

My Time – Approve Time Off Request for Supervisors/Designated Approvers

To have your password reset call the ITS Help Desk at 2-9000 or navigate to

https://veritas.its.yale.edu/netid/ChangePassword_Login.do?

Open the Internet Browser on your computer and log in to the University Portal with the following link: www.yale.edu/portal. Click the button that says “Login to the portal,” and then login using your NetID and password.

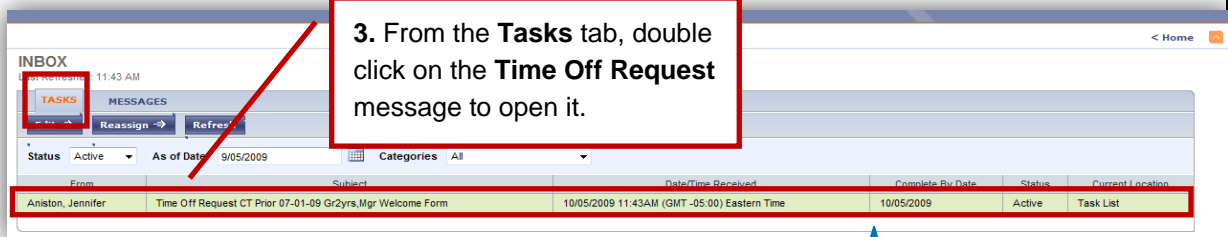
*It may appear at the right of the screen or you may have to scroll to the bottom of the screen.



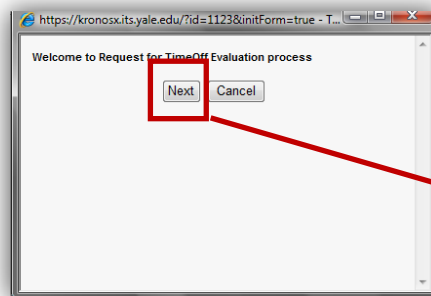
1. Click the **Time approval & reporting** link.

*Note: This link may appear on the right side of the screen, or you may have to scroll to the bottom of the screen.

2. Click **Inbox**.



- To review and approve or reject time off requests, use the **Tasks** tab.
- Use the **Message** tab to view any messages from your employees.



4. Click **Next**.

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

Rule Violations:	None
Accrual Violations:	None
Employee ID:	9382938291
Employee Name:	Aniston, Jennifer
Bonus Vacation:	0.0
Compensatory Time:	0.0
Personal:	32.0
Sick:	
Vacation:	

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:

5. Review the request and click **Approve** or **Reject**. Select **Recheck Rules** to view any violations.

*Note: Do not remove the checkmarks beside **Override Shift** and **Create Open Shift**. Removing the checkmarks will cause errors on the timecard.

6. Click **Next**.

https://kronosx.its.yale.edu/?id=1098 - Time Off Evaluati...

Thank you for using Request for Time Off evaluation process.

7. Click **Save & Close**.