



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

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



YaleSERVICES

- Time entry & reporting
- File Transfer Service
- Expense Management System (EMS)
- SciQuest
- Email
- ITS Help Desk
- Shuttle Services
- Software Library
- Yale Business
- More...



Yale University | Calendar | A-Z Index | Search Yale University

YaleINFO The Yale University Portal

Home | Personal | News | Extras

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- University Sites
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- Campus life
- Yale Media

YaleBusiness Online Business

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Search

Directory | Yale Web | Google

Search the Campus directory by name:

Directory

- 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Monitor submissions and approvals• Review reports for auditing purposes
Central Support (Payroll / Employee Services)	<ul style="list-style-type: none">• 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

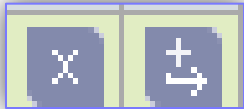
Name & ID AAtlas, Hillary 382024092
 Time Period Current Pay Period

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

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



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1.

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Directory | Yale Web | Google

Search the Campus directory by name:

search

Directory

Time Approval

Approve

The screenshot displays a web interface with a top navigation bar and three main content panels. The 'General' panel on the left lists 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'My Genies®' panel in the center lists 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close' (highlighted with a red box), 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'. The 'Timekeeping' panel on the right lists 'Accrual Reporting Period' and 'Total Hrs - Current PayPeriod'. A red arrow points from the 'Pay Period Close' option to a callout box on the right.

General
→ Group Edit Results
→ Inbox
→ Reports
→ Actions

My Genies®
→ IS Summary
→ Leave Cases
→ Leave Hours
→ Pay Period Close
→ QuickFind
→ Reconcile Timecard
→ Schedule Editor
→ Shift Start

Timekeeping
→ Accrual Reporting Period
→ Total Hrs - Current PayPeriod



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

Yale

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

KRONOS

Timecard Schedule People

PAY PERIOD CLOSE

Last Refreshed: 12:52PM

RECORD RETENTION

Show All Home Edit

Time Period Previous Pay Period Refresh

Actions Punch Amount Accruals Schedule Approvals Person Leave

Name	Employee Approval	Manager Approval	Signed Off	Regular
Aniston, Jennifer	✓	1	✓	
Brigham, Kevin		1	✓	
Crystal, Billy	✓	1	✓	
Delange, Michael		1	✓	
Diaz, Cameron	✓	1	✓	
Douglas, Michael	✓	1	✓	
nl254, nl254	✓	1	✓	
Pitt, Brad		1	✓	

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

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
x	Hours Worked			7.5	7.5	7.5	7.5	7.5	7.5	37.5
				7.5	7.5	7.5	7.5	7.5	7.5	37.5

Account numbers displayed are not the PTAE0. 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

- 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.

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

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

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	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total
<input type="checkbox"/> <input type="checkbox"/> 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

6. Click **Approve**

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All

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

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

The screenshot shows a web application interface with three main sections: General, My Genies®, and Timekeeping. The 'My Genies®' section contains a list of links, with 'Pay Period Close' highlighted by a red box and a red arrow pointing to a callout box. The callout box contains the text: '2. Under the My Genies list, select Pay Period Close'.

General

- Group Edit Results
- Inbox
- Reports
- Actions

My Information

- My Actions

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- **Pay Period Close**
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start


Timekeeping

- Accrual Reporting Period
- Total Hrs - Current PayPeriod

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

Time Approval

Remove Supervisor Approval

 Log Off | Change Password | Setup | Help

GENERAL ▾ MY GENIES® ▾ TIMEKEEPING ▾ SCHEDULING ▾ RECORD RETENTION ▾

Timecard | Schedule | People | Reports | More ▾

PAY PERIOD CLOSE
Last Refreshed: 12:52PM

Show **Edit**

Time Period **Refresh**

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾ Leave ▾

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					0.0
nl254, nl254	✓	1			2.5	15.0	37.5
Pitt, Brad		1					0.0

3. Double click on the employee's name

Time Approval

Remove Supervisor Approval

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

TIMECARD
Approved: 6:58PM

Name & ID Douglas, Michael 294820283
Time Period Current Pay Period

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

Week starting: Sun 10/11

Pay Code	Transfer	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

4. Click **Approvals** then click **Remove Approval**


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

All

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

Time Approval

Remove Supervisor Approval

KRONOS[®]

Log Off | Change Password | Setup | Help

GENERAL ▾MY GENIES® ▾TIMEKEEPING ▾SCHEDULING ▾RECORD RETENTION ▾

Timecard | Schedule | People | Reports | More ▾

PAY PERIOD CLOSE

Last Refreshed: 12:52PM

Show ▾None ▾Edit

Time Period ▾Previous Pay Period ▾Refresh

Actions ▾Punch ▾Amount ▾Accruals ▾Schedule ▾Approvals ▾Person ▾Leave ▾

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

5.

Manager approval has now been removed

Time Approval

Adjust & Approve

The following scenario guides supervisors through adjusting and approving timecards



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Directory

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Adjust & Approve



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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.

KRONOS

Timecard | Schedule | People

PAY PERIOD CLOSE

Last Refreshed: 12:52PM

Show: None [Edit]

Time Period: Previous Pay Period [Refresh]

RECORD RETENTION

Log Off | Change Password | Setup | Help

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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

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

TIMECARD
Loaded: 3:38PM

Name & ID
Time Period

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
<input type="checkbox"/>	<input type="text" value="Hours Worked"/>	<input type="text"/>		7.5	7.5	7.5	7.5	7.5		37.5
<input type="checkbox"/>	<input type="text" value="Insert Row"/>			7.5	7.5	7.5	7.5	7.5		37.5

5.

Click the **Arrow** to insert a row

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All ▾

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

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
x	Hours Worked			7.5	7.5	7.5	7.5	7.5		37.5
x	Hours Worked									
	FLOATING HOLIDAY			7.5	7.5	7.5	7.5	7.5		37.5
	HOLIDAY									
	JURY DUTY									
	OVERTIME									
	PERSONAL LEAVE									
	SICK									
	VACATION									
	Hours Worked									

6. Select the appropriate pay code

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All

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

Time Approval

Adjust & Approve

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***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
x	Hours Worked			7.5	7.5	7.5	7.5	7.5		37.5
x	SICK			7.5	7.5	7.5	7.5	7.5		37.5

7. Enter the hours related to the selected pay code

TOTALS & SCHEDULE ACCRUALS AUDITS

All

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

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
x	Hours Worked			7.5	7.5	7.5	7.5			37.5
x	SICK							7.5		7.5
				7.5	7.5	7.5	7.5	15.0		45.0

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

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	
01010100 0000101000010	REGULAR	37.5

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 dropdown menu:

- 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

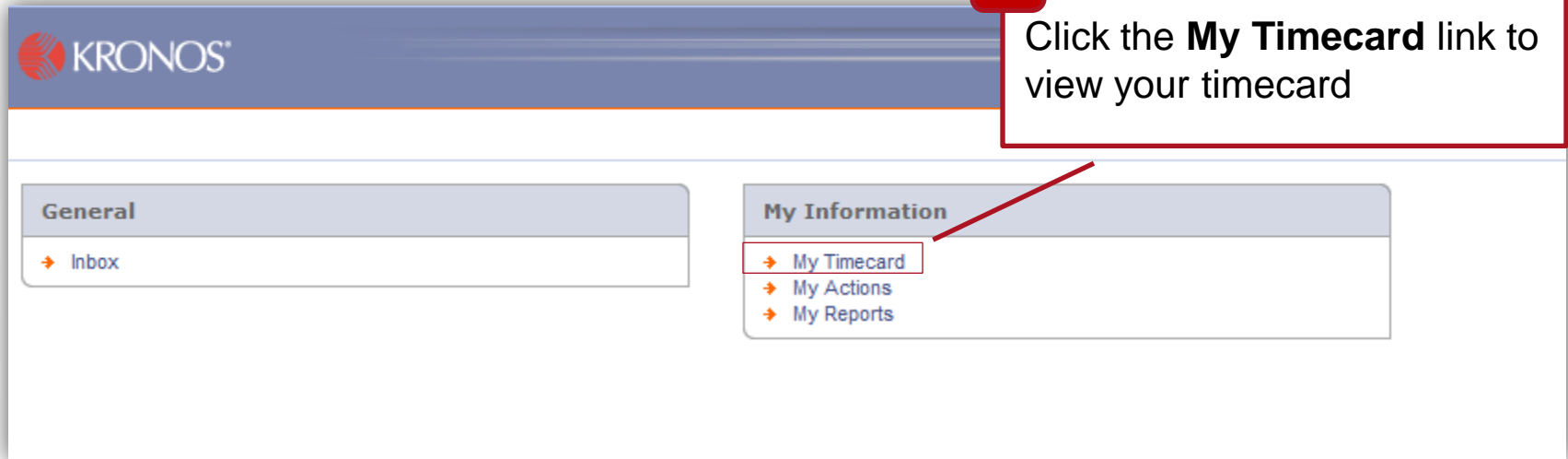
Overtime

- 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



The screenshot displays the KRONOS web application interface. At the top left is the KRONOS logo. Below it, there are two main sections: 'General' and 'My Information'. The 'General' section contains a link to 'Inbox'. The 'My Information' section contains three links: 'My Timecard', 'My Actions', and 'My Reports'. A red callout box with the number '1.' points to the 'My Timecard' link, with the text 'Click the **My Timecard** link to view your timecard'.

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

Time Entry

Compensatory Time and Overtime

[< Home](#)

MY TIMECARD
Last Saved: 11:43AM

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
x	Hours Worked		7.5	7.5	7.5	7.5	7.5	7.5	37.5
			7.5	7.5	7.5	7.5	7.5	7.5	37.5

2.
Click the day for which you worked Overtime

TOTALS & SCHEDULE | **ACCRUALS** | **AUDITS**

All

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

Time Entry

Compensatory Time and Overtime

MY TIMECARD

Last Saved: 11:43AM

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
X	Hours Worked		10	7.5	7.5	7.5	7.5		37.5
			7.5	7.5	7.5	7.5	7.5		37.5

3. Enter total hours worked that day

TOTALS & SCHEDULEACCRUALSAUDITS

All

Account	Pay Code	Amount
0101000 00001000000	REGULAR	37.5

Time Entry

Compensatory Time and Overtime

***MY TIMECARD** < Home

Last Saved: 11:43AM

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	7.5	7.5	7.5	7.5	40.0
		10.0	7.5	7.5	7.5	7.5		40.0

5. Click **Save**

4. Enter the total hours worked that day

TOTALS & SCHEDULE ACCRUALS AUDITS

All

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

Time Entry

Compensatory Time and Overtime

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

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 Eligible	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

MY TIMECARD
Last Saved: 11:44AM

Name & ID: Depp, Jo
Time Period: Current P

Save | Actions | Amount | Approvals | Reports

Week starting: Sun 10/11

Pay Code	Sun 10/11	Mon 10/12
Hours Worked		10.0

8. Enter the **Amount** in hours

Move Amount

From

Pay Code: OT or COMP Eligible
Amount (HH.hh): 2.5
Transfer: ;0/0/0/00 0000/0/0000/0

To

Pay Code *: COMP TIME EARNED
Amount (HH.hh) *: 2.5
Effective Date *: 10/12/2009
Transfer: [dropdown]
Comments →

OK Cancel Help

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

9. Click **Ok**

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.

W15	Fri 10/16	Sat 10/17	Total
7.5	7.5		42.5
7.5	7.5		42.5

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All

Account	Pay Code	Amount
0/0/0/00 0000/0/0000/0	OT or COMP Eligible	2.5
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

MY TIMECARD < Home

Last Saved: 11:46AM

Name & ID

Time Period

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
<input type="button" value="x"/> <input type="button" value="u"/> 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

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

< 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.

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

KRONOS® Log Off | Change Password | Setup | Help

GENERAL ▾ MY GENIES® ▾ TIMEKEEPING ▾ SCHEDULING ▾ RECORD RETENTION ▾

Timecard | Schedule | People | Reports | More ▾

PAY PERIOD CLOSE
Last Refreshed: 12:52PM

Show: **Edit**

Time Period: **Refresh**

Actions	Punch	Amount	Accruals	Schedule	Approvals	Person	Leave								
								1	Employee Approval	Manager Approval	Signed Off	Regular	Overtime	Exception	Expected PP Hours
E-mail →								✓	1		✓	22.5	2.5	15.0	37.5
Print →								✓	1		✓	40.0			0.0
Filter Column								✓	1		✓	22.5	2.5	15.0	37.5
Export to Excel								✓			✓	40.0			0.0
Export to CSV								✓			✓	22.5	2.5	15.0	37.5
Douglas, Michael								✓			✓	40.0			0.0
nl254, nl254								✓			✓	22.5	2.5	15.0	37.5
Pitt, Brad								✓			✓	40.0			0.0

3.

Click Actions then click Select All

Time Approval

Group Approval

Timecard | Schedule | People | Reports | More ▾

PAY PERIOD CLOSE

Last Refreshed: 7:07PM

Show

Time Period

Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Schedule ▾	Approvals ▾	Person ▾	Leave ▾	
Name	1 ▲	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					37.5			75.0

All employees are now selected

Time Approval

Group Approval

4.

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

Timecard | Schedule | People | Reports | More ▾

PAY PERIOD CLOSE

Last Refreshed: 7:07PM

Show

None

Time Period

Previous Pay Period

Refresh

then click Approve

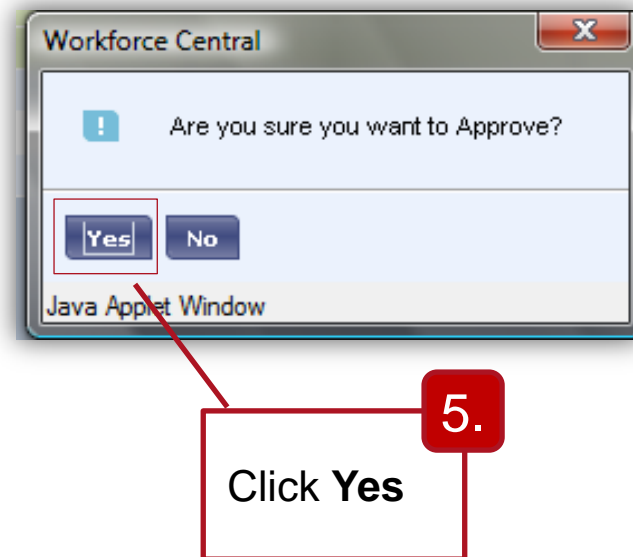
Approve

Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Schedule ▾	Approvals ▾	Leave ▾						
Name	1 ▲	Employee Approval			<div>Approve</div> <div>Remove Approval</div>		Signed Off	Regular	Overtime	Exception	Expected PP Hours	
Abate, Stephen								37.5			75.0	▲
Delange, Michael											80.0	▾
Aniston, Jennifer								37.5			75.0	
Crystal, Billy								20.0			40.0	
Diaz, Cameron								37.5			75.0	
Pitt, Brad								37.5			75.0	
nl254, nl254								37.5			75.0	

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

The screenshot displays a web application interface with three main sections: 'General', 'My Information', and 'My Genies®'. The 'General' section contains links for 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'My Information' section contains links for 'My Timecard', 'My Actions', and 'My Reports'. The 'My Genies®' section contains links for 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close', 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'. A red callout box with the number '1.' points to the 'Actions' link in the 'General' section, with a text box below it stating 'Click on **Actions**'.

General

- Group Edit Results
- Inbox
- Reports
- **Actions**

My Information

- My Timecard
- My Actions
- My Reports

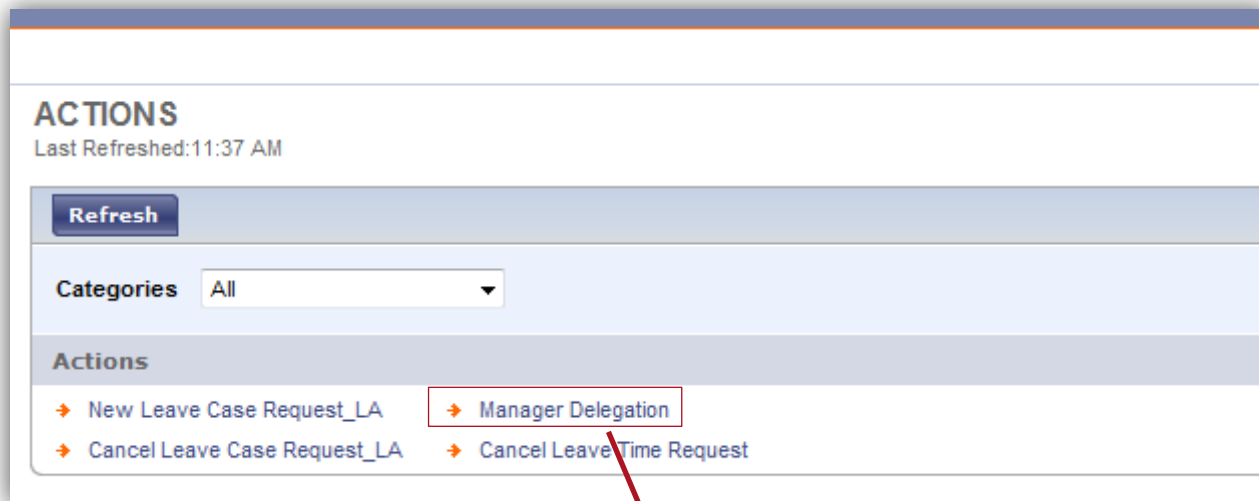
My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

1.
Click on **Actions**

Time Approval

Assigning a Temporary Delegate



ACTIONS
Last Refreshed: 11:37 AM

Refresh

Categories All

Actions

- New Leave Case Request_LA
- **Manager Delegation**
- Cancel Leave Case Request_LA
- Cancel Leave Time Request

2.

Select **Manager Delegation**

Time Approval

Assigning a Temporary Delegate

The screenshot shows a web browser window with the URL <https://kronosx.its.yale.edu/?initForm=true&id=2047>. The page title is "Create Delegation - ...".

Existing Delegations

None

New Delegation

* Delegate: Delange, Michael

* Start Date: [Calendar icon]

* End Date: [Calendar icon]

* Role:

- CT MP SUPERVISOR
- CT MP SUPERVISOR
- CT SUPERVISOR
- MP SUPERVISOR
- SM FACILITIES SUPERVISOR
- SM MEDICAL SCHOOL DIRECTOR
- SM NON-FACILITIES SUPERVISOR
- SM SUPERVISOR SELF NO ACCESS

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

https://kronosx.its.yale.edu/?initForm=true&id=2078 - Create Delegation - ...

Existing Delegations

None

New Delegation

* Delegate: Delange, Michael ▼

* Start Date: 10/12/2009 [calendar icon]

* End Date: 10/17/2009 [calendar icon]

* Role: CT MP SUPERVISOR ▼

Save & Close Cancel

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.

6.
Click **Save & Close**

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

The screenshot shows a web application interface with three main sections: 'General', 'My Information', and 'My Genies®'. The 'General' section contains a list of links: 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'My Information' section contains a list of links: 'My Timecard', 'My Actions', and 'My Reports'. The 'My Genies®' section contains a list of links: 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close', 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'. A red arrow points from a red box containing the number '1.' to the 'Inbox' link in the 'General' section. A red box containing the text 'Click on Inbox' is positioned below the 'Inbox' link.

General

- Group Edit Results
- **Inbox**
- Reports
- Actions

My Information

- My Timecard
- My Actions
- My Reports

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

1.

Click on **Inbox**

Time Approval

Accepting a Temporary Delegate Request

INBOX
Last Refreshed: 2:23 PM

TASKS | **MESSAGES**

Edit → Reassign → Refresh

Status: Active | As of Date: 9/05/2009 | Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Smith, Jillian	Manager Delegation, Accept Delegation Form	10/05/2009 2:22PM (GMT -05:00) Eastern Time	10/05/2009	Active	Task List

Double click on
the **Task**

2.

Time Approval

Accepting a Temporary Delegate Request

https://kronosx.its.yale.edu/?id=1233&initForm=true - Accept Dele...

New Delegation

Delegator: Smith, Jillian
Start Date: 10/05/2009
End Date: 10/09/2009
Role: MP SUPERVISOR

Action

Select Action: ☒ Accept Delegation
☐ Decline Delegation

Comment:

3. Select **Accept Delegation** and click **Save & Close**

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

The screenshot displays a web application interface with a header bar. Below the header, there is a section titled 'Switch Role: Myself' with a red border. A red arrow points from this section to a red box containing the text '1. Select Switch Role: Myself'. The main content area is divided into two columns. The left column has two sections: 'General' and 'My Information'. The 'General' section contains a list of items: 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'My Information' section contains a list of items: 'My Timecard', 'My Actions', and 'My Reports'. The right column has a section titled 'My Genies®' which contains a list of items: 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close', 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'.

Switch Role: Myself

1. Select **Switch Role: Myself**

General

- Group Edit Results
- Inbox
- Reports
- Actions

My Information

- My Timecard
- My Actions
- My Reports

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

Time Approval

Switch Supervisor Roles

3.

Click **Switch Role**

Switch Role: Myself < Home

SWITCH ROLE

Switch Role **Refresh**

	Delegator	Role	Start Date	End Date
<input type="radio"/>	Myself			
<input type="radio"/>	Smith, Jillian	MP SUPERVISOR	10/05/2009	10/09/2009

2.

Select the supervisor

Time Approval

Switch Supervisor Roles

The screenshot displays a web interface for switching roles. At the top, a header bar reads "Switch Role: Smith, Jillian". Below this, the interface is divided into two main panels. The left panel, titled "General", contains a list of links: "Group Edit Results", "Inbox", "Reports", and "Actions". The right panel, titled "My Genies®", contains a list of links: "IS Summary", "Leave Cases", "Leave Hours", "Pay Period Close", "QuickFind", "Reconcile Timecard", "Schedule Editor", and "Shift Start". A red line points from a text box to the "Reports" link in the "General" panel.

Switch Role: Smith, Jillian

General

- Group Edit Results
- Inbox
- Reports
- Actions

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

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

The screenshot shows a web application interface with three main sections: General, My Information, and My Genies®. The 'General' section contains links for Group Edit Results, Inbox, Reports, and Actions. The 'My Information' section contains links for My Timecard, My Actions, and My Reports. The 'My Genies®' section contains links for IS Summary, Leave Cases, Leave Hours, Pay Period Close, QuickFind, Reconcile Timecard, Schedule Editor, and Shift Start. A red box highlights the 'Inbox' link in the 'General' section, and a red arrow points from it to a callout box that says 'Click on Inbox'. A red circle with the number '1.' is also present next to the callout box.

General

- Group Edit Results
- **Inbox**
- Reports
- Actions

My Information

- My Timecard
- My Actions
- My Reports

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

1.

Click on **Inbox**

Time Approval

Canceling or Deleting a Delegate Request

INBOX
Last Refreshed: 2:22 PM

TASKS **MESSAGES**

Edit → Reassign → Refresh

Status: Active As of Date: 9/05/2009 Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Smith, Jillian	Manager Delegation, Manager Cancel Form	10/05/2009 2:22PM (GMT -05:00) Eastern Time	10/05/2009	Active	Task List

2.

Double click on the
Cancel Form

Time Approval

Canceling or Deleting a Delegate Request

The screenshot shows a web browser window with the address bar displaying `https://kronosx.its.yale.edu/?id=1139&initForm=true - Delete Pend...`. The main content area is titled "Pending Delegation" and contains the following information:

- Delegate: Delange, Michael
- Start Date: 10/19/2009
- End Date: 10/23/2009
- Role: MP SUPERVISOR

Below this information are two buttons: "Delete" and "Cancel". A red callout box with the number "3." in a red circle points to the "Delete" button. The text inside the callout box reads "Click **Delete**".

Time Approval

Canceling or Deleting a Delegate Request

The screenshot shows a web browser window with the URL `https://kronosx.its.yale.edu/?initForm=true&id=...`. The page displays a form titled "Action" with two radio button options: "Create New Delegation" and "Remove Existing Delegation". The "Remove Existing Delegation" option is selected. Below the options are "Next" and "Cancel" buttons. A red line points from the "Next" button to a red-bordered box containing the instruction: "Click **Remove Existing Delegation** and then click **Next**". A red square with the number "4." is positioned to the right of this instruction box.

4.

Click **Remove Existing Delegation** and then click **Next**

Time Approval

Canceling or Deleting a Delegate Request

https://kronosx.its.yale.edu/?id=1185 - Delete Deleg...

Existing Delegations

Delange, Michael: 10/19/2009 - 10/23/2009, MP SUPERVISOR
--

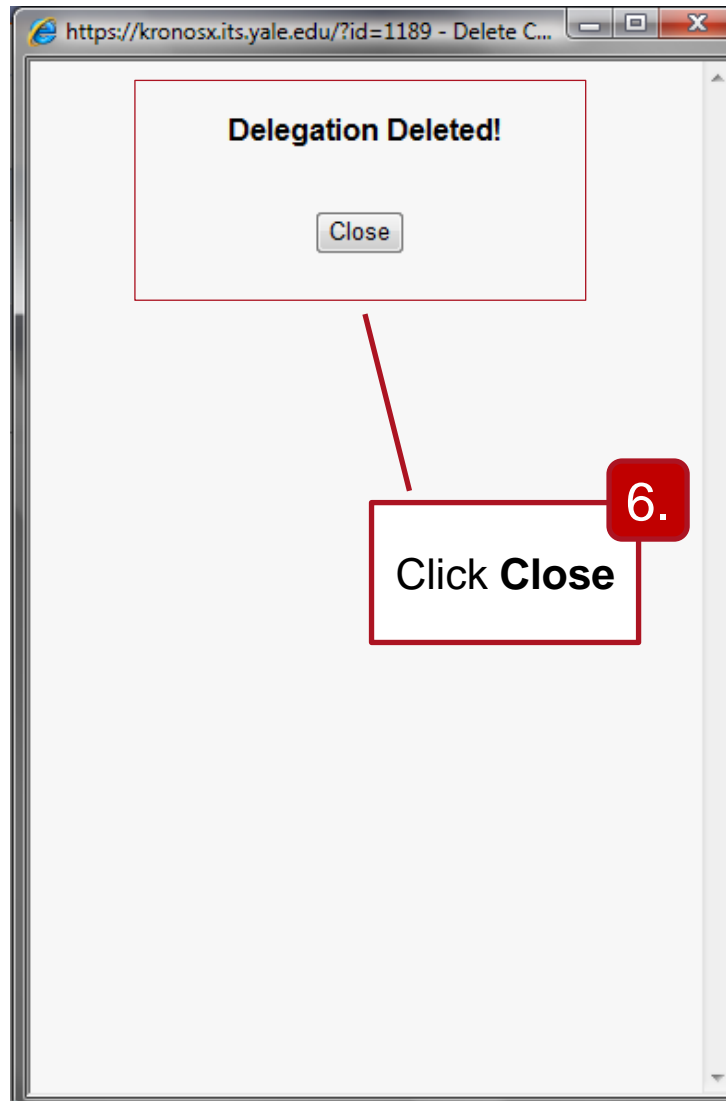
Delete Cancel

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

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 in advance, where 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

MY ACTIONS
Last Refreshed: 5:05 PM

[Refresh](#)

Categories: All

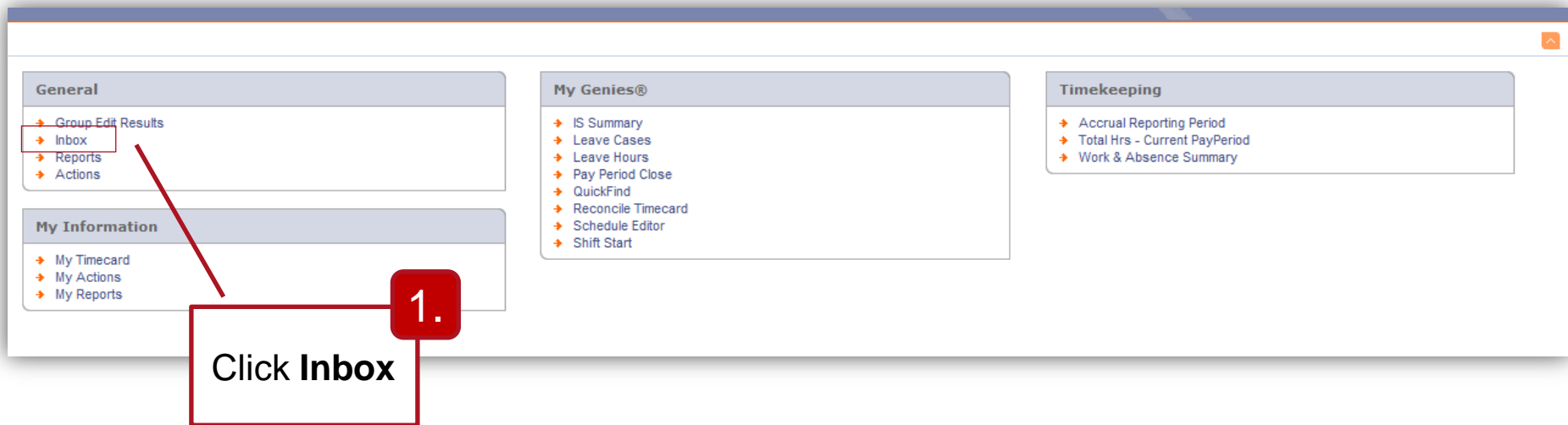
Actions

➔ New Leave Case Request_LA	➔ Cancel Leave Time Request
➔ Cancel Time Off Request CT Prior 07-01-09 Gr2yrs	➔ Cancel Leave Case Request_LA
➔ Leave Time Request	➔ Time Off Request CT Prior 07-01-09 Gr2yrs

- 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

INBOX
Last Refreshed: 11:43 AM

TASKS **MESSAGES**

[Edit →](#) [Reassign →](#) [Refresh](#)

Status: **Active** As of Date: 9/05/2009 Categories: **All**

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Aniston, Jennifer	Time Off Request CT Prior 07-01-09 Gr2yrs,Mgr Welcome Form	10/05/2009 11:43AM (GMT -05:00) Eastern Time	10/05/2009	Active	Task List

2.

Double click on the Time Off Request message

Time Off Request Approval

The screenshot displays the Kronosx Time Off Request Approval interface. At the top, the 'INBOX' section shows 'Last Refreshed: 11:43 AM'. Below this, there are tabs for 'TASKS' and 'MESSAGES', with 'TASKS' selected. Action buttons 'Edit', 'Reassign', and 'Refresh' are visible. The main area shows a table of tasks with filters for 'Status' (Active), 'As of Date' (9/05/2009), and 'Categories' (All). A single task is listed from 'Aniston, Jennifer' with the subject 'Time Off Request CT Prior 07-01-09 Gr2yrs,Mgr Welcome Form'. A modal dialog is open, titled 'Welcome to Request for TimeOff Evaluation process', with 'Next' and 'Cancel' buttons. A red arrow points to the 'Next' button, and a red box with the number '3.' and the text 'Click Next' is overlaid on the dialog.

INBOX
Last Refreshed: 11:43 AM

TASKS MESSAGES

Edit Reassign Refresh

Status: Active As of Date: 9/05/2009 Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Aniston, Jennifer	Time Off Request CT Prior 07-01-09 Gr2yrs,Mgr Welcome Form	10/05/2009 11:43AM (GMT -05:00) Eastern Time	10/05/2009	Active	Task List

Welcome to Request for TimeOff Evaluation process

Next Cancel

3. Click Next

Time Off Request Approval

https://kronosx.its.yale.edu/?id=1110 - Time Off Evaluation - Windows Internet Explorer

Rule Violatons:	None
Accrual Violations:	None
Employee ID:	9382938291
Employee Name:	Aniston, Jennifer
Bonus Vacation:	0.0
Compensatory Time:	0.0
Personal:	32.0
Sick:	
Vacation:	95.0
Request Type:	VACATION
Start Date:	10/26/2009
End Date:	10/30/2009
Hours Type:	Full Scheduled Day
Unavailable Start Time:	
Unavailable Duration:	
Employee Message:	

What do you want to do?

☒ Approve ☐ Reject ☐ Recheck Rules

Override Shift: ☒

Create Open Shift: ☒

Message:

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

The screenshot displays the Kronosx Time Off Request Approval interface. A modal dialog box is open, displaying the message: "Thank you for using Request for Time Off evaluation process." Below the message is a button labeled "Save & Close". A red line points from the "5." step indicator to the "Save & Close" button. Below the dialog box, a red-bordered box contains the text "Click **Save & Close**".

5.

Click **Save & Close**

INBOX
Last Refreshed: 11:43 AM

TASKS **MESSAGES**

Edit → Reassign → Refresh

Status: Active As of Date: 9/05/2009

From	
Aniston, Jennifer	Time Off Request CT Pri...

Time Received	Complete By Date	Status	Current Location
05:00) Eastern Time	10/05/2009	Active	Task List

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

Time Approval

Time Off Request Approval

Reporting and Audits

Questions

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

The screenshot displays the 'My Time Reporting' interface. On the left, there are two panels: 'General' and 'My Information'. The 'General' panel contains links for 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'My Information' panel contains links for 'My Timecard', 'My Actions', and 'My Reports'. On the right, the 'My Genies®' panel lists several options: 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close', 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'. A red box highlights the 'Pay Period Close' option, and a red arrow points from a callout box to it. The callout box contains the text 'Click Pay Period Close' and is numbered '1.' in a red square.

General

- Group Edit Results
- Inbox
- Reports
- Actions

My Information

- My Timecard
- My Actions
- My Reports

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

1. Click Pay Period Close

My Time Reporting

Hyperfind

4.
Click Reports

Timecard | Schedule | People | Reports | More ▾

PAY PERIOD CLOSE

Last Refreshed: 7:07PM

Show

Edit

Time Period

Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾ Leave ▾									
Name	1 ▲	Employee Approval	Manager Approval	Signed Off	Regular	Overtime	Exception	Expected PP Hours	
Abate, Stephen								75.0	
Delange, Michael								80.0	
Aniston, Jennifer								75.0	
Crystal, Billy								40.0	
Diaz, Cameron								75.0	
Pitt, Brad								75.0	
nl254, nl254								75.0	

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

The screenshot shows the 'REPORTS' section of the Hyperfind application. At the top right, there is a '< Home' link and a small orange icon. Below the 'REPORTS' header, it says 'Last Refreshed: 12:09PM'. A red box highlights the 'Show' and 'Time Period' dropdown menus, which are currently set to 'Previously Selected Employee(s)' and 'Current Pay Period' respectively. An 'Edit' button is next to the 'Show' dropdown. Below these, there are three tabs: 'SELECT REPORT' (highlighted in orange), 'SET OPTIONS', and 'CHECK RUN STATUS'. Under the 'SELECT REPORT' tab, there are five buttons: 'Run Report', 'Refresh', 'E-mail →', 'Send To Printer →', and 'Print Screen →'. On the left side, there is a 'Categories' list with expandable items: All, Accruals, Configuration, Data Collection, Detail Genie, Leave, Roll-Up Genie, Scheduler, and Timecard. A red arrow points from the 'Run Report' button to a callout box. Another red arrow points from the 'Show' and 'Time Period' dropdowns to a callout box. A red box with the number '5.' is placed between the two callout boxes. A blue star icon is placed next to a callout box at the bottom left.

REPORTS
Last Refreshed: 12:09PM

Show: Previously Selected Employee(s) **Edit**

Time Period: Current Pay Period

SELECT REPORT | SET OPTIONS | CHECK RUN STATUS

Run Report | Refresh | E-mail → | Send To Printer → | Print Screen →

Categories

- ⊕ All
- ⊕ Accruals
- ⊕ Configuration
- ⊕ Data Collection
- ⊕ Detail Genie
- ⊕ Leave
- ⊕ Roll-Up Genie
- ⊕ Scheduler
- ⊕ Timecard

5.

Select the report you want to view and click **Run Report**

The **Show** and **Time Period** fields are grayed out as you previously selected the employees and time period you wanted to view

The **Reports** home page will display a list of all the reports you have access to view

My Time Reporting

Hyperfind

The following scenario guides supervisors through saving Hyperfinds for future use

The screenshot shows the 'My Time Reporting' interface. On the left, there are two main sections: 'General' and 'My Information'. The 'General' section contains a list of items: 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'Reports' item is highlighted with a red box, and a red arrow points from it to a red box containing the number '1.'. Below this, a red box contains the text 'Click Reports'. The 'My Information' section contains a list of items: 'My Timecard', 'My Actions', and 'My Reports'. On the right side of the interface, there is a section titled 'My Genies®' which contains a list of items: 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close', 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'.

General

- Group Edit Results
- Inbox
- Reports
- Actions

My Information

- My Timecard
- My Actions
- My Reports

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

1.

Click Reports

My Time Reporting

Hyperfind

The screenshot displays the 'My Time Reporting' interface. At the top, the 'REPORTS' section shows 'Last Refreshed: 5:53PM'. Below this, there are dropdown menus for 'Show' (set to 'All Home') and 'Time Period' (set to 'Current Pay Period'), with an 'Edit' button. A navigation bar contains 'SELECT REPORT' (highlighted), 'SET OPTIONS', and 'CHECK RUN STATUS'. Below the navigation bar are buttons for 'Run Report', 'Refresh', 'E-mail', 'Send To Printer', and 'Print Screen'. The left sidebar lists various reports, with 'Employee Hours by Job' highlighted. A red box with a red arrow points to this report, and a red callout box with the number '2.' contains the text 'Select the report you would like to view'. The right side of the interface shows the 'Employee Hours by Job' report title and a description: 'Reports hours/amounts/wages for each job/pay code in which the employee accrued hours. Provides totals for each employee and job per employee as well as grand totals.' A blue star icon points to a blue callout box containing the text: 'By clicking on a report name a brief description will display on the right side of the page'.

REPORTS

Last Refreshed: 5:53PM

Show: All Home Edit

Time Period: Current Pay Period

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Run Report Refresh E-mail Send To Printer Print Screen

All

- Absent Employees
- Accrual Balances and Projections
- Accrual Carryover Limits
- Accrual Codes
- Accrual Date Configurations
- Accrual Date Patterns
- Accrual Debit Activity Summary
- Accrual Detail
- Accrual Earned Grants
- Accrual Earning Limits
- Accrual Fixed Grants
- Accrual Pool Balances
- Accrual Probation Periods
- Accrual Summary
- Accrual Taking Limits
- Actual vs. Schedule by Labor Account
- Badge Numbers
- Combined Pay Codes
- Comments
- Device Work Rule Definitions
- Employee Hours by Job**
- Employee Hours by Job (Excel)
- Employee Hours by Labor Account
- Employee Hours by Labor Account (Excel)
- Employee Leave Document Due Dates
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Employee Sign-off
- Employee Transactions and Totals

Employee Hours by Job

Description Reports hours/amounts/wages for each job/pay code in which the employee accrued hours. Provides totals for each employee and job per employee as well as grand totals.

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

The screenshot displays the 'My Time Reporting' interface. At the top, the 'REPORTS' section is active, showing 'Last Refreshed: 5:59PM'. A dropdown menu for 'Show' is open, listing 'All Home', 'Ad Hoc', 'All Home', 'New...', and 'Edit Ad Hoc...'. A red callout box with the number '3.' and the text 'Click New' points to the 'New...' option. Below the dropdown, there are buttons for 'Run Report', 'Refresh', 'E-mail', 'Send To Printer', and 'Print Screen'. On the left, a list of reports is shown, including 'Absent Employees', 'Accrual Balances and Projections', 'Accrual Carryover Limits', 'Accrual Codes', 'Accrual Date Configurations', 'Accrual Date Patterns', 'Accrual Debit Activity Summary', 'Accrual Detail', 'Accrual Earned Grants', 'Accrual Earning Limits', 'Accrual Fixed Grants', 'Accrual Pool Balances', 'Accrual Probation Periods', 'Accrual Summary', 'Accrual Taking Limits', 'Actual vs. Schedule by Labor Account', 'Badge Numbers', 'Combined Pay Codes', 'Comments', 'Device Work Rule Definitions', 'Employee Hours by Job', 'Employee Hours by Job (Excel)', 'Employee Hours by Labor Account', 'Employee Hours by Labor Account (Excel)', 'Employee Leave Document Due Dates', 'Employee Schedule - Monthly', 'Employee Schedule - Weekly', 'Employee Sign-off', and 'Employee Transactions and Totals'. The main content area on the right is titled 'Employee Hours by Job' and contains a 'Description' section stating: 'Reports hours/amounts/wages for each job/pay code in which the employee accrued hours. Provides totals for each employee and job per employee as well as grand totals.'

My Time Reporting

Hyperfind

HYPERFIND

Last Refreshed: 6:00PM

Query Name

Description

Visibility

SELECT CONDITIONS

EDIT CONDITIONS

VIEW QUERY

ASSEMBLE QUERY

VIEW SQL

Save

Save As →

Refresh

Refresh Data

Edit Condition →

Delete Condition

Print Screen →

Test →

Filters

General Information

Timekeeper

Time Management

Worked Accounts

Worked Pay Code

Exceptions

Comments

Scheduler

Accruals

Leave

User Information

Role - Timekeeper

Process Manager

Worked Pay Code

☒ Include ☐ Exclude people who meet this condition.

Worked

Amount (Hours)

In

AFFILIATED HOSPITAL PROGRAM

AWARDS AND PRIZES

BIRTHDAY PRESS

BONUS VACATION

CLINICAL BONUS

COMPENSATORY TIME EARNED

COMP TIME EARNED

DEATH

DEPT PAID UNION

DEPT PAID W/C

Add Condition

Selected Conditions

4.

Conditions to filter by (such as pay codes) can be found on the left menu

My Time Reporting

Hyperfind

***HYPERFIND**
Last Refreshed: 6:00PM

Query Name:
Description:
Visibility:

SELECT CONDITIONS | EDIT CONDITIONS | VIEW QUERY | ASSEMBLE QUERY | VIEW SQL

Save | Save As → | Refresh | Refresh Data | Edit Condition → | Delete Condition | Print Screen → | Test →

Filters

- General Information
- Timekeeper
- Time Management
 - Worked Accounts
 - Worked Pay Code**
 - Exceptions
 - Comments
- Scheduler
- Accruals
- Leave
- User Information
- Role - Timekeeper
- Process Manager

Worked Pay Code

☒ Include ☐ Exclude people who meet this condition.

Worked:

Amount: (Hours)

In

- HOLIDAY PREV PD - NO OT CONTRIB
- JURY DUTY
- LAYOFF
- NON-UNION MTNG
- OVERTIME**
- OT MISSED-REFUSED
- OT MISSED-UNAVAIL
- OVERTIME MEAL
- OT MEAL PREM SAT
- OT MEAL PREM SUN

Selected Conditions

OVERTIME hours worked is more than 5.0

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

My Time Reporting

Hyperfind

8. Click **Save As**

6. Enter the **Query Name** and a description

7. Ad Hoc – will create a temporary query.
*Note: If you select **Ad Hoc** you will not be able to enter a query name – it will default to “Ad Hoc”
Personal will create a query visible only to you
Click **Ok**

My Time Reporting

Hyperfind

The screenshot displays the 'My Time Reporting' interface. At the top left, it says 'REPORTS' and 'Last Refreshed: 5:59PM'. Below this is a navigation bar with 'SELECT REPORT', 'SET OPTIONS', and 'CHECK RUN STATUS'. A row of buttons includes 'Run Report', 'Refresh', 'E-mail', 'Send To Printer', and 'Print'. On the left is a tree view of reports, with 'Employee Hours by Job' highlighted. On the right, the 'Show' dropdown menu is open, showing options: 'All Home', 'Ad Hoc', 'All Home', 'Overtime More than 5 Hours' (highlighted), 'New...', and 'Edit Ad Hoc...'. An 'Edit' button is next to the dropdown. A red callout box with the number '9.' points to the 'Show' dropdown, containing the text: 'When you log in to view reports your Query name will display in the **Show** field'. Below the dropdown, the title 'Employee Hours by Job' is visible, followed by a 'Description' section stating: 'Reports hours/amounts/wages for each job/pay code in which the employee accrued hours. Provides totals for each employee and job per employee as well as grand totals.'

My Time Reporting

The following scenario guides supervisors through viewing My Time Reports

The screenshot shows a web application interface for 'My Time Reporting'. It features three main panels: 'General', 'My Information', and 'My Genies®'. The 'General' panel contains a list of links: 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. The 'Reports' link is highlighted with a red box, and a red arrow points from it to a red box labeled '1.' in the 'My Information' panel. The 'My Information' panel contains a list of links: 'My Timecard', 'My Actions', and 'My Reports'. A red box labeled 'Click Reports' is positioned over the 'My Reports' link. The 'My Genies®' panel contains a list of links: 'IS Summary', 'Leave Cases', 'Leave Hours', 'Pay Period Close', 'QuickFind', 'Reconcile Timecard', 'Schedule Editor', and 'Shift Start'.

General

- Group Edit Results
- Inbox
- **Reports**
- Actions

My Information

- My Timecard
- My Actions
- My Reports

My Genies®

- IS Summary
- Leave Cases
- Leave Hours
- Pay Period Close
- QuickFind
- Reconcile Timecard
- Schedule Editor
- Shift Start

1.

Click Reports

My Time Reporting

REPORTS

Last Refreshed: 12:09PM

Show

Time Period

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Categories

- ☐ All
- ☐ Accruals
- ☐ Configuration
- ☐ Data Collection
- ☐ Detail Genie
- ☐ Leave
- ☐ Roll-Up Genie
- ☐ Scheduler
- ☐ Timecard

2.

Select the desired Report Category

My Time Reporting

The screenshot shows the 'REPORTS' section of a web application. At the top right is a '< Home' link. Below the title, it says 'Last Refreshed: 7:51PM'. There are two dropdown menus: 'Show' set to 'All Home' with an 'Edit' button, and 'Time Period' set to 'Current Pay Period'. Below these are three tabs: 'SELECT REPORT' (active), 'SET OPTIONS', and 'CHECK RUN STATUS'. Under 'SELECT REPORT', there are buttons: 'Run Report' (highlighted with a red box and arrow), 'Refresh', 'E-mail =>', 'Send To Printer =>', and 'Print Screen =>'. On the left is a tree view of reports. 'Timecard Sign-off/Approval Audit Trail' is selected and highlighted with a red box and arrow. A red box with the number '3.' points to this selection. On the right, the report title 'Timecard Sign-off/Approval Audit Trail' is shown, followed by a 'Description' field that says 'Displays audit information related to sign-off or approval of timecards including date/time performed the action.' A red box with the number '4.' points to the 'Run Report' button. A red box with the number '3.' points to the selected report in the tree view.

REPORTS

Last Refreshed: 7:51PM

Show: All Home Edit

Time Period: Current Pay Period

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Run Report Refresh E-mail => Send To Printer => Print Screen =>

Holidays

Hours by Labor Account

Hours by Labor Account (Excel)

Hours by Labor Account with Graph Summary

Leave Hours Detail

Leave Hours Summary

Leave Hours Summary (Excel)

Leave Reasons

Leave Trends

Leave Types

Overtime Equalization Detail

Pay Codes

Person Attributes

Person Job Assignment

Primary Account Detail

Punch Origin

Time Detail

Timecard Audit Trail

Timecard Sign-off/Approval Audit Trail

Accruals

Configuration

Data Collection

Detail Genie

Leave

Roll-Up Genie

Scheduler

Timecard

Accrual Debit Activity Summary

Accrual Detail

Accrual Summary

Timecard Sign-off/Approval Audit Trail

Description: Displays audit information related to sign-off or approval of timecards including date/time performed the action.

4. When you are ready to view your report, click **Run Report**

3. Select the desired report

My Time Reporting

REPORTS
Last Refreshed: 7:54PM

Show:
Time Period:

SELECT REPORT | **SET OPTIONS** | **CHECK RUN STATUS**

Report Name	Format	Date In	Date Done	Status	Output
Timecard Sign-off/Approval Audit Trail	pdf	Mon 10/12/2009 07:53:53PM	Mon 10/12/2009 07:53:58PM	Complete	Screen
Accrual Balances and Projections	pdf	Mon 10/12/2009 07:35:07PM	Mon 10/12/2009 07:35:27PM	Complete	Screen

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
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

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

Time Approval

Time Off Request Approval

Reporting and Audits

Questions

Do you have any final questions?



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

- 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