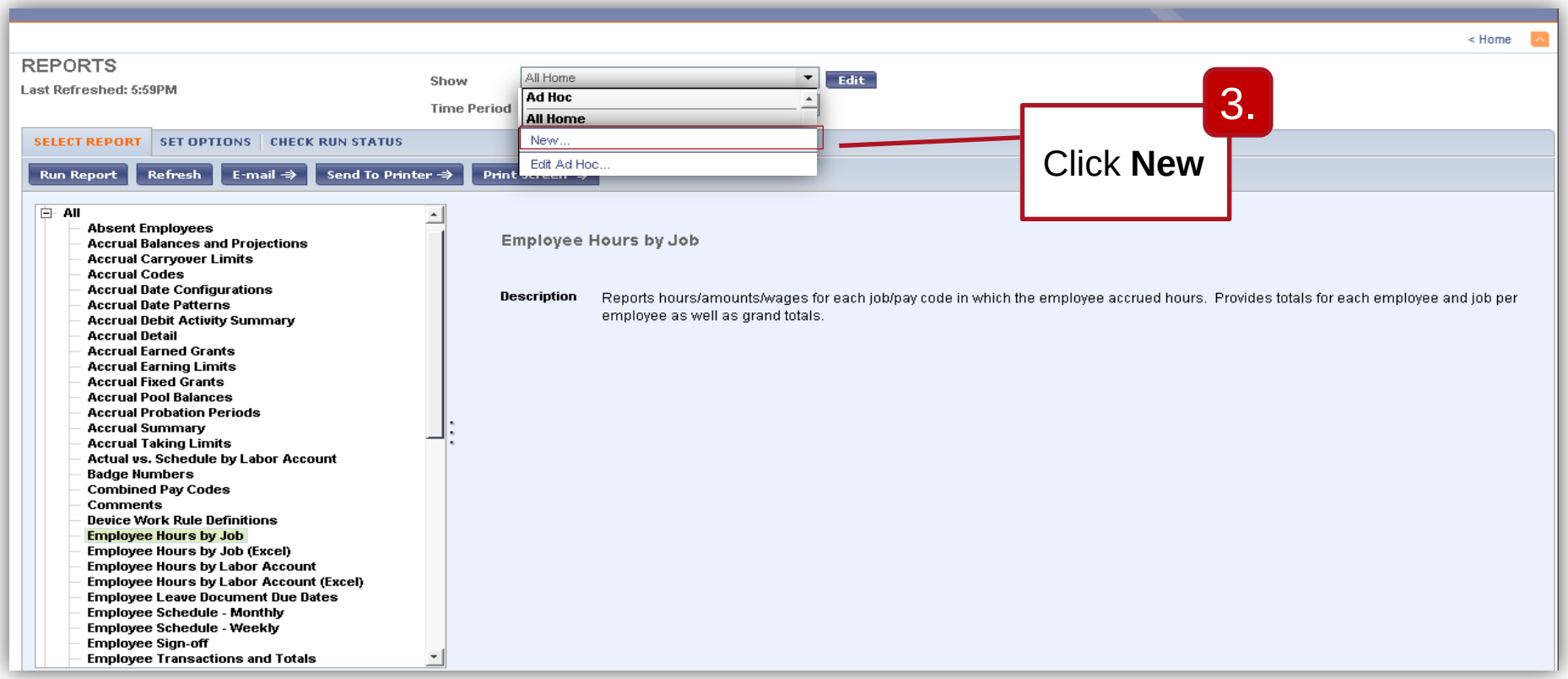
2.

Select the report you would like to view

By clicking on a report name a brief description will display on the right side of the page

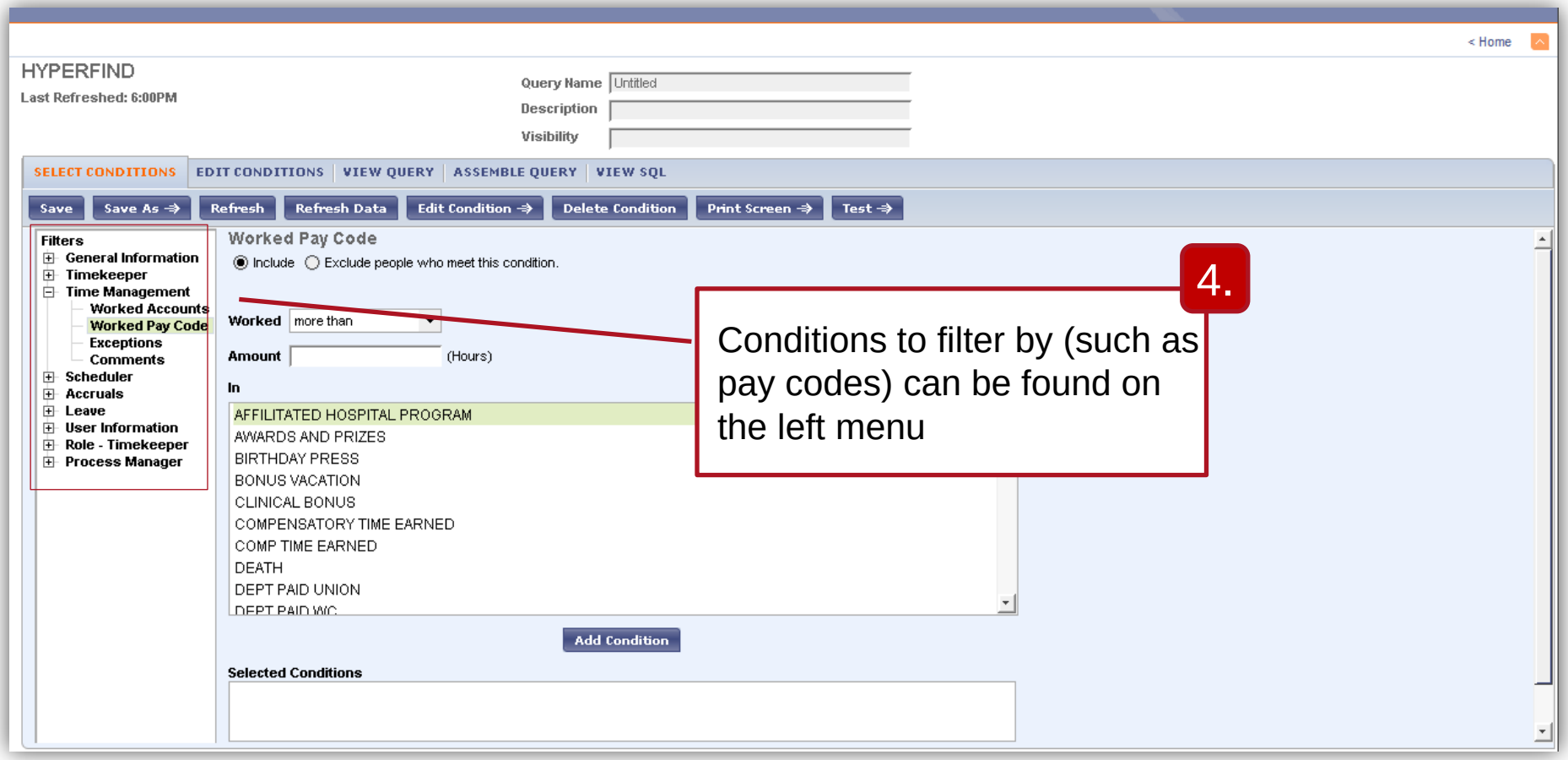
My Time Reporting

Hyperfind



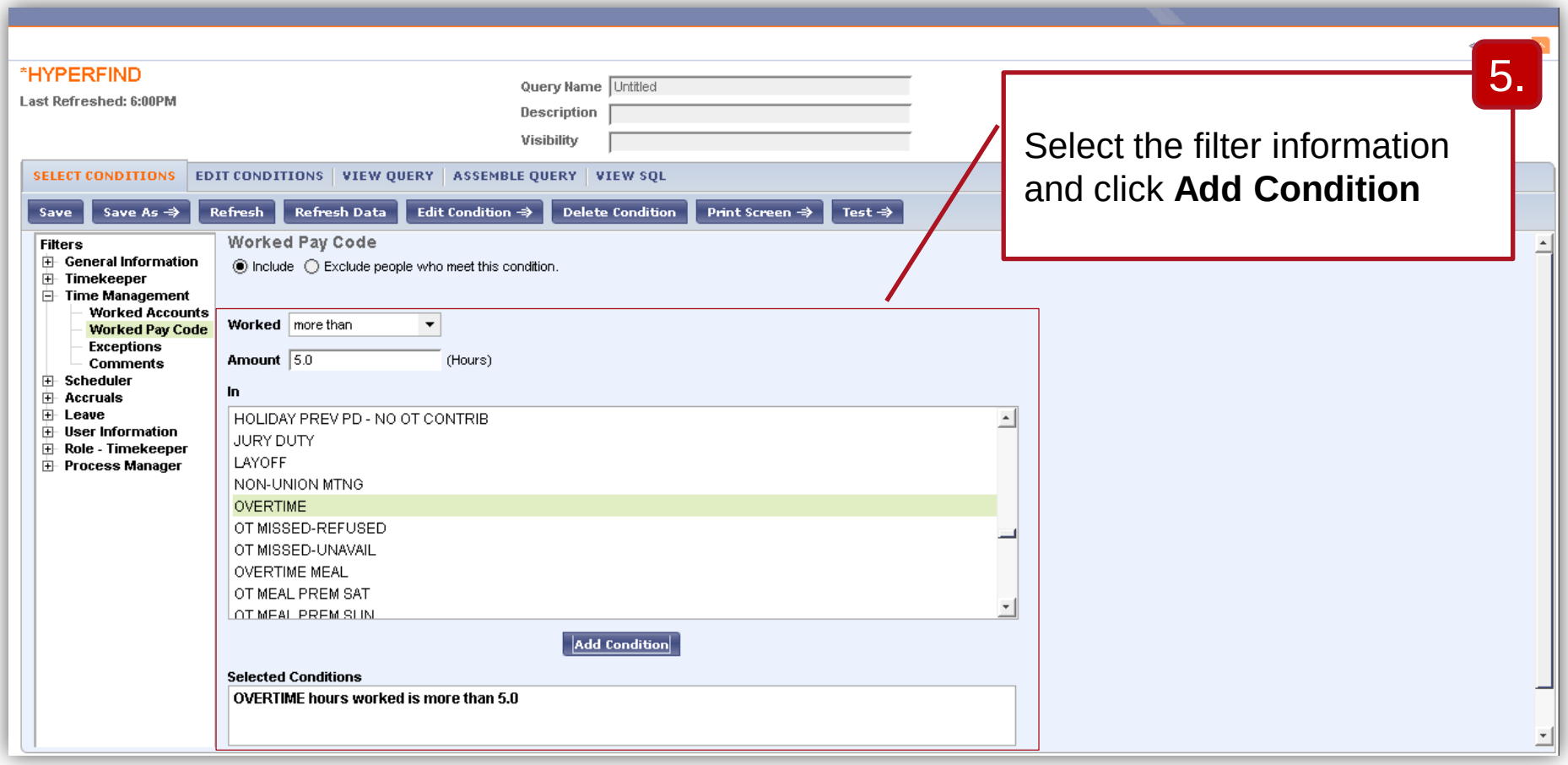
My Time Reporting

Hyperfind



My Time Reporting

Hyperfind

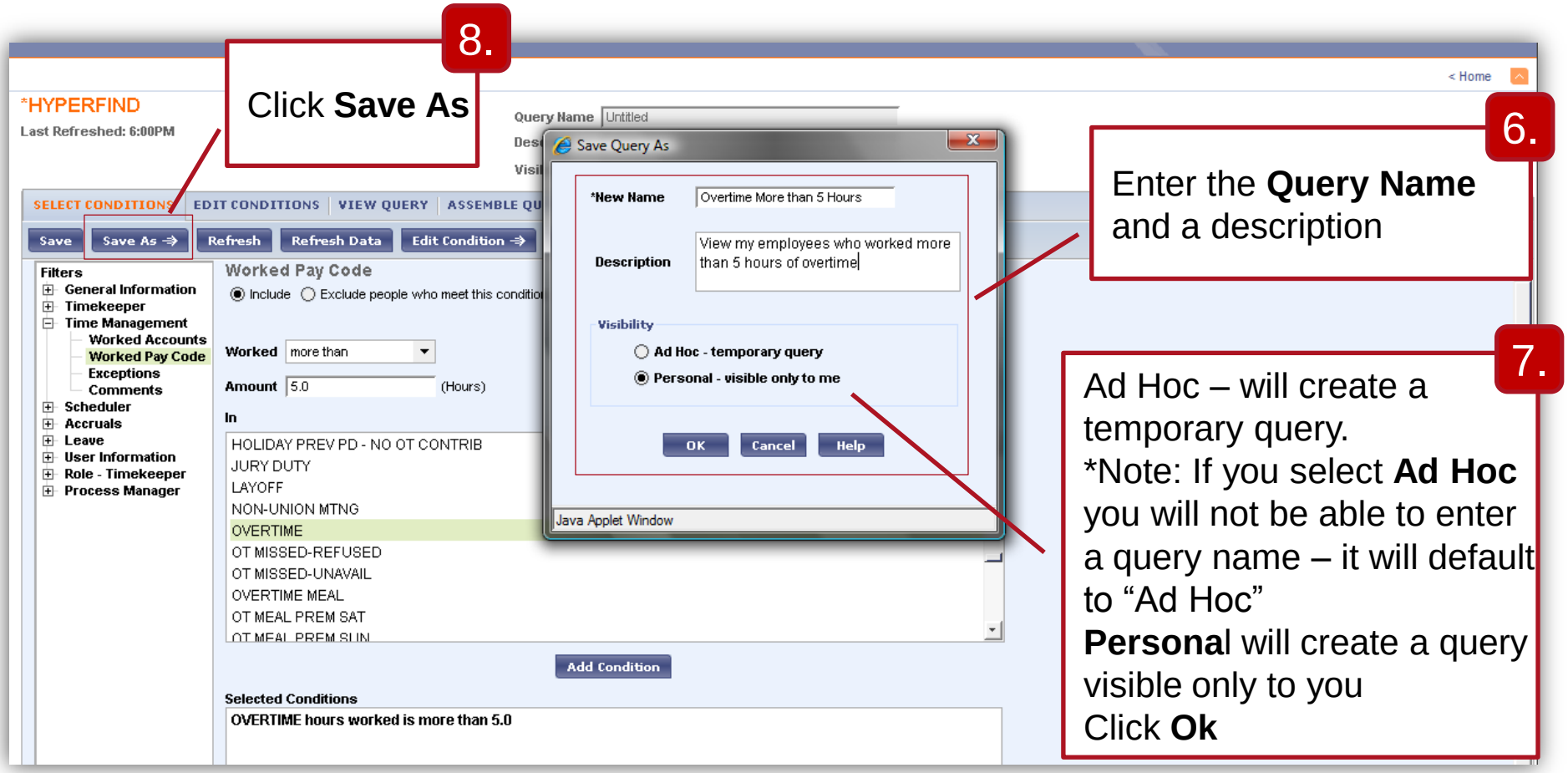


5.

Select the filter information and click **Add Condition**

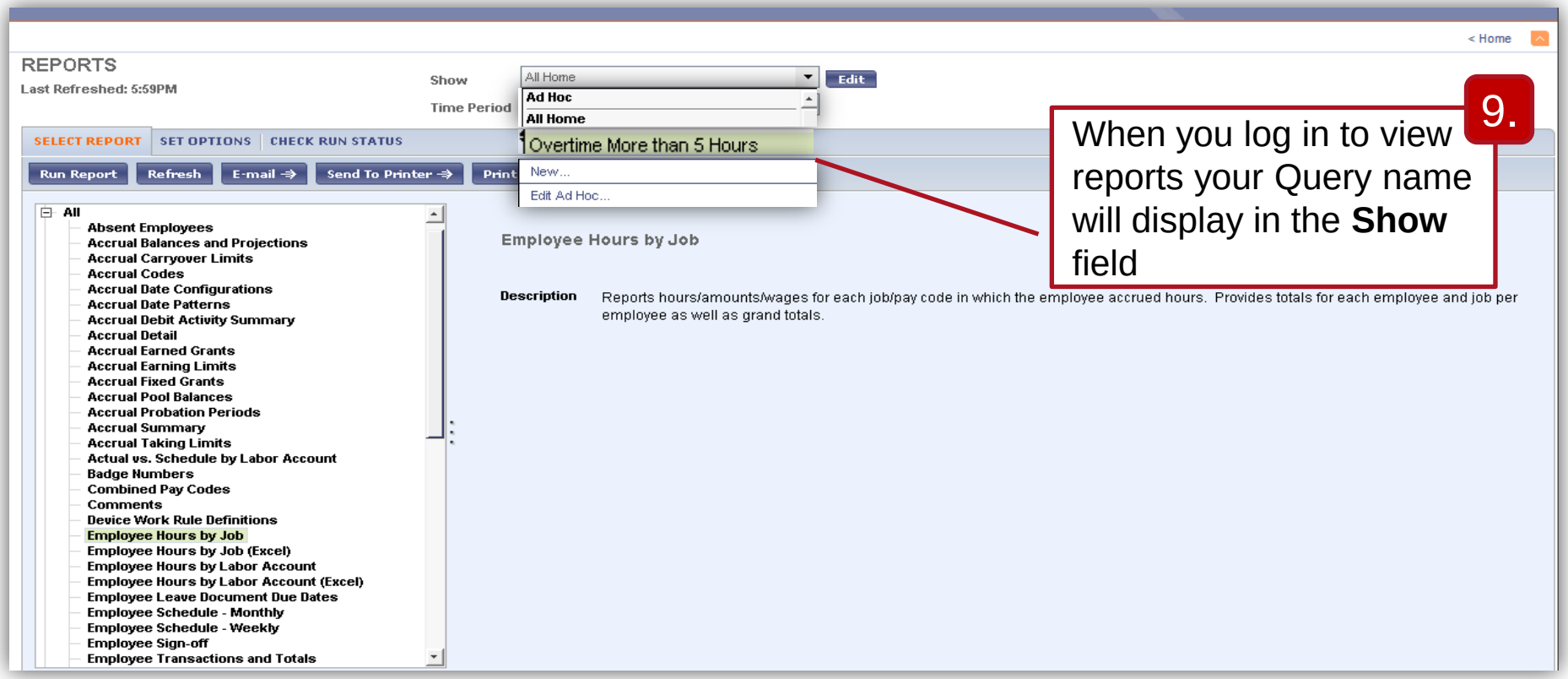
My Time Reporting

Hyperfind



My Time Reporting

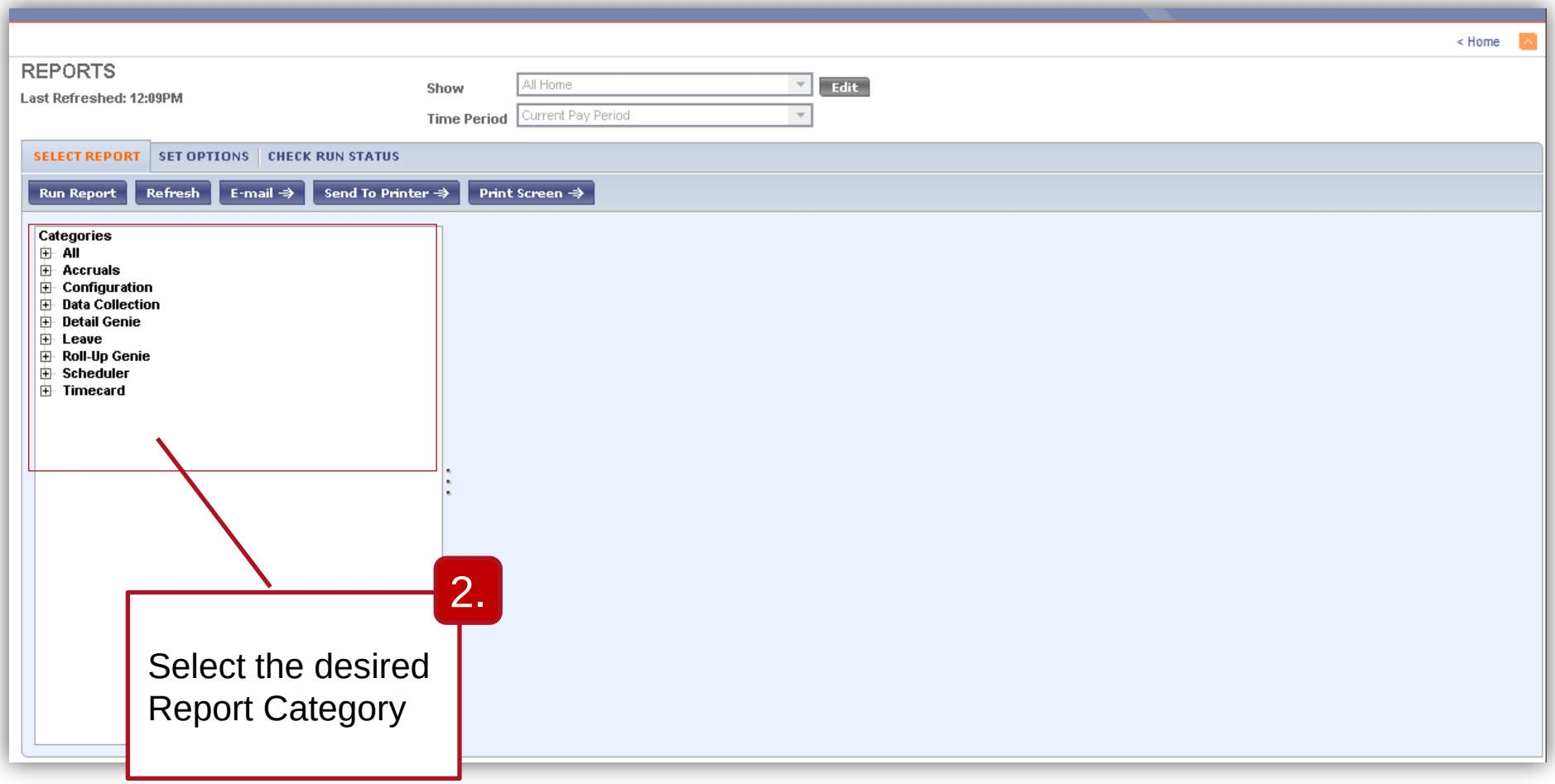
Hyperfind



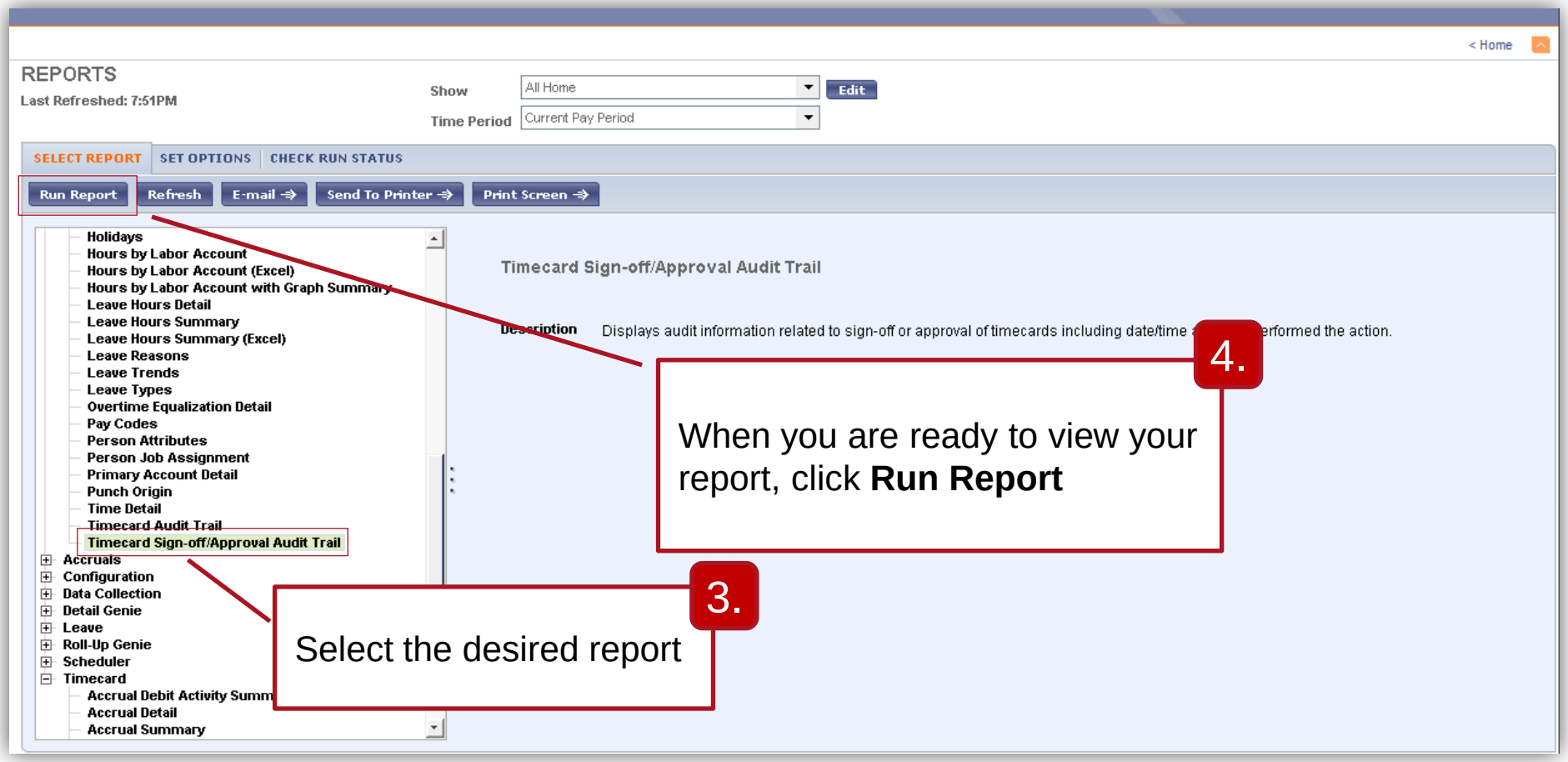
My Time Reporting

The following scenario guides supervisors through viewing My Time Reports

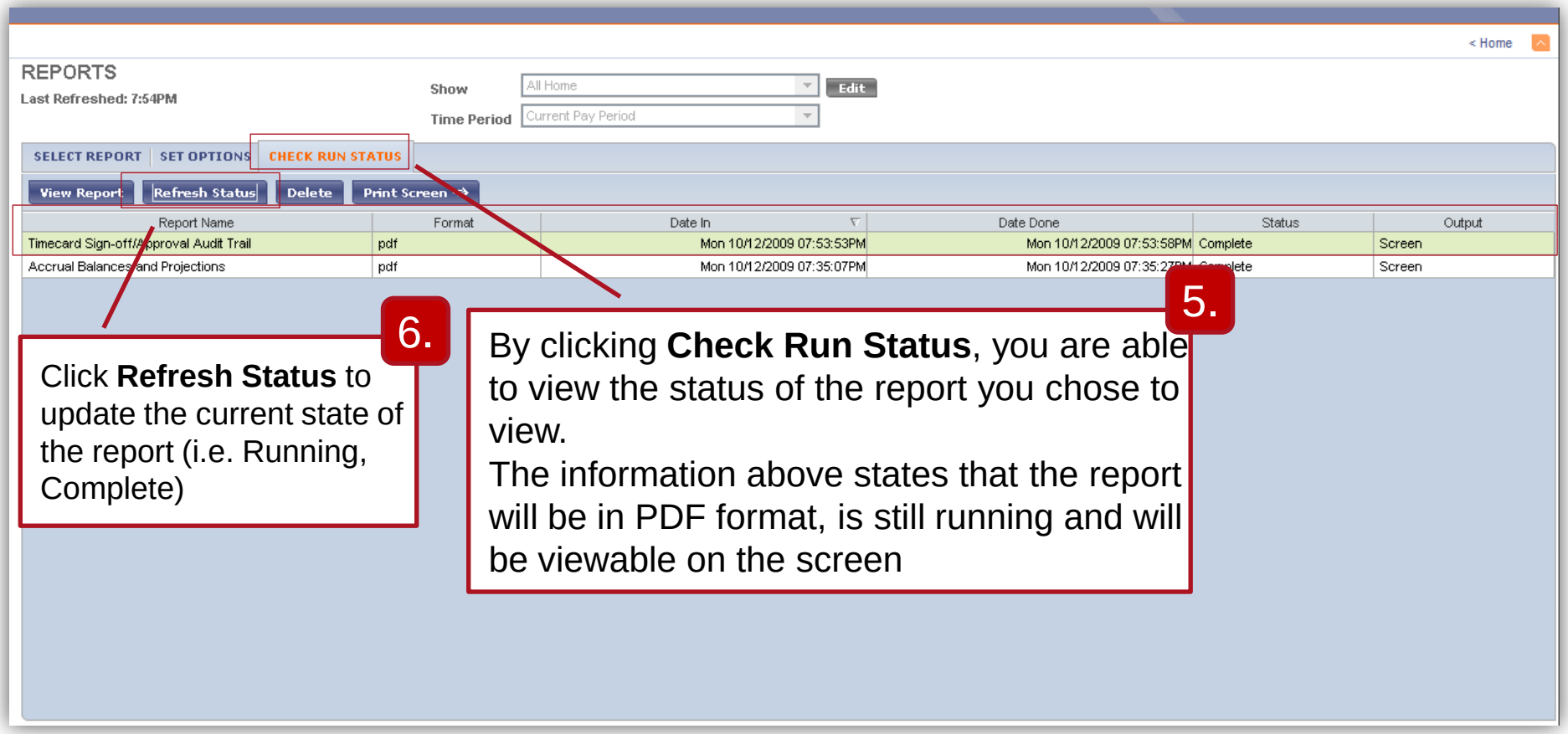
My Time Reporting



My Time Reporting



My Time Reporting



6.

Click **Refresh Status** to update the current state of the report (i.e. Running, Complete)

5.

By clicking **Check Run Status**, you are able to view the status of the report you chose to view.
The information above states that the report will be in PDF format, is still running and will be viewable on the screen

My Time Reporting

Timecard Signoff/Approval Audit Trail

Executed on: 10/12/2009 7:54:24 PM
Printed for: JillSmith

Time Period: Current Pay Period
Query: All Home
Database Time Zone: (GMT -05:00) Eastern Time (Applies to data in Edit Date/Time column)

Date/Time	Type	Amount	Edit Date/Time	User	Server	Client	Datasource
	Comments						
Name: Diaz, Cameron			ID: 2938209183				
10/11/2009 - 10/17/2009	Approval by Employee		10/7/2009 4:45:00 PM	CDiaz	kronosx.its.yale.edu	128.36.199.250	Timecard Editor
10/11/2009 - 10/17/2009	Approval Removed by Employee		10/7/2009 4:45:08 PM	CDiaz	kronosx.its.yale.edu	128.36.199.250	Timecard Editor
Name: Douglas, Michael			ID: 294820283				
10/11/2009 - 10/17/2009	Approval by Manager		10/12/2009 6:57:23 PM	JillSmith	kronosx.its.yale.edu	128.36.178.28	Timecard Editor
10/11/2009 - 10/17/2009	Approval Removed by Manager		10/12/2009 6:58:07 PM	JillSmith	kronosx.its.yale.edu	128.36.178.28	Timecard Editor
Name: Pitt, Brad			ID: 938204829				
10/4/2009 - 10/10/2009	Approval by Employee		10/5/2009 11:24:57 AM	BPitt	kronosx.its.yale.edu	128.36.178.75	Timecard Editor
10/4/2009 - 10/10/2009	Approval by Manager		10/6/2009 12:11:32 PM	JillSmith	kronosx.its.yale.edu	128.36.178.75	Timecard Editor
Name: Supervisor, 1			ID: 924820921				
10/1/2009 - 10/31/2009	Approval by Employee		10/6/2009 11:50:46 AM	Sup1	kronosx.its.yale.edu	130.132.23.96	Timecard Editor

Total Number of Employees: 4

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Sample **Timecard Signoff/Approval Audit Trail Report**

Module Summary

Now that you have completed this module, you should be able to:

- Understand My Time reports and hyperfinds
- Access and use My Time reports

Course Schedule

Time Approval

Time Off Request Approval

Reporting and Audits

Questions

Questions

Do you have any final questions?

Course Summary

Congratulations!

Now that you have completed this course, you should be able to:

- Understand the time approval process and policies
- Approve and adjust time
- Understand the time off request approval process and policies
- Approve or reject time off requests
- Understand and use My Time reporting capabilities

Course Support

Course Support

- To reset your NetID password, please contact the ITS Help Desk at 2-9000
- For all other My Time questions please call the Employee Service Center at 2-5552. They will answer your question or route your call to the appropriate My Time subject matter expert