My Time – Time Entry and Adjustments for C&T Employees

1. Open an internet browser and go to the following address:
   http://your.yale.edu

2. On the homepage, click MY TIME.

3. Login with your NetID and Password.

Click My Timecard
If your timecard needs an adjustment, prior to approval follow the instructions below:

4. Review the timecard. If no changes are required, click Approvals then click Approve.

5. To make an adjustment click the arrow to insert a row.

6. Select the appropriate pay code.

- The Time Period automatically defaults to the current pay period based on today’s date.
- 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 (You may have to select Previous Pay Period).

- Always review your time off balances on the Accruals tab before adjusting the timecard.
- If you do not have enough balance, consult with your supervisor.
**MY TIMECARD**

*To enter Overtime:* Add additional hours to the **Hours Worked** pay code.
*If you are in your probationary period and are out for a period of time, remove the hours you did not work from the **Hours Worked** pay code.*
*To select **Compensatory time:** move the paycode to **Comp Time Earned***

7. Remove the hours charged to **Hours Worked** by pressing the backspace on your keyboard. Enter the hours related to the pay code you selected.

8. Click **Approvals** then click **Approve**

Be sure your daily totals are accurate.

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**Additional Scenarios:**
- To enter **Overtime**: Add additional hours to the **Hours Worked** pay code.
- If you are in your probationary period and are out for a period of time, remove the hours you did not work from the **Hours Worked** pay code.
- To select **Compensatory time**: move the paycode to **Comp Time Earned**.